

**CONFIDENTIAL**

**REMUNERATION COMMITTEE**

**TUESDAY 21 JANUARY 2020 at 3.00 p.m. in  
Room 1, Abercorn Centre, Paisley Campus**

**AGENDA**

**General Business**

1. Apologies - Keith McKellar
2. Declaration of Interests
3. Minutes of the meeting held on 21 May 2019 Enclosed MN
4. Matters arising from the Minutes  
(and not otherwise on the agenda)

**Main Items for Discussion and/or Approval**

*Agenda items 6, 7, 8 and 9 are deemed to be reserved under the  
Freedom of Information Act as they refer to an individual*

5. Remit and Membership Paper 5 MN
6. Update from Principal Paper 6 LC  
.1 NPRA Inclusion for Senior Staff
7. Review of the Principal Paper 7 KM  
To Follow
8. Annual Review of Executive Paper 8 LC  
Effective from 1 April 2020.
9. Arrangements for Pay Awards for staff out with  
the National Recognition and Procedure Agreement (NRPA) Paper 9 LC
10. Any other business

Shirley Gordon  
Secretary to the Committee

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**WEST COLLEGE SCOTLAND  
REMUNERATION COMMITTEE**

**MINUTE:** 21 May 2019

**Present:** Mark Newlands (in the Chair)  
Keith McKellar, Nick Allan, Mike Haggerty, Jacqueline Henry, John McMillan.

**Attending:** Liz Connolly, Principal (for RM56 – RM60); David Gunn, Director Organisational Development and HR (for RM56 – RM59); Gwen McArthur, Secretary to the Committee (except for RM62).

**Apologies:** Jim Hannigan, Lyndsay Lauder.

**RM56 DECLARATION OF INTERESTS**

John McMillan and Liz Connolly declared an interest as Trustees of the West College Scotland Foundation.

**RM57 MINUTES**

The minutes of the meeting held on 18 June 2018 were approved.

**RM58 REMIT AND MEMBERSHIP**

The Committee noted its remit and membership. In discussion of its remit the Committee was aware that it was responsible for determining the remuneration and terms and conditions of service for the Principal, members of the Senior Management Team and the Heads. However, it was also aware that there had been some changes in this group of staff and some re-allocation of duties. It was **agreed** that a chart showing the current structure of the senior staff within the College would be provided for information. **[Action: LC]**

It was noted that nationally consideration was being given to the possibility of all senior college staff being brought within the NRPA (National Recognition and Procedure Agreement). Currently the senior staff were not included in the National Bargaining process. However, exploratory discussions were taking place nationally. The Committee would be kept informed of developments. **[Action: LC]**

**RM59 UPDATE FROM PRINCIPAL**

**.1 National Bargaining**

[REDACTED]

[REDACTED]

**.2 Voluntary Severance (VS)**

[REDACTED]

[REDACTED]

**RM60 REVIEW OF EXECUTIVE AND PAY AWARD FOR SENIOR MANAGEMENT TEAM AND HEADS (RM55)**

[REDACTED]

[REDACTED]

[REDACTED]

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**RM61 REVIEW OF PRINCIPAL (RM55)**

[REDACTED]

[REDACTED]

[REDACTED]

**RM62 REVIEW OF BOARD SECRETARY (RM55)**

[REDACTED]

[REDACTED]

[REDACTED]

**RM63 RISK**

[REDACTED]

**RM64 DEVELOPMENT TRAINING**

The Chair reminded the members of the Committee of the training offered by the College Development Network (CDN) for all members of the Remuneration Committee. He encouraged all members who had not yet undertaken this training to complete this as soon as possible.

GMcA/30.05.19/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

Reviewed by the Remuneration Committee – 21.01.20

## **MEMBERSHIP**

Mark Newlands (Chair)

Keith McKellar

Nick Allan

Jim Hannigan

Jacqueline Henry

John McMillan

## **Attending Officers**

Liz Connolly, Principal and Chief Executive

David Gunn, Director of Organisational Development & HR

Shirley Gordon, Secretary



**TITLE:** NRPA INCLUSION FOR SENIOR STAFF

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**Lead:** Liz Connolly, Principal and Chief Executive

**Status:** Restricted



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**TITLE:** REVIEW OF EXECUTIVE PERFORMANCE

[REDACTED]

[REDACTED]

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[REDACTED]

**Lead:** Liz Connolly, Principal and Chief Executive

**Status:** Restricted

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**TITLE:** ARRANGEMENTS FOR PAY AWARDS FOR STAFF  
OUTWITH THE NATIONAL RECOGNITION AND  
PROCEDURE AGREEMENT (NRPA)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Lead:** Liz Connolly, Principal and Chief Executive

**Status:** Restricted

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