

West College Scotland

Board of Management

Remuneration Committee

Statement of Purpose

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

The purpose of the Remuneration Committee is 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 including the College Executive and Heads, and the Secretary to the Board, on behalf of the Board of Management.
- b. Annual salary uplifts awarded to senior staff will be in line with awards to other staff including the process for those staff that have since left the College's employment.
- c. 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.
- d. 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.

2. Membership

Category

The Chair of the Board of Management

The Vice Chair of the Board of Management

The Chairs of each of the standing Committees of the Board

A minimum of 1 member of the Board of Management

In Attendance

Principal

Director of Organisational Development & HR

Secretary

The Chair and Vice Chair of the Committee will be members of the Board of Management. The Vice Chair of the Board of Management or the Chair of one of the standing Committees of the Board of Management 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.

Chair, Vice Chair, and members appointments to the Committee will be between 3 to a maximum of 5 years, providing systematic opportunities for Committee members to serve on another Committee.

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

Other members of the Executive Management Team and the Secretary to the Board, will not be present when their salary, severance conditions or performance is being considered.

The Committee is empowered to invite other members of the Executive / Senior Management Team to attend meetings of the Committee.

3. Frequency of Meetings

The Committee will meet twice per year.

4. Quorum

A quorum will be no less than 50% of Board members on the Committee.

5. Secretariat

Secretary to the Board of Management.

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

The Committee will report to the Board of Management as required and the minutes of its meetings will be circulated to the Board for information.

6. Review

The remit will be subject to review annually.