

**MINUTES OF THE REMUNERATION COMMITTEE MEETING HELD ON 11 OCTOBER 2023 AT 1:30.**

**MEETING HELD AT LANGSIDE CAMPUS.**

**PRESENT:**

Sandra Heidinger	Committee Chair
Maureen McKenna	Board Member
David Newall	Board Chair
David Watt	Board Member

**IN ATTENDANCE:**

Jon Vincent (JV), Principal (left the meeting at 14:20)  
Lorraine McGaw (LMcG), Assistant Principal: Human Resources (left the meeting at 14:20)  
Kirsty Mavor, Clerk to the Board (Minute Taker)

**23.01 WELCOME AND APOLOGIES**

The Committee Chair welcomed everyone to the meeting.

**23.02 DECLARATIONS OF INTEREST**

Both Jon Vincent and Lorraine McGaw declared an interest in the discussion about Senior Management pay. It was agreed that it was appropriate for the Principal and Assistant Principal to contribute to general discussions pertaining to senior management as 'a class' but not to discussions concerning their individual roles. It was confirmed they would be asked to leave the meeting for the final part of the discussion by Committee members only.

**23.03 MINUTES OF MEETING HELD ON 1 SEPTEMBER 2022.**

The minutes of the last meeting were approved as an accurate record. These minutes will now be published.

**23.04 MATTERS ARISING/ACTION GRID**

The Committee noted the latest position with regard to the actions.

**23.07 SLT FEEDBACK – PERFORMANCE REVIEW**

This item and 23.08 were considered earlier in the agenda.

S Heidinger provided background information on why a revised performance review process had been implemented for the Senior Leadership Team last year. The overall aim of this process is to further encourage a high performing culture amongst the College's Senior Leadership Team. The Committee agreed at last year's meeting that a performance rating should not be made in the first year to allow time for the revised process to bed in. The Committee

now wished for feedback from the Senior Leadership Team on how the revised process had worked in its first year.

J Vincent confirmed to the Committee that the process has been well received by the Senior Leadership Team. Each team member has set operational objectives which are separate to their professional development objectives. Overall, whilst this review system is supported, there is some reluctance for a performance rating to be introduced during the upcoming period of change facing the Senior Leadership Team.

The Committee discussed whether it was appropriate to introduce a performance grading system at this stage. It was noted that the Senior Leadership Team was likely to reduce by two members and the remaining members will be asked to take on additional duties. It was agreed by the Committee that it was not appropriate for a performance grade to be introduced during this period of uncertainty. However, a prerequisite to any pay award will be that each individual has performed to a satisfactory level.

#### **23.08 SENIOR LEADERSHIP PAY POLICY REVIEW**

L McGaw spoke to this paper which asked the Committee to review the current pay policy and approve the proposed change in shifting the annual review date from May to September. This change reflects an earlier decision made by this Committee to align the Senior Leadership pay year with the annual pay review date applicable to lecturing and support staff. The Committee approved this amendment.

The Committee also considered that paragraph 6 of the policy should be amended to "*All senior staff are assessed as part of the review: only those who have received a satisfactory rating under the College's performance review system can be recommended for an award*". There is also a typographical error in the fourth bullet point that needs to be amended.

Subject to the above amendments being made, this policy was approved by the Committee. The next step is for the updated policy to be approved by the Board.

#### **23.05 SENIOR LEADERSHIP TEAM PAY CONTEXT AND BENCHMARKING**

#### **23.06 PAY AWARD HISTORICAL DATA**

L McGaw spoke to the report providing details of the context in which the Senior Leadership Team's pay award is being considered including the financial challenges facing the College. The report also provided details of inflationary measures, the Scottish Government Public Sector Pay Strategy, historical data on pay awards, national bargaining discussions, the impact of the proposed national bargaining award on current SLT salaries, median pay and the gender pay gap.

The periods under review for the pay award are 1 April 2023 to 31 August 2023 and 1 September 2023 to 31 August 2024.

14:20 L McGaw and Jon Vincent left the meeting

D Newall informed the Committee that he had carried out the Principal's appraisal and confirmed that despite it being a particularly challenging year, the Principal had continued to perform to a high level.

The Committee discussed in detail the available information and, recognising the financial challenges facing the College and the current position with regard to national bargaining, agreed the following: -

1. The Committee noted it was required to have regard to the Public Pay Sector Strategy but was not bound by it. It was agreed, given the challenging environment in which the Senior Leadership Team has been operating, current inflationary measures, the need to continue to motivate the senior team who had performed well under difficult circumstances, a departure from the Public Pay Sector Strategy was warranted.
2. After considering the latest offer in national bargaining and the impact that an equivalent award would have on the Senior Leadership Team's pay and recognising that the SLT had not received an increase since April 2022, it was agreed that a 3% consolidated pay award should be awarded from 1 April 2023.
3. Later in the year, Remuneration Committee would consider a pay award for the period 1 September 2023 to 31 August 2024. A decision later in the year would allow the outcome of national bargaining and any potential implications from a redistribution of duties amongst the SLT to be known.

#### **22.16 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE**

It was agreed that S Heidinger will ask L McGaw to calculate the impact of the proposed award on the gender pay gap within the Senior Leadership Team. This will be considered before the Senior Leadership Team is advised of the pay award from 1 April 2023. NB: It was subsequently confirmed that the implementation of the award would not impact on the gender pay gap.

#### **22.17 REVIEW OF PAPERS (including disclosable status)**

All papers are non- disclosable.

#### **22.18 ANY OTHER BUSINESS**

It was agreed that the annual report to the Board should be delayed until the decision is made on any pay award for the period 1 September 2023 to 31 August 2024.

**DATE OF NEXT MEETING**

TBC - once outcome of national bargaining is known.