

Minute of the Nominations and Remuneration Committee held on Thursday 12 March 2020

Present	
Jackie Russell (Committee Chair)	Clare Ireland
Lesley Garrick	Janie McCusker
Karen Konkon	
In Attendance	
Martin Boyle (Executive Director)	Jim Godfrey (Finance and Resources Director)
Penny Davis (Board Secretary)	Natalie Webster (Executive Assistant)
Apologies	
Michael Cullen	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed members to the meeting.

2. Apologies

Paper Number: Verbal

2.1 Decision

No apologies were received.

3. Declarations of Interest

Paper Number: Verbal

3.1 Discussion

The Chair reminded members that it is their personal responsibility to indicate at any point during the meeting if they have, or may be perceived as having, a conflict of interest under any item on the agenda.

4. Chair's Business

Paper Number: Verbal

4.1 Decision

The Chair noted that she had attended the following meetings in her capacity as Committee Chair:

- GCRB Board Meeting

5. Minute of the Committee Meeting held on 12 December 2019

Paper Number: NRC3-A

5.1 Decision

The minute of the meeting on 12 December 2019 was **agreed** as an accurate record.

6. Annual Salary Review

Paper Number: NRC3-B

6.1 Discussion

The Executive Director and Finance and Resources Director temporarily left the meeting at this stage.

The Committee Chair outlined the Committee's responsibility with regard to agreeing an annual pay award for senior staff. She noted that both posts are outwith national bargaining however the Committee should take into consideration Public Sector Pay Policy. Whether GCRB should be a signatory to NRPA was discussed. and it was

6.2 Decision

The Committee **agreed** an award in line with Public Sector Pay Policy for the two senior staff post holders at its meeting.

The Committee also **agreed** that the Board Secretary would circulate a paper via email to the committee about the history of NRPA and the possibility of joining.

The Executive Director and Finance and Resources Director re-joined the meeting at this stage.

7. Extension of Assigned College Chair Appointments

Paper Number: NRC3-D

7.1 Discussion

The Board Secretary presented this paper and discussed the process for the extension of the appointments of the Chairs of City of Glasgow College and Glasgow Clyde College.

7.2 Decision

The Committee **noted** and **agreed** the process and timeframe for the extensions.

8. City of Glasgow College Non-Exec Board Member Extensions

Paper Number: NRC3-E

8.1 Discussion

The Board Secretary presented the board member extensions. It was highlighted that when proposing extensions the College had considered the staggering of tenure and considered succession. The Committee noted that the Chair and Vice Chair would be leaving at the same time.

8.2 Decision

The Committee **considered** the information provided and **agreed** to recommend the extensions to the Board on the basis that the future departures of the Chair and Vice Chair were staggered.

9. Glasgow Kelvin College Voluntary Severance Scheme

Paper Number: NRC3-F

9.1 Discussion

The Finance and Resources Director presented the paper. The Committee discussed the proposal and the differences in this scheme compared to previous VS schemes. More information would be required to understand the financial impact of the proposed, short length of the scheme. There was concern that no equality impact assessment was available and that the scheme timeframe was too short to attract volunteers. It was also unclear if the union had feedback on the proposal. The Committee also discussed the financial pressures and requirement to move quickly in coming to a conclusion.

9.2 Decision

The Committee **agreed** that more information was required to be able to fully endorse the scheme. It was **agreed** that they would need to receive an equality impact assessment, see the feedback from the union and understand the financial impact of the scheme before approving it.

10. Review of Progress – Board Development Action Plan

Paper Number: NR32-G

10.1 Discussion

The Board Secretary presented the item. The Board Chair noted that the induction for the new student member had taken place..

10.2 Decision

The Committee **reviewed** the progress against then plan and had no recommendations to make at this stage.

11. Draft Board Development Plan 20-21

Paper Number: NRC3-H

11.1 Discussion

The Board Secretary presented the paper. The Board Chair highlighted the desire of Board Members to have more informal gatherings and events.

11.2 Decision

The Committee **considered** the areas for development set out in the report, **agreed** to expand 3.4.4 to include internal and external relationships and **agreed** to recommend the plan to the Board.

12. Climate Change

Paper Number: NRC3-I

12.1 Discussion

The Finance and Resources Director **presented** the paper.

12.2 Decision

The Committee:

- **Noted** the progress in respect of the project specification.
- **Endorsed** the strategic ambition in respect of the climate change project.
- **Considered** the options in respect of the project delivery.
- **Approved** the recruitment of a fixed term post for two years.

13. GCRB Secretary to the Board

Paper Number: NRC3-J

13.1 Discussion

The GCRB Board Chair **presented** the paper and highlighted that the Board Secretary was currently working 2 days per week which was insufficient to complete her workload. The

GCRB Board Chair asked the Committee to considered increasing the contracted hours for the Board Secretary.

13.1 Decision

The Committee **agreed** to recommend to the Board the increase of the contracted hours of the Board Secretary from 2 days per week (14 hours) to 2.5 days per week (17.5).

14. Long Term Agenda

Paper Number: NRC3-K

14.1 Decision

- The Committee **agreed** the Long Term Agenda

15. Date of Next Meeting

15.1 Decision

The next full meeting of the Committee will take place on 38 May 2020.