

CONFIDENTIAL

REMUNERATION COMMITTEE

**TUESDAY 21 MAY 2019 at 4.00 p.m. in
Room 1, Abercorn Centre, Paisley Campus**

AGENDA

General Business

1. Apologies
2. Declaration of Interests
3. Minutes of the meeting held on 18 June 2018 Attached MN
4. Matters arising from the Minutes
(and not otherwise on the agenda)

Main Items for Discussion and/or Approval

**Agenda items 7 and 8 are deemed to be reserved under the
Freedom of Information Act as they refer to individuals**

5. Remit and Membership Paper 5 MN
6. Update from Principal Oral reports LC
 - .1 National Bargaining and Public Sector Pay Policy
 - .2 Voluntary Severance
7. Review of Principal and Executive Paper 7.1 LC
 - .1 Review of Executive, SMT and Heads To follow
 - .2 Review of Principal Oral report KM
8. Review of Secretary to the Board 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: 18 June 2018

Present: Mark Newlands (in the Chair)
Keith McKellar, Mike Haggerty, Jim Hannigan, John McMillan.

Attending: Gwen McArthur, Secretary to the Committee

Apologies: Nick Allan, Jacqueline Henry, Lyndsay Lauder, Audrey Cumberland.

RM53 DECLARATION OF INTERESTS

John McMillan declared an interest as a Trustee of the West College Scotland Foundation.

RM54 MINUTES

The minutes of the meeting held on 4 June 2018 were approved.

RM55 PRINCIPAL AND EXECUTIVE PAY (RM47, 48, 50)

At its last meeting the Committee had decided to defer further consideration of the remuneration of the Executive until it had more information. A paper setting out the public sector pay policy had been circulated to the Committee following the last meeting and the Committee had agreed to meet again to consider this matter further.

In discussion it was noted that the public sector pay policy was in line with the offer made by the management side of the College's Employers Association to the recognised trade unions through National Bargaining. It was known that no agreement on pay awards for 2018/19 had been reached for either Support staff or Teaching staff.

In considering the pay award for senior staff the Committee was aware that it had a choice to either make an award now or to wait until any settlement was reached through National Bargaining and make an award then. The Committee was of the view that it should not wait for National Bargaining and should proceed to make a decision now. However, if the settlement reached through National Bargaining was higher than the public sector pay guidance then this would be taken into consideration when reviewing the remuneration of the senior staff next year.

Remuneration Committee – 18 June 2018

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

GMcA/25.06.18/Final

TITLE: **REMIT AND MEMBERSHIP**

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

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

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 Senior Management Team (SMT) including the College Executive and Heads, 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 Senior Management Team, the Heads, 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 Chairs of the standing committees of the Board

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.

Approved by Board – 18.06.18

MEMBERSHIP

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

Attending Officers

Liz Connolly, Principal and Chief Executive
David Gunn, Director of Organisational Development & HR
Gwen McArthur, Secretary