



Minutes of the Remuneration Committee held on Monday, 23rd November 2009

Members Present: Mr V Astling (Chair)
Mr T Bagley
Mr B Mitchell
Mr J Woodall

In Attendance: Ms J Boardman (Clerk)
Mr L Williams (Principal)

Item 1 Appointment of Chair and Deputy Chair of the Committee

- 1.1 Nominations were invited for Chair of the committee for 2009/10. Mr V Astling was nominated and his nomination seconded. There were no other nominations.
- 1.2 **Resolved:** That Mr V Astling be appointed as Chair of the committee for the 2009/10 academic year.
- 1.3 Nominations were invited for Deputy Chair of the committee for 2009/10. Mr J Woodall was nominated and his nomination seconded. There were no other nominations.
- 1.4 **Resolved:** That Mr J Woodall be appointed as Deputy Chair of the committee for the 2009/10 academic year.

Item 2 Confirmation of quorum and apologies for absence

- 2.1 The Clerk confirmed that a quorum was present. There were no apologies for absence.

Item 3 Declarations of Interest

- 3.1 The Principal and the Clerk declared interests in Item 7.2 – Senior Post Holders' Pay 2009/10.

Item 4 Minutes of the Remuneration Committee held on 21st May 2009

- 4.1 The minutes of the meeting held on 21 May 2009 were agreed as a true record and signed by the Chair.

Item 5 Matters arising not otherwise on the agenda

- 5.1 There were no matters arising not otherwise on the agenda.

Item 6 Committee Matters

6.1 Remuneration Committee's Annual Report 2008/09

- 6.1.1 The Clerk explained that she had amended the format of the annual report in accordance with the internal auditors' recommendations to include the section on the performance of the committee, as well as a summary of its business. The committee had fulfilled all its duties during 2008/09.
- 6.1.2 In response to queries from Mr Mitchell, it was agreed that the reference to "Increase to the Clerk's hours from 3 to 4 days per week." should read "... from 0.6 to 0.8 full time equivalent".
- 6.1.3 **Resolved:** To recommend the Corporation to approve the Committee's Annual Report 2008/09, subject to the amendment detailed in minute 6.1.2.

6.2 Remuneration Committee's Terms of Reference

- 6.2.1 The Clerk reminded members that it was good practice to review the committee's terms of reference once a year. She was not proposing any changes to the existing terms of reference.
- 6.2.2 In response to a query from Mr Woodall, it was agreed to delete the reference in paragraph 1b) to the interests of the public and replace it with a reference to value for money.
- 6.2.3 **Resolved:** To recommend the Corporation to approve the Committee's Terms of Reference 2009/10, subject to the amendment detailed in minute 6.2.2.

Item 7 Senior Post Holders' Matters

7.1 Senior Post Holders' Performance 2008/09 (Principal)

- 7.1.1 At the invitation of the Chair, the Principal summarised his key actions against his objectives:
1. The reorganisation, including the roles of directors, heads of centre, curriculum managers and support areas, had been completed in January and was well embedded.
 2. All the targets for overall long success rates for young people and adults had been achieved or exceeded.
 3. The college's financial position had been the most significant issue in 2008/09, whereas in 2007/08 it had been the Ofsted inspection. A break even budget for 2008/09 had been delivered. This had required a major effort, particularly in view of the end of plan led funding. This level of financial performance was required in order to service the proposed loan for the new build project.
 4. LSC targets for young people, adults and employees had all been achieved. Adult learner numbers were currently subject to an LSC audit. There was a possibility of some claw back of adult funding, but the underlying position would not change.
 5. A collaborative trust had been established with eight local schools which would lead to the creation of the Dudley Sixth Form Partnership. The next major step would be the establishment of the Sixth Form Centre.
 6. The Chair had confirmed that in their 1:1 meetings with him, members had generally expressed satisfaction with the information provided by the Principal and directors.

7. It had not been possible to complete the application in principle, owing to the demise of the LSC's capital funding. The Principal had put forward a revised proposal, which was the best possible alternative in the circumstances. It secured the original strategy, with reduced funding.
8. The Principal had held as many meetings with key stakeholders as was prudent, bearing in mind that these required him to spend time out of college.

7.1.2 **Resolved:** To note the Principal's progress against the targets set for him for 2008/09.

7.3 Senior Post Holders' Targets 2009/10 (Principal)

7.3.1 In response to questions from members regarding objective 3, the Principal confirmed that a budget surplus of 0.5% was approximately equivalent to a £150,000 surplus. This would represent an improvement on the break even position achieved for 2008/09, particularly as funding would be more difficult in 2009/10.

7.3.2 Regarding objective 8, Mr Woodall pointed out that there would be new funding agencies after April 2010. It was agreed that objective 8 should be amended to reflect the new funding arrangements after April 2010 and that support should be provided by all members of the Corporation.

7.3.3 In response to a question from Mr Mitchell regarding objectives 5 and 6, the Principal explained that the target improvements in learner and staff satisfaction were detailed on the College Operational Development Plan. It was agreed that objectives 5 and 6 should refer to the College Operational Development Plan.

7.3.4 **Resolved:** To recommend the Corporation to approve the Principal's targets for 2009/10, subject to the amendments detailed in minutes 7.3.2 and 7.3.3.

7.1 Senior Post Holders' Performance 2008/09 (Clerk)

7.1.3 The Clerk confirmed that she had achieved her objectives for 2008/09, with the exception of objective 6 which was partly achieved. She explained that she sometimes found it difficult to prepare minutes in time for the despatch of papers. Some other papers had been late, although the delay was sometimes caused by external parties. Members agreed that it was important for papers to be sent out on time but acknowledged that it was not always possible. Mr Bagley commented that the quality of Corporation and committee papers had improved greatly in the last couple of years.

7.1.4 **Resolved:** To note the Clerk's progress against the targets set for her for 2008/09.

7.3 Senior Post Holders' Targets 2009/10 (Clerk)

7.3.5 The Clerk explained that her proposed objectives for 2009/10 were based on the governors' self assessment and the internal auditors' recommendations.

7.3.6 At Mr Woodall's suggestion, it was agreed that a reference should be made to safeguarding in objective 1.

7.3.7 **Resolved:** To recommend the Corporation to approve the Clerk's targets for 2009/10, subject to the amendment detailed in minute 7.3.6.

7.2 Confidential – Senior Post Holders' Pay 2009/10

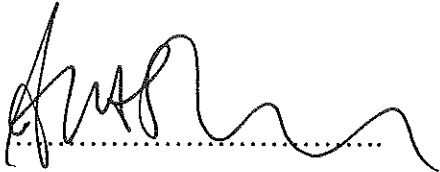
7.2.1 This item is the subject of a separate, confidential minute.

Item 8 Any other business

8.1 There were no items of other business.

Item 9 Date and time of next meeting

9.1 The next meeting of the committee would be held on Monday, 8th February 2010 at 4.00 pm

Signed 

Dated 8 February 2010