

## **Senior Post Holder Remuneration Annual Report 2021-22**

### **Introduction**

This report is prepared in accordance with the Association of Colleges' Code of Good Governance which incorporates the Senior Post-Holder (SPH) Remuneration Code, which was adopted by the Corporation at its meeting on 18 July 2021.

This Report covers the year ended 31 July 2022.

Each College is required to publish a readily accessible annual statement, based on an annual report to its governing body.

This report is required to include:

- A.** A list of Senior Post Holders within the remit of Remuneration Committee;
- B.** Its policy on the remuneration for Senior Post-Holders within the remit of Remuneration Committee;
- C.** Its policy on income derived from external activities;
- D.** the pay multiple of the Principal/Accounting Officer and the median earnings of the Institution's whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation of why.

The report should also contain:

- E.** Its choice of comparator college(s)/organisation(s);
- F.** An explanation of any significant changes.

The Remuneration Committee's Terms of Reference can be found in appendix 1.

The membership of the Remuneration Committee during the year to 31 July 2022 was as follows:

#### **Name/Category of Member**

Jane Farrell (Chair) Governor (external)

Janice Robinson Governor (external and Chair of Governors)

Simon Lindfield Governor (external and Vice-Chair of Governors and Chair of Finance Committee)

Ayas Fallon-Khan Governor (external and Lead Governor on IB and Environmental/Climate Issues)

Katharine Travis Governor (external and Designated Safeguarding Lead Governor)

#### **Meetings of the Remuneration Committee were held on:**

6<sup>th</sup> October 2022

6<sup>th</sup> July 2022

#### **A. A List of Senior Post Holders within the remit of the Remuneration Committee**

In 2021-22, the following roles were designated as Senior Post Holders (SPHs) and therefore fall within the remit of the Remuneration Committee:

- Principal/Accounting Officer
- Governance Director/Clerk to the Corporation

#### **B. Policy on the Remuneration for Post Holders within the Remit of the Remuneration Committee**

The SPH's Remuneration Policy can be found in appendix 2.

The Corporation adopted the Association of Colleges' Code of Good Governance, which incorporates the SPH Remuneration Code, at its meeting on 18 July 2021 and is committed to the principles as set out in the Code and the terms of the College's Remuneration Policy.

#### **C. The Corporation's Policy on income derived from External Activities**

The College includes an exclusivity of service clause in the Principal/Accounting Officer's employment contract.

There were no instances of the Principal/Accounting Officer retaining income generated from external bodies during the year.

**Severance Payments:** There were no severance payments made to Senior Post Holders during the period 1 August 2021 to 31 July 2022.

**Notice Period:** The notice period for SPHs is: 6 months for Principal and 3 months for Clerk

#### **Expenses Policy - Financial Regulations**

Travel and Subsistence Expenses: All expenses paid to Senior Post-Holders are solely in reimbursement of expenses incurred in furtherance of the business of the College and comply with the College's Financial Regulations.

The total amount of expenses reimbursed in the year to 31 July 2022 to the Principal was:

<b>Senior Post-Holder</b>	<b>2021/2022</b> <b>£</b>	<b>2020/2021</b> <b>£</b>
<b>Principal/Accounting Officer</b>	<b>753.47</b>	<b>Nil</b>

**Note:** Expenses reduced in 2020/2021 owing to Covid 19.

**D.** The pay multiple of the Principal/Accounting Officer and the median earnings of the Institution's whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation of why. It should be noted that in the case of the College, the only remuneration Staff receive is pay and pension.

The table below outlines the total remuneration for the Principal/Accounting Officer, with year on year comparator data, as follows:

### Principal/Accounting Officer

Emoluments of the Principal/Accounting Officer	2021-2022 £	2020-2021 £
Salary	98,847	95,893
Pension Costs	23,440	22,773
Total	122,287	118,666

**Notes:**

1. The current Principal/Accounting Officer was appointed as Principal/Accounting Officer with effect from the start of the 2020 academic year.
2. The Corporation does not operate a system of performance related pay and also does not offer additional benefits to Senior Post-Holders.

The college's median pay for 2021/2022 is £33,949 compared to £31,008 in 2020/2021 and the Principal/Accounting Officer's basic salary as a multiple of the median of all Staff is:

	2021/2022	2020/2021
Principal/Accounting Officer's basic salary as a multiple of the median of all staff	2.92	3.16

**NOTE:**

1. Pension contributions in respect of employers' contributions to the TPS/LGPS are paid at the same rate as for other employees.

### E. The Corporation's choice of Comparator College/s

When considering remuneration, comparable data should be used and the Committee considered the data drawn from the following source:

- (a) SFC Workforce Survey

### F. An Explanation of any significant changes

There were no significant changes at this time.

Signed.....Jane Farrell.....

Chair of Remuneration Committee

**Reviewed by the Remuneration Committee on 3<sup>rd</sup> or 10<sup>th</sup> November 2022**

**Approved by the Corporation on 7<sup>th</sup> December 2022**

## **Appendix 1**

### **Terms of Reference for the Corporation's Remuneration Committee – revised and by Corporation approved 18<sup>th</sup> May 2022**

These Terms of Reference must be read in conjunction with the Instrument and Articles of Government, the Corporation's Standing Orders and the College's Financial Regulations from time to time. They may only be varied by the Corporation.

#### **MEMBERSHIP**

Members of the Committee shall comprise Governors, other than the Principal, Staff or Students, and may include others co-opted onto the Committee.

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate; such persons shall not have a vote but shall be entitled to speak at the meeting.

The quorum will be two Governors

The Chair of the Committee will be appointed by the Corporation. One of the Committee members shall take the minutes during the meeting.

The Senior Postholders and the HR Manager may be in attendance if requested by the Committee and the Committee may take advice as appropriate from the HR Department.

The Committee will meet at least once per year.

#### **RESPONSIBILITIES/FUNCTION**

The responsibilities of the Remuneration Committee are:

1. To consider and recommend policy and procedures for the appointment, grading, professional development review, suspension, dismissal and determination of the pay and conditions of the holders of senior posts and the Clerk.
2. To make recommendations to Corporation on the remuneration of Senior Postholders and to make such other recommendations to the Corporation as are deemed appropriate.

Recommendations will also be based upon a satisfactory performance review and with reference to the requirements of the SPH Remuneration Policy.

## **APPENDIX 2: SPH REMUNERATION POLICY**

### **1. INTRODUCTION**

- 1.1** The College Corporation is responsible under the Instrument and Articles of Government, for the determination of pay and conditions of service of its Senior Postholders (Principal and Governance Director.) This policy has taken due regard of the AoC Code of Good Governance, including the Remuneration Code which focuses on fairness, transparency and accountability.
- 1.2** The Corporation will aim to ensure that the Senior Post Holders (SPHs) are fairly rewarded for their individual contributions to the College as assessed in their annual Performance Review.
- 1.3** The Corporation will take into account the need to recruit and retain staff, to recognise performance and to maintain appropriate differentials. It will also take into account any pay settlements for SFC staff and overall affordability for the College.

### **2. PAY AWARDS**

- 2.1** On appointment, the Governance Director will be appointed on a spine point within an appropriate pay band, following evaluation of the role. On appointment the Principal will normally be placed on a salary point within the lower quartile of the relevant benchmark data, (see below) and will be able to progress towards the upper quartile over 4 to 5 years. (depending on the criteria set out below).
- 2.2** When deciding on salaries, governors will take account of annual salary surveys produced by the Association of Colleges (AoC) and the Sixth Form College Association (SFCA) that relate to SPHs and other senior staff employed in Sixth Form Colleges. The College's HR Department will undertake an independent analysis of this data that looks at salaries in comparable Colleges in size/type of activity and location in the country.
- 2.3** Once established, SPHs salary ranges will be reviewed if and when there is a significant change in the role and responsibilities of the relevant post.

### **3. CRITERIA FOR PAY PROGRESSION**

- 3.1** SPHs' salaries will be reviewed annually by the Corporation following performance reviews undertaken during the Summer Term. Any increase in remuneration will normally take effect from 1<sup>st</sup> September of the next academic year.
- 3.2** In deciding whether to increase SPH salaries, the Corporation will consider the following:
  - a) the extent to which the general roles and responsibilities of that post have been carried out satisfactorily in the previous year.
  - b) the extent to which specific objectives agreed in the SPH Performance Review have been met.
  - c) the financial health of the College.
  - d) the recommendation on SPH pay for the coming year made by the SPH Remuneration Committee. That recommendation will be based on the Committee's consideration of a summary evaluation of performance prepared by the appraisers (Chair and Vice Chair of Governors).

- 3.3** Pay Progression will be agreed where general performance has been evaluated as “Satisfactory or Better” and where specific objectives have been fully or substantially met. That progression will not exceed the upper quartile of Principals salaries in Six Form Colleges of comparable size and location to Varndean College.
- 3.4** Cost of living pay increases will be considered separately. The intention is that cost of living awards recommended for non-SPH staff by the relevant national body and agreed by the Corporation will be implemented for SPHs. Normally governors will decide on this in the next Corporation meeting following the recommendation.

#### **4. RECOMMENDATION**

- 4.1** When deciding on remuneration, the Corporation will give due regard to the interests of the public and to the financial health of the College. It will also take account of the need to recruit and retain Senior Post Holders at levels of pay that are in step with the FE sector.
- 4.2** When considering SPH pay each year, the Corporation will determine whether Senior Post Holders’ salaries should be increased, and whether performance warrants pay progression. The Corporation will take into account the ‘criteria for pay review’ above when making a decision. The overall evaluation of performance in the last year will be a key consideration in the decision reached by Corporation to maintain or increase the current salary.
- 4.3** Once the Corporation has reached a decision, the outcome will be advised in writing to the Senior Post Holder by the Chair or Vice-Chair of Governors. The HR Department will also be informed at the same time. A record of the process will be retained by the HR department.
- 4.4** The Corporation will need to review pension arrangements for Senior Policy Holders in due course. That will review will be undertaken when we know the outcome of consultations between Government, employers in school and colleges and professional associations.

**Other Relevant Policies/Documents – refer policies index**