



CONFIDENTIAL

Board of Management

Meeting	PR&R Committee
Date and time	Thursday 01 June 2023 at 9.30 a.m.
Location	Via Microsoft Teams, Calendar Link

Board Secretary
25 May 2023

AGENDA

Welcome and Apologies

Declarations of Interest

1. MINUTES

Meeting of the Committee held on 02 March 2023

2. OUTSTANDING ACTIONS

3. TIMELINE FOR PRINCIPAL'S PRD PROCESS

Report from Governance Officer

4. AOCB

5. DATE OF NEXT MEETING – 28 September 2023 at 10.00 a.m



MINUTES of the MEETING of the PERFORMANCE, REVIEW AND REMUNERATION COMMITTEE held via Microsoft Teams on Thursday 02 March 2023

PRESENT: Innis Montgomery, Donald MacKenzie, Dee Bird
CHAIR: Innis Montgomery
APOLOGIES: Tina Stones & Mark Sheridan
ATTENDING: HR Manager
Governance Officer

The Chair welcomed everyone to the meeting.

No declaration of interests, statements of connections or transparency statements were noted.

1. MINUTES

The Minutes of the meeting of the Performance Review and Remuneration Committee held on 01 September 2022 were **AGREED** as a correct record and were **APPROVED**.

2. OUSTANDING ACTIONS

Review of Remuneration of Principal and EMT – The Governance Officer advised that the HR Manager would be providing the Committee with a verbal update in respect of the remuneration exercise within the agenda.

3. PRINCIPAL'S TARGETS

The Chair advised that he and the Chair of the Board of Management had met with the Principal on 09 February 2023 and went through the targets for the year. The Committee was advised that the view was that our targets are looking positive and it is felt that we are on course to meet them.

The Committee noted that a general discussion on the Principal's performance took place and both the Chair, and the Chair of the Board of Management were satisfied that the Principal is meeting and exceeding all requirements.

The Committee was advised that supplementary discussions around providing additional space for students (such as a student union), increasing international student recruitment, the reasons why past international recruitment had failed and the procurement of new machinery within the College had taken place during this meeting.

The Committee discussed whether additional support would be able to be provided to international students.

Actions:

- The Board is to be provided with a tour of the new machinery ahead of the next Board of Management meeting scheduled for 28 March 2023.
- The EMT is to provide the Committee with an insight into the current support mechanisms in place for international students.

The HR Manager joined the meeting.

4. REMUNERATION EXERCISE

The HR Manager advised that following the previous remuneration review it had been agreed that we would continue to monitor the salaries of the Principal, EMT, Research Staff, Tertiary Education Leaders, and the Directors of Research on an annual basis. The Committee was advised that given national bargaining negotiations are still ongoing, it is difficult for us to make an offer now and that a detailed paper would instead come to the PR&R Committee meeting scheduled for 01 June 2023.

The Committee noted that our remuneration package for the above roles tends to mirror the pay settlement claims for Academic and Professional Services staff. However, it was noted that we need to ensure that salaries of these roles remain competitive. The Committee noted that any potential offers will be benchmarked against the information made available within published End of Year Accounts for those within the College Sector.

5. DATE OF NEXT MEETING

Thursday 01 June 2022 at 10.00 a.m.

Signed by the Chair: _____

Date: _____

Outstanding Actions – PR&R Committee

18 July 2022				
Review of Remuneration of Principal and EMT	The Principal and EMT Salary will be monitored on an annual basis to ensure that we continue to align with other comparable institutions	Gov Officer & HR Manager	Spring 2023	
02 March 2023				
Principal's Targets	The Board is to be provided with a tour of the new machinery ahead of the next Board of Management meeting scheduled for 28 March 2023.	Gov Officer	28 March 2023	
	The EMT is to provide the Committee with an insight into the current support mechanisms in place for international students.	EMT	01 June 2023.	

UHI | INVERNESS

Subject/Title:	Report on Timeline for the Principal's PRD Process
Author: [Name and Job title]	Lisa Ross, Governance Officer
Meeting:	PR&R Committee
Meeting Date:	01 June 2023
Date Paper prepared:	18 May 2023
Brief Summary of the paper:	This paper provides the PR&R Committee with the draft timeline for the Principal's PRD process.
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Noting

Item 03

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Governance Compliance		
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/ No If yes, please specify:		
Student Experience Impact:	Yes/ No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Timeline for the Principal's PRD Process

In July 2023 the process for the Principal's PRD will begin again. The draft timeline for this process is as follows:

1. The Governance Officer will arrange an appraisal meeting for the Principal where his PRD will be carried out and targets for the year ahead will be agreed. The Senior Independent Member (SIM) and the Chair of the Board of Management will carry out this appraisal meeting with the Principal.
2. A PR&R Committee Meeting has been scheduled for 10.00 a.m. on 28 September 2023. An appraisal report will be brought to this Committee.
3. The Principal will report on the agreed targets at the Board of Management meeting being held on 03 October 2023.
4. A 6-month review of the PRD will be held in January 2024.
5. Following this review a PR&R Committee will be held on 29 February 2024 where the SIM will update the Committee on the progress of the Principal's PRD.
6. In July 2024, the process will begin again.