**Search, Performance & Remuneration Committee**

**Minutes**

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| Date | 4 October  | Time  | 9.30  |
| Venue | Zoom  |
| Chair | Ian Mehrtens  |
| **Membership** Ian Mehrtens (Chair of Committee), David Smith ex-offico for P&R, Rebecca Conroy (occasional attendee, not a member for P&R), Catherine Manning, Priscilla Kendall**Attendance** Mia Bryden, Director of Governance, Careen Green for P&R elements  |

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| **Performance & Remuneration****Redacted for public**  |
| 14) | **Minutes of the last meeting and matters arising** THE MINUTES OF THE LAST MEETING WERE APPROVED AS A TRUE AND ACCURATE RECORD. Matters arising were noted as per the cover paper.  |  |
| **15)** | **CEO Objectives for 2021/22** The Chair reminded the Committee that on 14 July the Board agreed that the final draft of the CEO's 21/22 objectives and development plan be agreed by the ESCG Board at 12 October 2021 meeting. Since the meeting further consideration has been given to the draft objectives and development plan. The related 'Success Measures' document was discussed by the Committee.The Committee agreed to recommend to Board that the draft objectives for 2021/22 and the development plan activities be agreed, and that the Success Measures identified for 2021-22 in the breakdown of ESCG Strategic Plan success measures be used by Chair/Vice Chair and CEO/P to bring forward alignment where appropriate. **Action for DoG to forward plan for Board sign off.**  | DoG |
| **16)** | Leadership Structure – next stepsThe CEO updated on the next steps regarding the leadership structure. Recruitment of the Deputy CEO (Finance) – the job description has been finalised and the following timeline was shared:

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| November  | Commission agents  |
| December  | Advertise & market  |
| January  | Shortlist  |
| February  | Interview  |

The current CFO will continue during that time. The FEC team have indicated they are content with the proposed timeline. It was confirmed that an agent will be sought with an aim to support diversification. There was a discussion about whether or not the Deputy CEO (Finance) postholder needs to have a FE background as this could widen the field/ lead to a more diverse recruitment process. **Action: The CEO will take away to consider and take some advice.**The EDRODs role was discussed. His current JD is being revisited. The role will take the lead on transformation projects on behalf of the college. ‘Business as usual’ tasks have been removed from the EDRODs portfolio. The EDSPE role was discussed. This role will focus on engagement and strategic partnerships (particularly Sussex collaboration work), and in the future, will be less involved in curriculum delivery now the Deputy Principal is in post. This Exec structure will be reviewed again next year to ensure it is fit for purpose. **Action: CEO to share the final anticipated structure with the Committee.** There was a discussion about contingency planning, particularly in relation to the chief accounting officer responsibilities if the CEO becomes incapacitated. This will be added to the Deputy CEO (Finance) JD. In the iterim, it was proposed this is requested of the Deputy Principal.  **Action: CEO to formalise this with the DP.** | RebeccaRebecca Rebecca  |
| **17)** | **Update on process for reviewing SPH objectives and review of pay and terms and conditions**The CEO updated on the process for reviewing SPH objectives; this will be linked to the CEO's Board approved objectives and in keeping with the ethos of the values-driven culture defined by the People Strategy. Appraisal meetings will take place after half-term and will be fed back to the next S,P&R Committee. The Dir of P&C updated on the comparison between SPH salaries in relation to the south college region.The salary awarded to the Principal/CEO is significantly under market rate and therefore will warrant a review at next annual performance review. As reported to the Committee previously, the rest of the SPH are not aligned with AoC senior pay comparators, this remains the case for median rates. However, all salaries fall within upper quartile and upper decile for Level/Tier 2 roles. Senior Postholder Terms and Conditions of employment prohibit any decrease in salary.New appointments will have base salaries (benchmarked) and if necessary market-rate supplements could be added, where appropriate. It was confirmed the EDSPE is no longer receiving an honorarium. It was noted that the Clerk to the Corporation, (Director of Governance) is not aligned on an FTE basis. It was suggested that to address this, the future salary attached to this vacancy should be reviewed prior to advertising role.  |  |
| **18)** | **Annual Mapping against the AoC College Senior Post Holder Remuneration Code**The Committee were reminded that each year the Director of People & Culture undertakes mapping against the AOC's Remuneration Code. This was presented to the Committee. Full compliance was noted.  |  |
| **19)** | **P&R Annual Report** The Director of People and Culture presented the Committee's annual report. Pay Multiples were noted. It was noted that quite a few colleges did not conduct pay reviews during the Covid-19 pandemicThe Committee approved the P&R Annual Report and recommended it for approval at Board on 12 October. **Action for DoG.** | Mia  |
| **20)** | **Live committee review of the effectiveness**

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|  |  | **Yes** | **No** |
| 1. | Did the agenda and papers arrive seven days in advance? | x |  |
| 2. | Were the agenda papers written with clarity? | XToo lengthy  |  |
| 3. | Were the issues considered at the meeting appropriate? | x |  |
| 4. | Did you have all the information you needed to fully participate in the discussion and decision? | x |  |
| 5. | Was sufficient time available for thorough debate? | x |  |
| 6. | Were you satisfied that the decisions were arrived at in a proper manner? | x |  |
| 7. | Were you able to express your views? | x |  |
| 8. | Was the meeting chaired effectively? | x |  |

David felt the meeting worked well as a joint meeting.Priscilla reflected that she has had to read in execess of 500 pages for the meetings she has attended so far. There was a call to re-veiw timetabling next year and to reduce papers. David said the first Board meeting of the academic year is too early and therefore the Committee meetings are too early. The Committee advised not sharing policies with the commitees or Board but linking to them elsewhere instead. The DoG said this would require clear cover papers detailing the changes to policies to support Governors to understand any amendments/ changes they are being asked to approve. She reminded the Committee that they need to approve the ‘changes to policies template’ she presented in 2020.  |  |
| **21)** | **Any urgent matters** Gill Short has recommended Ashley Price- Secretary of Lewes Chamber of Commerce for Lewes College Board membership. The committee agreed to recommend this appointment to Board. **Action for DoG.**  | Mia  |