

# **National Library of Scotland**

## **Terms of Reference – Staffing & Remuneration Committee**

### **1. Purpose**

The Staffing and Remuneration Committee supports the Board in fulfilling its governance responsibilities relating to employment. It makes recommendations to the Board and National Librarian on all aspects of remuneration, benefits and employment conditions.

#### **1.1. Specific Duties**

The Staffing and Remuneration Committee will, on behalf of the Board:

- Advise the Board on the recruitment of the National Librarian and recommend to the Board the terms and conditions, including remuneration, applicable to the post in conjunction with Scottish Government Terms and Conditions.
- Set in place effective performance management of the National Librarian, within a framework set out by the Board.
- Recommend the National Librarian's annual pay award to the Board for approval by the Scottish Government.
- Approve staff pay awards and confirm they are within Scottish Government pay policy.
- Monitor the Library's compliance with relevant statutory obligations.
- Advise the Library on equalities and diversity.
- Monitor the Library's performance on equalities and diversity.
- Monitor employee relations within the Library and advise the National Librarian on best practice.
- Advise the Board on:
  - The organisational development strategy.
  - Succession planning for the executive team.
  - Arrangements for staff performance management.
  - Recognition of staff achievements and progress.
  - The reward strategy.
  - Changes to staff terms and conditions of employment.
- Consider appeals as required by the Library's employment policies.
- Advise on disciplinary, grievance and appeal arrangements within the relevant policies.

The Committee is authorised by the Board to investigate any activity within its reference, and to seek any information it requires from staff. Staff are required to co-operate with the Committee.

### **2. Reporting**

A minute of each meeting is made available to the Board and the Accountable Officer (National Librarian).

### **3. Membership and Attendance**

There will be three to five Board Members of the Staffing and Remuneration Committee. The Committee may nominate and co-opt one additional member who need not be a Board Member of the Library. The Chair and members of the Committee are appointed by the Board.

#### **3.1. Membership at February 2019**

Helen Durndell (Chair)  
Professor Melissa Terras  
Alan Horn  
Dianne Haley

#### **3.2. Secretariat**

The Staffing and Remuneration Committee is provided with a secretariat function by the Board Support and Compliance Officer.

#### **3.3. Officers**

Staffing and Remuneration Committee meetings are normally minuted by the Board Support and Compliance Officer and attended by the Director of Business Support, the Associate Director of External Relations and Governance, and the Head of HR.

#### **3.4. Other Attendees**

As per Schedule 1 to the National Library of Scotland Act 2012 members of the Scottish Executive, persons authorised by the Scottish Ministers, and the Dean of the Faculty of Advocates or a person authorised by the Dean are entitled to attend and take part in, but not vote at, Committee meetings.

### **4. Meetings**

The Committee normally meets three times a year. Further meetings may be convened to discuss particular issues. The Committee may also meet by correspondence. A minimum of two members of the Committee will be present for the meeting to be deemed quorate.