


**COATBRIDGE COLLEGE**

**REMUNERATION COMMITTEE**  
**MEETING**

**Wednesday, 23 October 2013**  
**at 5:15pm**

**to be held in the**  
**Boardroom, Kildonan Street**

Quality Assured    Checked	
Signature: 	Date: 21/10/13

**Coatbridge College  
Board of Management  
Remuneration Committee  
Wednesday, 23 October 2013  
At 4.00pm in the Board Room  
Kildonan Street Coatbridge**

**AGENDA**

1. Sederunt and Apologies
2. Declaration of Interest
3. Minutes of meeting of 28 January 2013 Paper A
4. Senior Staff Severance Arrangement
  - DWF Biggart Baillie Report:  
Paul Brown, DWF Biggart Baillie (**J Gray/P Brown**)
  - Proposed Reduction in Arrangement (**MR Livingstone/T Keenan**)
4. Date of next meeting – as required

**Lorraine Gunn  
Secretary to the Board of Management  
21 October 2013**



**DRAFT MINUTES OF REMUNERATION COMMITTEE  
HELD ON 28 JANUARY 2013**

**1 SEDERUNT AND APOLOGIES**

Present:	J Gray (Chair) D Craig P Gilliver	C McCarthy P Docherty R Gunn
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Apologies: T Keenan

Attending: L Gunn – attendance requested by Committee as Required (note Declaration of Interest below).

**2 DECLARATION OF INTEREST**

It was noted that the Secretary to the Board of Management was not present at the meeting as the issues for discussion related to both the terms and conditions of the Principal and the senior team, of which she is a member. It was noted, however, that L Gunn may be required to provide advice in a professional capacity and this was noted.

**3 REGIONALISATION – SENIOR STAFF ARRANGEMENTS**

The Chair of the Board led on a discussion regarding what arrangements would be in place for senior staff in the light of impending merger with Cumbernauld and Motherwell Colleges.

The Chair emphasised the importance he felt of senior staff being very clear regarding any potential severance arrangement that would be in place in the event that they were unable to secure opportunity in a new structure for Lanarkshire.

L Gunn was invited in her Human Resources role to join the meeting at this point to provide advice.

In response to questions from the Committee, L Gunn confirmed that the emerging severance arrangement within the sector was the Edinburgh Model and she clarified that this offered one month's salary for each year of service up to a maximum of 21 months. It was agreed that L Gunn would provide a copy of the Edinburgh model documentation to members after the meeting.

L Gunn confirmed that the Edinburgh model was also the one that was being discussed as part of the Federation and had already been agreed separately by the Board of South Lanarkshire College. In support of this, L Gunn confirmed to the Committee the financial aspects of what this meant for senior staff at the College. L Gunn was

asked by members if this financial arrangement would apply to anyone who went to work elsewhere in the sector. L Gunn noted that up to vesting date, the College was still an independent body and therefore if someone moved to another region for example, they would still receive their severance arrangement from Coatbridge College Board of Management and be able to take up employment elsewhere. This view was supported by P Docherty, Chair of the Human Resources Committee.

In response to a question from the Committee, L Gunn confirmed that any member of the team over 60 had a right to continue to work despite some views that a potential retiral should be the case. A discussion also took place regarding compensation for loss of office and that consideration is given to current and future loss of earnings potential. It was noted that the severance arrangements would apply to all individuals.

The Chair noted that transitional support funding would be made available to the College as part of a merger process and thus the funding was not an issue at this time. The Chair also confirmed that he had spoken to Mark Batho, Chief Executive of the Funding Council and that these discussions were in line with the Funding Council's guidance on severance arrangements for senior staff, and in particular, any potential arrangements in respect of the Principal. He confirmed that the Funding Council had no objections to the Board's approach. L Gunn confirmed that the Chair had telephoned her to confirm his conversation with Mark Batho.

It was agreed that the Principal would receive the 21 month severance arrangement plus an additional three months' severance for taking the College successfully through to merger.

It was also agreed that the same model (not including the additional three months) would be afforded to College senior staff and that the Committee understood why it was good practice to agree these arrangements now.

In conclusion, the Committee did note that it would be their aspiration to be affording the same model to all staff at the College.

#### **4 DATE OF NEXT MEETING**

Date of next meeting – as required.

**John Gray**  
**Chair of the Board of Management**  
**January 2013**