

**CONFIDENTIAL**

**REMUNERATION COMMITTEE**

**TUESDAY 20 SEPTEMBER 2022 at 4p.m.**

**via the Teams link circulated by the Secretary**

**AGENDA**

**General Business**

1. Apologies
2. Declarations of Interest
3. Minutes of the meeting held on Monday 7 February 2022 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/NS
7. Any Other Business
8. Date of Next Meeting – Tuesday 7 February 2023 at 4pm.

Shirley Gordon  
Secretary to the Committee

**CONFIDENTIAL**

**WEST COLLEGE SCOTLAND  
REMUNERATION COMMITTEE**

**MINUTE:** Monday 7 February 2022

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

**Attending:** Liz Connolly, Principal, Natalie Smith, Director of Organisational Development and HR, Shirley Gordon, Secretary to the Committee.

**Apologies:** Graeme Bold, Mark Newlands.

**RM93 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.

**RM94 MINUTES**

The minutes of the meeting held on Monday 4 October 2021 were **approved**.

There were no matters arising not otherwise on the agenda.

The Principal left the meeting.

**RM95 REVIEW OF THE PRINCIPAL 2021/22 Reserved Item**

The Principal returned to the meeting.

The Director of Organisational Development and HR left the meeting.

**RM96 REVIEW OF THE EXECUTIVE, SMT AND HEADS 2021/22 Reserved Item**

The Director of Organisational Development and HR returned to the meeting.

The Secretary left the meeting.

**RM97 REVIEW OF THE SECRETARY TO THE BOARD 2021/22 Reserved Item**

The Secretary returned to the meeting.

**RM98 REVIEW OF THE COLLEGE SENIOR TEAM PAY Reserved Item**

**RM99 ANY OTHER BUSINESS**

- No other business items were raised.

<b>Meeting</b>	Remuneration Committee
<b>Date</b>	20 September 2022
<b>Location</b>	MS Teams
<b>Title of Paper</b>	Committee Remit, Membership and Dates of Meetings in 2022-23
<b>Presented By</b>	Linda Johnston, Chair
<b>Recommendation to Members</b>	The Committee is asked to consider and approve its remit, membership, and dates of meetings in 2022-23.
<b>Appendix Attached</b>	Yes  Appendix A – remit Appendix B – membership Appendix C - Dates of Meetings in 2022-23

**PURPOSE**

The paper is presented in accordance with Paragraph 6 of the Committee’s remit:

"6. *Review*  
*The Remit will be subject to review annually*".

**1. BACKGROUND**

1.1 The Committee is asked to consider and approve the following:

- Remuneration Committee Remit
- Remuneration Committee Membership List
- Dates of Meetings in 2022-23

**2. FINANCIAL IMPLICATIONS**

2.1 There are no financial implications in this report.

**3. STUDENT EXPERIENCE**

3.1 There are no student experience implications associated with this report.

## **PUBLIC**

### **4. HUMAN RESOURCES IMPLICATIONS**

4.1 There are no human resources implications associated with this report.

### **5. LEGAL IMPLICATIONS**

5.1 There are no legal implications in this report.

### **6. REPUTATIONAL IMPLICATIONS**

6.1 There are no reputational implications associated with this report.

### **7. COMMUNITY/PARTNERSHIP IMPACT**

7.1 There are no community implications associated with this report.

### **8. EQUALITIES IMPLICATIONS**

8.1 There are no equality implications associated with this report.

### **9. ENVIRONMENT IMPLICATIONS**

9.1 There are no environmental implications associated with this report.

### **RECOMMENDATION**

The Committee is asked to consider and approve its remit, membership, and dates of meetings in 2022-23.

**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**

<b>Category</b>	<b>Name</b>
The Chair of the Board of Management	Dr Waiyin Hatton
The Vice Chair of the Board of Management	Linda Johnston <b>(Chair)</b>
The Chairs of each of the standing Committees of the Board	LTQ Chair – Mark Newlands <b>(Vice Chair)</b> Audit Chair – Graeme Bold CD Chair – John Leburn Nominations Chair – Dr Waiyin Hatton
<b>A minimum of 1</b> member of the Board of Management	Jane McKie

<b>In Attendance</b>	<b>Name</b>
Principal	Liz Connolly
Director of Organisational Development & HR	Natalie Smith
Secretary	Shirley Gordon

<b>Quorum</b>	<b>A quorum will be no less than 50% of Board members on the Committee.</b>
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## **Appendix C**

Following the Board meeting held in March 2022, the following Remuneration Committee meeting dates for the 2022/23 session were approved:

- Tuesday 20 September 2022 at 4pm
- Tuesday 7 February 2023 at 4pm