

CONFIDENTIAL

REMUNERATION COMMITTEE

TUESDAY 7 FEBRUARY 2023 at 4pm

via MS Teams

AGENDA

General Business

1. Apologies
2. Declarations of Interest
3. Minutes of the meeting held on Monday 20 September 2022 Enclosed LJ
 .1 Actions from the minutes Enclosed LJ
4. Matters arising from the Minutes
 (not otherwise on the agenda)

Main Items for Discussion and / or Approval

<i>Agenda item No 6 is deemed to be reserved under the Freedom of Information Act as it refers to an individual.</i>
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5. Remit and Membership Paper 5 LJ
6. Senior Staff Pay Review Verbal LC/JR
7. Board Secretary Verbal LC/JR
8. Principals Appraisal Verbal WH
9. Any Other Business
10. Date of Next Meeting – To be Agreed

Charlene Clark
PA to Principal

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**WEST COLLEGE SCOTLAND
REMUNERATION COMMITTEE**

MINUTE: Tuesday 20 September 2022.

Present: Linda Johnston (in the Chair), Waiyin Hatton, John Leburn, Jane McKie, Mark Newlands.

Attending: Liz Connolly, Principal, Shirley Gordon, Secretary to the Committee.

Apologies: Graeme Bold, Natalie Smith, Director of Organisational Development and HR.

RM100 DECLARATIONS OF INTERESTS

The Chair welcomed everyone to the meeting and apologies were noted.

The standing declarations of interests of members, as available on the Register of Interests on the College website, were noted as current. There were no specific interests declared with regard to the items on the agenda for the meeting.

RM101 MINUTES

The minutes of the meeting held on Monday 7 February 2022 were **approved**.

There were no matters arising not otherwise on the agenda.

RM102 REMIT AND MEMBERSHIP

Given this was the first Remuneration Committee meeting of the academic session, the Chair asked the Committee to consider and approve the Remuneration Committee remit, current membership and 2022-23 meeting dates.

The Committee discussed its remit in detail. Some suggestions were made as follows to improve the clarity of the information contained within its "statement of purpose" and the three areas of business recorded in the remit:

- Would it simplify the remit to state that it covered the remuneration and performance appraisal of those staff not covered by the National Recognition and Procedures Agreement (NRPA)?
- Ms Connolly agreed to circulate the NJNC circular for paying staff (who had since left their employment) any monies due in light of an annual salary uplift.

{ACTION – LC}

The Remuneration Committee would then agree whether that same NJNC circular applied to the senior staff group (for consistency of approach) or whether its remit required to be changed to reflect a process.

- Ms Connolly explained that the role of Board Secretary was being reviewed. She would report back to members on whether that review concluded the role would continue to sit within the senior group of staff (that the Remuneration Committee had a remit to determine the remuneration and terms and conditions for) **or** the group of staff covered by the NRPA. She would also, highlight at that time, any resultant implications for the Remuneration Committee remit going forward.

{ACTION – LC}

The Committee:

- **Approved its membership and 2022-23 meeting dates.**

- Agreed to further discuss its remit at its 7 February 2023 meeting (by which time clarification to the above points would be received).
{ACTION – FEB 23 AGENDA ITEM}

RM103 SENIOR STAFF PAY REVIEW – Restricted Item

RM105 ANY OTHER BUSINESS

- No other business items were raised.
- Date of Next Meeting – Tuesday 7 February 2023 at 4pm.

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. 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.

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.

Remuneration Composition (Para 2 of the Remit)
Meetings – 2 per annum

Category	Name
The Chair of the Board of Management	Dr Waiyin Hatton
The Vice Chair of the Board of Management	Linda Johnston (Chair)
The Chairs of each of the standing Committees of the Board	(Vice Chair- TBC) Audit Chair – Grant Lyall CD Chair – John Leburn LTQ Chair – Gordon Hunt Nominations Chair – Dr Waiyin Hatton
A minimum of 1 member of the Board of Management	Jane McKie

In Attendance	Name
Principal	Liz Connolly
Acting Director of Organisational Development & HR	Joe Rafferty
Secretary	Vacancy

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