

CONFIDENTIAL

REMUNERATION COMMITTEE

**MONDAY 4 JUNE 2018 at 4.00 p.m. in
Room 116 (Estates Room), Renfrew Building, Paisley Campus**

AGENDA

General Business

1. Apologies
2. Declaration of Interests
3. Minutes of the meetings held on
 - .1 14 September 2017 – for approval Attached MN
 - .2 5 & 22 September 2016 and 21 February 2017
For signing
4. Matters arising from the Minutes
(and not otherwise on the agenda)

Main Items for Discussion and/or Approval Agenda items 7 & 8 are deemed to be reserved under the Freedom of Information Act

5. Remit and Membership Paper 5 MN
6. Update on National Bargaining Oral report DA
7. Proposed Voluntary Severance Scheme Paper 7 DG
8. Mid-Year Review of Principal Oral report KM
9. Risk
10. Any other business
 - .1 **Development:** Members are reminded that the Code of Good Governance states that all members of the Remuneration Committee must undertake the on-line training module for members of Remuneration Committees that is available on the Governance Hub on the CDN website at the following link
<https://professionallearning.collegedevelopmentnetwork.ac.uk/course/index.php?categoryid=29>

Gwen McArthur
Secretary to the Committee

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WEST COLLEGE SCOTLAND

REMUNERATION COMMITTEE

MINUTE: 14 September 2017

Present: Mark Newlands (in the Chair)
Keith McKellar, John McMillan.

Attending: Audrey Cumberford (Principal) and David Gunn (Director Organisational Development & HR) for background discussion only;
Gwen McArthur, Secretary to the Committee

Apologies: Nick Allan, Mike Haggerty, Jacqueline Henry, Lyndsay Lauder.

RM43 QUORUM AND BUSINESS OF MEETING

Unfortunately the meeting was not quorate. In light of this it was agreed that

- i. the proposals before the Committee be circulated to all members of the Committee for consideration and comment via email;
- ii. a report be made to the Board at its next meeting for consideration and approval.

NOTE: The attached proposals were circulated to all members of the Committee who responded to confirm that they supported these proposals.

The proposals were recommended to the Board at its meeting on 9 October 2017. The Board endorsed the decision of the Remuneration Committee (BM404.6) and approved the following:

- i. The Principal, Vice Principals and Secretary to the Board all receive a 1% salary uplift for 2017/18 in line with other staff;
- ii. Additional support for the Board Secretary continue to be pursued.

TITLE: **REMIT AND MEMBERSHIP**

Background: The remit and membership of the Remuneration Committee is attached for information.

The Committee may wish to consider the quorum requirements. Currently this is set at 4 members of the Board. However if there are only 8 members maximum, it is queried if a lower quorum would be acceptable, e.g. 3 members of the Board? The Committee is invited to consider this matter.

Action: The Committee is invited to note its remit and membership and to consider its quorum.

Lead: Mark Newlands, Chair of the Remuneration Committee

Status: Open

West College Scotland
Board of Management
Remuneration Committee

Statement of Purpose

The Board provides the principal governance mechanism through which activities are managed in accordance with legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness and economy. However, the Board has delegated some of its responsibilities to certain committees.

The purpose of the Remuneration Committee will be to determine the remuneration and terms and conditions of the Principal, all other members of the College Executive (which comprises the three Vice Principals), and the Secretary to the Board, and to ensure due process is followed.

1. Remit

- a. The Committee will review and determine the remuneration and terms and conditions and, where appropriate, the severance conditions of the Principal, all other members of the College Executive and the Secretary to the Board, on behalf of the Board of Management.
- b. To assist the Committee to make salary awards it will receive performance appraisal reports on the Principal, all other members of the College Executive, and the Secretary to the Board.
- c. The Chair of the Board of Management will conduct the annual performance appraisal of the Principal and of the Secretary to the Board.

The annual performance appraisal of the College Executive will be consistent with the recommendations in the College's HR Policy.

The Principal will not be present when her/his salary, severance conditions or performance is being considered.

The Vice Chair of the Board of Management, or the Chair of one of the standing Committees of the Board, will Chair the meetings.

If the chair is not available to chair the meeting then the members of the Remuneration Committee will appoint a chair from amongst those members present, but the Chair of the Board of Management may not chair meetings of the Remuneration Committee.

2. Membership

The Committee will comprise:

- The Chair of the Corporate Development Committee (Interim Chair of the Remuneration Committee)
- The Vice Chair of the Board of Management
- The Chair of the Board of Management
- The Chair of the Audit Committee
- The Chair of the Estates Committee
- The Chair of the Finance and General Purposes Committee
- The Chair of the Learning, Teaching and Quality Committee
- The Chair of the Organisational Development and HR Committee

Attending;

The Principal
Professional advisers as required.

3. Frequency of Meetings

As required, and should be at least annually

4. Quorum

A quorum will be four Members,

5. Secretariat

Secretary to the Board of Management.

Papers for the meeting will be sent out 7 days in advance of the meeting.

The Committee will report to the Board of Management as required.

6. Review

The Remit will be subject to review by the Committee annually.

Membership:

Mark Newlands (Chair)
Keith McKellar
Nick Allan
Mike Haggerty
Jim Hannigan
Jacqueline Henry
Lyndsay Lauder
John McMillan

Approved by the Board of Management, 27 March 2017
Membership amended December 2017