

Board of Management Remuneration Committee

Date of Meeting	Monday 23 January 2023
Paper No.	RC2-B
Agenda Item	3.2
Subject of Paper	Committee Terms of Reference Review
FOISA Status	Disclosable
Primary Contact	Drew McGowan, College Secretary
Date of production	January 2022
Action	For Approval

1. Recommendations

To consider the Committee Terms of Reference, and recommend for approval subject to any agreed changes.

2. Purpose of report

2.1 It is good practice for Board Committees to review their Terms of Reference on a regular basis. The Committee is invited to consider the Terms of Reference, and recommend to the Board of Management for approval subject to any agreed changes.

3. Consultations

Board Committee. Final approval by Board of Management.

4. Key Insights

4.1 The Committee Terms of Reference constitute the Committee's remit, and are included in the College's Articles of Governance, specifically referred to in the Scheme of delegation thus:

“ 2.3 Each Committee and Sub Committee shall have a clearly defined remit which shall clearly set out the duties and responsibilities delegated. The remit must be approved by the Board. The Committee may suggest amendments to the remit, but any amendments must be approved by the Board before they are implemented.” (CoGC Scheme of Delegation, 2020).

4.2 All Committee Terms of Reference are published on the College website.

5. Impact and implications

5.1 Regular review of Committee Terms of Reference will ensure that this important aspect of governance is appropriate to the delegated responsibilities of Committees, and reflects Board and Board Committee practice.

5.2 All Board Committees will be reviewing their Terms of Reference during the current cycle of Committee meetings, prior to final approval by the Board.

Appendices:

Appendix 1: Committee Terms of Reference

CITY OF GLASGOW COLLEGE
Remuneration Committee of the Board of Management

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.