

## **Remuneration Committee**

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| <b>Date of Meeting</b>    | <b>Monday 23 September 2019</b>               |
| <b>Paper No.</b>          | <b>RC1-E</b>                                  |
| <b>Agenda Item</b>        | <b>4.1</b>                                    |
| <b>Subject of Paper</b>   | <b>Committee Terms of Reference</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>11 September 2019</b>                      |
| <b>Action</b>             | <b>For Discussion and Decision</b>            |

### **1. Recommendations**

1. To review the Committee Terms of Reference, and recommend for Board approval subject to any proposed changes.

## **1. Purpose of report**

2.1 To provide the Committee with an opportunity to review the Committee Terms of Reference.

## **2. Context**

3.1 It is a matter of good governance for all Board Committees to review their Terms of Reference (ToRs) on a regular basis.

3.4 The Board of Management, at its meeting in June 2019, approved the Audit Committee Terms of Reference.

## **3. Impact and implications**

4.1 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.

4.2 The Terms of Reference require updating to reflect recommendations within CDN training, including explicit reference to the Code of Good Governance.

4.3 The amendments as drafted ensure full compliance with the Code of Good Governance.

## **Appendix:**

### **Current 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.