

RemCo Readiness Checklist — Grades, Bands & Rem Narrative

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Use this page before RemCo or AGM pack production to confirm the **structural evidence** under your rem story is current. Tick what is true; assign owners for gaps. Then hand statute and disclosure questions to counsel.

Not legal advice

This checklist covers human-capital inputs only (grades, pay bands, rem narrative hygiene). Companies Act ss 30A/30B, King V, JSE Listings Requirements, AGM notices, and remuneration voting or disclosure rules require **qualified legal counsel** and your company secretary. Divine ICTP does not provide legal opinions or compliance certificates.

A. Grade estate currency

- Evaluation framework in force is documented (e.g. Paterson; or other recognised framework already in use)
- Role profiles for RemCo-critical jobs were refreshed within an agreed currency window
- Grade / sub-grade outcomes have written rationales and an audit trail (who graded, when, comparators)
- Acting arrangements, anomalies, and grade-creep risks are listed for committee discussion
- Public Service roles (if any in group) are **not** assumed to be Paterson — DPSA Compensate–Evaluate applies to departments in scope

B. Pay-band policy

- Band structure is explicitly linked to grades
- Midpoint / range-width philosophy was previously approved (or is listed as a decision requested)
- Market source, peer set, and effective date are named on the band table
- Roles outside policy are documented with approval path
- No orphan claims of “grade X = market median” without survey attribution

C. Equal-pay / fairness flags (HC — not a legal opinion)

- Roles of equal value with material pay differences are flagged for HR/legal follow-up
- Stale grades used in prior pay audits are scheduled for refresh
- EE occupational-level mapping (e.g. EEA9 vocabulary) versus framework grades is understood by Reward

D. Rem narrative owners

- Named owner for **policy** narrative inputs
- Named owner for **implementation** narrative / data tables
- Hand-off agreed: HC pack → CoSec / counsel / external reward adviser
- RemCo / board presentation outline lists decisions requested (not only information)

E. Counsel & governance referral (do not skip)

- Qualified counsel engaged for Companies Act / King / JSE questions applicable to our entity
- Company secretary owns AGM / notice / voting process calendar
- Divine ICTP (or other HC adviser) scoped only for grades, bands, and structural packs — not legal drafting

Framework reminder

Paterson — common in private / SOE / SETA estates; evaluates job worth, not performance; does not produce salaries alone.

Peromnes® / T.A.S.K.® — proprietary to their owner; Divine ICTP does not licence or deliver them.

Public Service — Compensate–Evaluate (DPSA), not Paterson.

Next step. Discuss RemCo-ready grades and bands — email jurgen@divineict.co.za or call **082 900 2742**.

www.divineict.co.za/index.html?engagementType=remco-readiness#contact

Parent guide: </guides/remco-readiness-grades-and-bands.html> · Related:

</assets/pdfs/board-ready-grading-pack-sample.pdf>

Divine ICTP · Reg 2019/142265/07 · Johannesburg · HC boutique (executive search · job grading · project teams)