

West College Scotland Board of Management

Remuneration Committee

Statement of Purpose

The strategic purpose of the Remuneration Committee is to ensure remuneration and reward arrangements for senior post holders are fair, transparent and aligned with the College's strategic objectives. This remit reflects the governance responsibilities and current expectations within the **Code of Good Governance for Scotland's Colleges** by emphasising transparency, public value, accountability and stewardship.

The Committee shall focus on strategic oversight within its remit and avoid duplication of responsibilities assigned to other Board Committees, with a focus on senior pay, performance review, severance and reward framework.

The Remuneration Committee shall:

1. Ensure remuneration arrangements support effective leadership, succession planning and delivery of strategic objectives.
2. Provide strategic oversight of remuneration, reward and severance arrangements for the Principal and senior post holders on behalf of the Board of Management (those staff members who are not covered by national bargaining).
3. Determine the remuneration, terms and conditions of the Principal, Senior Leadership Team, College Executive and Heads in accordance with delegated authority from the Board.
4. Ensure remuneration decisions are fair, transparent, evidence-based and aligned with relevant Scottish Funding Council, Scottish Government and public sector guidance.
5. Consider annual salary awards for senior staff, ensuring appropriate alignment with wider College pay arrangements where applicable
6. Review performance appraisal outcomes for the Principal and senior post holders to inform remuneration decisions.
7. Oversee and approve severance arrangements for senior post holders, ensuring compliance with relevant guidance and governance requirements
8. Ensure remuneration and severance decisions demonstrate effective stewardship of public funds and support the long-term financial sustainability of the College.
9. Monitor the effectiveness and appropriateness of remuneration policies and practices for senior post holders.
10. Provide assurance to the Board that remuneration decisions are consistent with the College's governance framework, values and people policies.
11. Report its decisions and recommendations to the Board of Management and consider any other remuneration-related matters referred by the Board.
12. Ensure compliance with Scottish Government, Scottish Funding Council, QAA and other applicable statutory or regulatory requirements.
13. Provide assurance and recommendations to the Board that support effective governance, informed decision-making and delivery of the College's Strategic Plan.

Membership

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

Senior Independent Member

A minimum of 1 non-executive member of the Board of Management

In Attendance

Principal

Director of People

Governance Manager

- 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 shall be in attendance for the Committee, except for when her / his salary, severance conditions or performance is being considered.
- Other members of the Executive Team 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 Leadership Team to attend meetings of the Committee.
- Members are required to undertake CDN online training module for Remuneration Committee Members.

Frequency of Meetings

The Committee will meet at least annually and additional meetings may be arranged as required.

Quorum

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

Secretariat

- Secretariat will be provided by the Governance Manager.
- 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.

Review

The remit will be subject to review annually, with the next review due in Sept 2027.