

## Board of Management Remuneration Committee

<b>Date of Meeting</b>	<b>Monday 18 January 2021</b>
<b>Paper No.</b>	<b>PNC2-B</b>
<b>Agenda Item</b>	<b>3.2</b>
<b>Subject of Paper</b>	<b>Committee Terms of Reference Review</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>January 2021</b>
<b>Action</b>	<b>For Approval</b>

### 1. Recommendations

To consider the amended 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. Context**

3.1 The Committee Terms of Reference were reviewed and agreed in session 2019-20, and approved by the Board of Management in June 2020.

3.2 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).

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

## **4. 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 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.

Approved 3 June 2020