

**MINUTE OF THE REMUNERATION COMMITTEE MEETING
HELD ON 6th OCTOBER 2020 at 4.00pm, REMOTELY DUE TO COVID-19
RESTRICTIONS**

PRESENT:

Sandra Heidinger	Committee Chair
Gordon McGuinness	Board Member
David Newall	Board Chair
David Watt	Board Member

IN ATTENDANCE:

Jon Vincent	Principal
Janet Thomson	Vice Principal, Resources and College Development
Brian Hughes	Vice Principal, Curriculum and External Relations
Tracy Elliott	Assistant Principal, Finance and Infrastructure
Christine McConnell	Clerk to the Board (Minute Taker)

20.15 WELCOME AND APOLOGIES

The Committee Chair welcomed everyone to the meeting. The Committee agreed to deal with matters out of order such that Item no 20.18 Matters Arising would be dealt with at the end of the agenda. All members of the executive team left the meeting for this section of business.

20.16 DECLARATIONS OF INTEREST

There were no declarations of interest.

20.17 MINUTES OF MEETING HELD ON 30 APRIL 2020.

The minutes of the last meeting were approved as an accurate record.

20.18 MATTERS ARISING

SENIOR LEADERSHIP PAY

The Senior Leadership Team left the meeting for this part of the agenda.

The Committee noted that in terms of the Committee's remit it is responsible for determining the salary of the Senior Management and Principal within an agreed funding envelope.

For its April meeting, and in line with the Senior Management Pay Policy, a range of information on senior salaries, including the history of previous awards, had been prepared. However, Remuneration Committee had agreed at its April meeting, given the financial position of the College at that time, that it was not appropriate to award a pay rise to senior staff.

The Committee had advised that this decision could be revisited should the financial position change. The Committee agreed that it was now appropriate to revisit that decision.

The Committee discussed the current financial position and agreed that this had improved significantly since April. Whilst challenges lay ahead, the Committee felt that, in light of the evolving and emerging circumstances, there was sufficient evidence to allow the Committee to have confidence that a pay rise could be financed.

The Committee noted a recent decision by EIS to accept a 2% increase for academic staff. The Committee, based on information currently available and recognising that no agreement had been reached as yet, believed that the annual increase for support staff was also likely to be of this quantum. As required within the Senior Management Pay Policy, the Committee considered the Public Sector Pay Policy and the potential increase to the College pay bill if a Pay Award was to apply.

The Committee discussed the financial and reputational impact of awarding an increase to the Senior Team, noting that, whilst the College's financial position had improved significantly over recent months, there were still significant challenges ahead. However, reflecting on the performance of the Team in leading the College to achieve these financial improvements and, generally, their exceptional year in responding to Covid -19, the Committee felt that it would be unfair not to award an increase to the Senior Team in line with other College staff.

The Committee agreed that, in all the circumstances and in the interest of fairness and equity, a 2% pay rise to senior management, backdated to 1st April 2020, should be awarded. This was below the parameters set out within the 2020-21 Scottish Public Sector Pay Policy with the exception of the Principal's pay rise, which would require to be capped at £2k in line with the Public Sector Pay Policy.

. As outlined within the Senior Management Pay Policy, a pay award can only be made to senior staff for whom there is a current performance review. The 2% Pay Award should, therefore, be subject to confirmation from the Principal that this was the case. Subject to this confirmation, a letter would be issued to the Senior Staff from the Committee Chair, on behalf of the Remuneration Committee.

CM/SH

20.19 VOLUNTARY SEVERANCE SCHEME.

The Committee considered a paper detailing the terms of a Voluntary Severance (VS) Scheme for Support Staff.

The Committee also discussed other options in the paper which could act as a supplement to any voluntary severance scheme. These options include reduction in hours, unpaid leave and early notice of retirement. The Committee agreed that it would be important to incentivise staff to take up these options.

The Committee noted that any VS Scheme requires to be approved by GCRB and the Scottish Funding Council. The College's Board must be notified of the decision which can be done by email.

The Committee approved the terms of the Voluntary Severance Scheme as detailed in the paper. The Committee advised that comments on the supporting communications would be shared after the meeting.

20.20 ANY OTHER BUSINESS

None

DATE OF NEXT MEETING

TBC