

Board of Management Remuneration Committee

Date of Meeting	Monday 4 October 2021
Paper No.	RC1-C
Agenda Item	3.3
Subject of Paper	Committee Programme of Work 2021-22
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	September 2021
Action	For Approval

1. Recommendations

That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2021-22, for discussion and further development.

3. Key Insights

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Remuneration Committee Programme of Work 2021-22

BOARD OF MANAGEMENT – REMUNERATION COMMITTEE

CONVENER: Lesley Woolfries

VICE CONVENER:

MEMBERS: Alisdair Barron, Lorna Hamilton, Karen Kelly, Graham Mitchell,
Audrey Sullivan

TERMS OF REFERENCE

Note

In these terms of reference the words “senior staff” include the Principal, Depute Principal, Vice Principals and all staff at Executive Director or Director level or equivalent.

1. To review at least annually the performance, remuneration, and terms and conditions of the Principal and, in turn, other senior staff, adopting a process consistent with the Code of Good Governance for Scotland’s Colleges.
2. To consider proposed staff severance arrangements for senior staff, and to make recommendations as appropriate to the Board of Management.
3. To determine the appropriate guidance for Board member expenses.
4. To demonstrate efficient and effective use of public funds in the committee’s decisions, so that they reflect the performance of the organisation and the requirement for its ongoing financial sustainability.

PROGRAMME OF WORK

Task	Presented for Consideration	Task Completed	Commentary
STANDING ITEMS			
Committee Self-Evaluation (once per year)			
SCHEDULED ITEMS			
4 October 2021			
Committee Annual Report			
Committee Programme of Work			
24 January 2022			
Committee ToR Review			
25 April 2022			
None scheduled			