



GLASGOW KELVIN COLLEGE
BOARD OF MANAGEMENT
REMUNERATION COMMITTEE
TERMS OF REFERENCE

1. Membership

- 1.1 Chair of the Board of Management.
- 1.2 Vice Chair of the Board of Management (Chair).
- 1.3 Chair of the Learning and Teaching Committee.
- 1.4 Chair of the Finance and Resources Committee.
- 1.5 Chair of the Audit and Risk Committee.
- 1.6 One non-executive member, appointed by the Board of Management.
- 1.7 There shall be no co-option to the Committee.
- 1.8 The Committee may be attended, at the invitation of the Chair, by members of the College's academic and support staff or by external advisers. The purpose of such an invitation will be to provide specialist information and advice to assist the Committee in its deliberations. Individuals attending on this basis may not vote on any decision made by the Committee.
- 1.9 The Secretary to the Board shall act as Secretary to the Remuneration Committee.

2. Chair of the Committee

The Vice Chair of the Board of Management will act as Chair. The Chair of this Committee must not be the Chair of the Board of Management.

3. Quorum

The quorum shall be a minimum of three non-executive Board members.

4. Voting Rights

Voting rights rest only with Committee members who are full members of the Board of Management.

The Chair of the Committee possesses both a deliberative and a casting vote.

5. Meetings

The Committee will meet on an 'as and when required' basis, but at least once per academic year.

6. Remit

- 6.1 To be responsible for reviewing, determining and negotiating salary, terms and conditions of appointment of Principal, Vice Principals and ~~Governance Professional senior staff not covered by National Bargaining~~. This also includes the approval of any severance or settlement agreement for these positions. ~~Severance for all other members of staff is an operational matter to be managed by the Principal and Vice Principals.~~

Note: National Bargaining is now operational for members of College staff. Matters with respect to those staff salaries, terms and conditions are set by the College Employers Association with individual colleges expected to implement same. The College Joint Negotiation and Consultation Committee is responsible for agreeing local terms and conditions for staff which sit out with National Bargaining and these shall apply where appropriate.

- 6.2 Through transparency and accountability, ensure fair and justifiable levels of remuneration and terms and conditions, based on national benchmarks, of the College Senior Leadership Team. ~~member not covered at 6.1.~~
- 6.3 To review and approve any proposed Voluntary Severance Scheme, to ensure these are fit for purpose and in line with Scottish Funding Council guidelines and thresholds.
- 6.4 ~~The Remuneration Committee will consider the Voluntary Severance recommendations and, taking into account their potential impact on the College, will decide whether to approve them.~~

- 6.5 To ensure efficient and effective use of public funds relating to the remuneration of the College Senior Leadership Scheme and any Voluntary Severance Costs in relation to the Principal, Vice Principals and ~~the Governance Professional~~ [senior staff not covered by National Bargaining](#).

7. Risk Management

To notify the Board of Management of any specific areas of risk identified by the Committee for its own area.

It is essential that members of the Remuneration Committee understand their role and responsibilities. Members therefore must undertake the online training module for Remuneration Committees provided by the College Development Network within one month of appointment.

8. Reporting

The Chair of the Committee shall report on Committee business to the Board of Management with such recommendations, as the Committee may deem appropriate.

The agendas, associated papers and minutes for this Committee will be made available in accordance with the Board of Management's Standing Orders and Freedom of Information Publication Scheme.

Reviewed by the Remuneration Committee:	08 January 2026
Date of Next Review:	March 2029 - TBC
Approved by the Board of Management:	18 March 2026 - TBC