

Board of Management

MINUTES of the MEETING of the PERFORMANCE, REVIEW AND REMUNERATION COMMITTEE held in the Board Room, 1 Inverness Campus on Tuesday 13 June 2017

PRESENT: Hazel Allen, Brian Henderson (by VC), Neil Stewart, John Wilson
CHAIR: John Wilson
APOLOGIES: -
ATTENDING: Acting Principal
 Secretary to the Board of Management

1. MINUTES

The Minutes of the Meeting of the Performance Review and Remuneration Committee held on 30 March 2017 were **AGREED** as a correct record, were **APPROVED** and signed.

2. SENIOR POST HOLDER JOB EVALUATION

A report by the Principal submitted before her departure from the College referred to the establishment of a Director of Finance role which was to be shared with Moray College. The report also highlighted the need to establish clear lines of oversight and responsibility for the corporate service functions of IT and Estates that previously fell within the remit of the Director of Corporate Services at Inverness College.

In an update to the report provided to the Committee at its meeting on 30th March, it was noted that UHI had seconded a full-time Finance Director to provide additional support to Moray College through the process of implementing a financial recovery plan. In the short-term therefore, the shared Finance Director would spend most of their working week at Inverness College. Moray College anticipated that the additional support provided by UHI would be required for two years. It had been agreed with Moray however, that to facilitate future arrangements, the shared Finance Director, once in post would spend some time each week liaising with the seconded Finance Director to ensure continuity as well as identify opportunities to develop parallel working practice. The College anticipated that this would constitute part of one day each week.

In order that Inverness College was not financially disadvantaged by agreeing to this arrangement, UHI had requested that Inverness provided a report detailing additional costs incurred. The shared Finance Director post had been advertised at a higher salary level than the previous Director of Corporate Services role, incurring an additional cost to the College. There were however, other additional costs to be taken into account.

Having a shared Finance Director post would necessitate backfill in the Finance Team at accountant level. This back fill would not be required immediately but would need to be addressed when the shared Finance Director took on full responsibility for Moray and Inverness College finance teams.

Finally, the Director of Corporate Services role incorporated responsibility for Finance, IT and Estates. Since the departure of the interim Director of Corporate Services, responsibility for Estates had sat with the Director of Organisational Development. The Principal had maintained oversight of IT until her departure at the end of May. Given the on-going issues with the facilities management contract, the on-going management of the legacy estate disposal and the outstanding issues relating to the construction period of the NPD development, it was essential that lines of responsibility for this function were clear and that continuity was assured.

The Committee noted that the College had just appointed a new principal who would want to evaluate the work of the College and make his own decisions regarding the roles and remits of the senior post-holders. That said, the College needed to maintain continuity during this period and manage risk.

The Committee considered the proposal that a temporary adjustment to the remuneration of the Director of Organisational Development to reflect the additional responsibility taken on by the post-holder of the oversight of Estates and IT be approved. Any adjustment should be back-dated to the date of the Interim Director of Corporate Services departure, namely 27 January 2017.

This proposal would manage the short-term risk while ensuring that the incoming principal had opportunity to influence the roles and responsibilities of the Senior Management Team going forward.

The Acting Principal confirmed that an independent evaluation of the proposed revised Director of Organisational Development role had been carried out by one of the College's trained job evaluators. The Job evaluation of the revised Director of Organisational Development role showed a score mid-way between the Depute Principal and the shared FD role. Despite this, as an interim arrangement, the Principal had recommended that the post be remunerated at the shared Finance Director rate, namely £63,289. This reflected the additional responsibilities of the role but acknowledged that this was an interim arrangement to be considered by the in-coming principal.

The full additional costs associated with the establishment of the Shared Director of Finance post, an additional accountant post and the revised, temporary Director of Organisational Development role was £25,913. The Acting Principal confirmed that payment of the full costs had been requested from UHI. A response was expected by the end of the week.

The Committee discussed the report at length, considering issues such as an expectation by the current Director of Organisational Development of a higher salary in the longer term, of there being sufficient evidence to show complete independence in the evaluation carried out by the internal evaluator, the public perception of an increase in salary for a senior member of staff and the

risk going forward of not recognising the additional duties being carried out.
The Committee agreed that it was satisfied on all the issues raised.

The Committee **AGREED**

1. that a temporary adjustment to the remuneration of the Director of Organisational Development be made, based on the evaluation of the role at £63,289, and that this adjustment be backdated to 27th January 2017
2. that UHI EO would fund the cost, including on costs, of 0.5 of the Director of Finance role until the post became fully shared with Moray College as well as the costs of the accountant post within Inverness College.

Signed by the Chair: _____



Date: _____

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