

## Board of Management Remuneration Committee

<b>Date of Meeting</b>	<b>Monday 23 September 2019</b>
<b>Paper No.</b>	<b>RC1-C</b>
<b>Agenda Item</b>	<b>3.3</b>
<b>Subject of Paper</b>	<b>Committee Programme of Work 2019-20</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary/Planning</b>
<b>Date of production</b>	<b>September 2019</b>
<b>Action</b>	<b>For Approval</b>

### 1. Recommendations

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

## **2. Purpose of report**

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2019-20, for discussion and further development.

## **3. Context**

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: Performance & Nominations Committee Programme of Work 2019-20**

**BOARD OF MANAGEMENT – REMUNERATION COMMITTEE**

**CONVENER:** Lesley Woolfries

**VICE CONVENER:**

**MEMBERS:** Alisdair Barron, Jim Gallacher, George Galloway, Karen Kelly,  
Graham Mitchell

**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.

**Remuneration**

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.

