



SCOTTISH LAND COMMISSION  
COIMISEAN FEARAINN NA H-ALBA

## **STAFFING & REMUNERATION COMMITTEE TERMS OF REFERENCE**

**The Scottish Land Commission has established a staffing and remuneration committee to oversee and monitor the remuneration systems put in place for the Commission, in particular the pay and grading system. The staffing and remuneration committee is a committee of the Commission.**

### **Members**

The members of the staffing and remuneration committee are the Board of Commissioners to be chaired by the Chair of the Land Commission. The quorum for a committee is 3.

Only members of the remuneration committee have the right to attend committee meetings. Other individuals such as the Chief Executive, the Head of Communications and Corporate Governance and the Human Resources Adviser may be invited to attend for all or part of any meeting, as and when appropriate and necessary.

### **Meetings**

The committee will meet at least once a year at appropriate times in the reporting and financial cycle. The chair of the remuneration committee may convene additional meetings, as he/she deems necessary; A meeting will usually take place expressly for the purpose of considering the annual pay awards and remuneration.

The Board or Accountable Officer may ask the committee to convene further meetings to discuss particular issues on which they want the committee's advice.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the committee and any other person required to attend, no later than five working days before the date of the meeting.

### **Minutes**

The staffing and remuneration committee will be provided with a secretariat function by a member of staff. Minutes of the committee meetings, including the names of those present and in attendance, shall be taken.

Draft minutes of committee meetings shall be circulated promptly to all members of the Committee and approved.

Remuneration committee members are obliged to inform the other members of any conflicts of interest at the start of all meetings. Declarations such as this should be recorded in the minutes.

### **Responsibilities**

The remit of the remuneration committee is to oversee and monitor the pay and grading system and advise the Chief Executive on behalf of the Commission on the negotiation of annual pay awards and staffing matters, including:

- Approving the proposed annual pay remit in line with Scottish Government pay policy;
- Determine the remuneration package of the Chief Executive, taking into account all factors which it deems necessary in line with the Scottish Government pay policy remit;
- Oversee the recruitment of senior staff (Management Team and Chief Executive) including agreeing the job descriptions, adverts and salary; to take responsibility for interviewing and selecting the successful candidates and seeking the endorsement of Scottish Ministers in the case of the Chief Executive.

### **Other Matters**

The Committee shall:

- Be authorised by the Board to investigate any activity within its terms of reference and seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.
- Be authorised by the Board to obtain outside legal or other independent professional advice including where appropriate from remuneration Consultants and to obtain reliable, up-to-date information about remuneration in other organisations.