

Draft Minute of the Nominations and Remuneration Committee held on Monday 18 December 2018

Present	
Jackie Russell (Chair)	Grahame Smith (Interim Chair)
Lesley Garrick	Karolina Gasiorowska
Robin Ashton (Executive Director)	Penny Davis (Board Secretary)
Jim Godfrey (Interim Finance and Resources Director)	
Apologies	
None	

1. Introduction

Paper Number: Verbal

1.1 Discussion

The Committee Chair welcomed members, and explained that this additional meeting had been convened to consider Kelvin College's voluntary severance scheme.

2. Declarations of Interest

Paper Number: Verbal

2.1 Discussion

The Chair reminded members that it is their personal responsibility to indicate to the Chair 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.

2.2 Decision

Members noted The Executive Director's status as a seconded employee of Glasgow Kelvin College, and agreed that it should be made clear in the record of the meeting that while the SFC form requires signature by the Executive Director, approval of the scheme rests wholly with the Committee on behalf of the Board.

3. Glasgow Kelvin College Voluntary Severance Scheme Application

Paper Number: NRC4-A

3.1 Discussion

The Executive Director outlined the status of Assigned College voluntary severance applications, explaining that the SFC had previously approved a joint scheme across all three colleges. Subsequent to the issue of SFC guidance in 2016, GCRB, as Regional Strategic Body, is required to approve Assigned College schemes, and individual applications where necessary, and to submit these to the SFC.

Kelvin College had submitted an individual college scheme which was consistent with the SFC-approved scheme.

Members were asked to note that the term “settlement agreement” had been replaced with “termination letter” in the scheme to comply with SFC policy on the use of settlement agreements, and that the SFC had confirmed that it was content with the change.

The Executive Director confirmed that the scheme met with relevant SFC guidance.

Members noted that informal discussion with the SFC and the GCRB Executive Director had indicated that the SFC may set a condition that staff who took VS could not be re-employed by colleges in the region within two years. It was agreed that the enforcement of such a policy would be challenging given that the three colleges are separate employers, whilst recognising the interests of conserving public funds. An appropriate approach would be discussed further with the SFC and colleges if this condition was applied.

A member enquired whether the scheme would apply to staff on fixed term contracts. The Chair explained that the scheme related to permanent staff but that any staff who had been working with an organisation on temporary contracts would have access to a contract permanisation scheme after a period of continuous service .

3.2 Decision

3.2.1 The Committee approved the scheme on the condition that the following points were addressed.

- An inconsistency in the dates of the scheme between the cover paper and the application itself.
- A reference carried over from the previous scheme to particular groups of staff when the scheme was intended to apply to all staff.
- That the scheme should include a statement that any individual payment that would exceed £95,000 in total would be considered high profile and would require separate GCRB approval.

3.2.2 The Committee agreed that authority would be delegated to the Committee Chair and Chair of the Board to give final approval to the amended scheme by e-mail later in the week, and that they would be provided with further information as appropriate, including the paper that had been presented to the Kelvin College Board, to enable them to do so.

3.2.3 It was agreed that the Board Secretary would provide further clarification via e-mail after the meeting of the SFC’s guidance with regard to business case requirements.

4. Date of Next Meeting

4.1 The date of the next meeting was **agreed** as Thursday 8 March 2018.