



## Senior Postholders Annual Remuneration Report 2023-24

### Introduction

This report is prepared in accordance with the Association of College's 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.

A new AoC Code of Good Governance was finalised and shared with FE Colleges in September 2023 and the Corporation approved the new Code (in draft form) at its meeting on 3 July 2023. In line with the AoC guidance, the intention will be to adopt the new Code with effect from the 2024/2025 academic year.

This Report covers the year ended 31 July 2024.

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 Chief Executive/Principal 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.
1. The Remuneration Committee's Terms of Reference can be found in appendix 1.
  2. The membership of the Remuneration Committee during the year to 31 July 2024 was as follows:

### Name/Category of Member

Neil Perry (External Governor and Vice-Chair of Corporation, Chair of Remuneration Committee until end 2023/2024 academic year)

Kirstin Baker (Remuneration Committee Member from 23/24 academic year, External Governor and Co-Chair of Governors)

Jo Davis (External Governor and Chair of Audit Committee)

Marcus Palmer (External Governor, Chair of Remuneration Committee with effect from 2024/2025 academic year, Chair of Resources Committee)

Chris Piper (Remuneration Committee Member from 23/24 academic year, External Governor and Co-Chair of Quality & Curriculum Committee)

Simon Porges (Co-Chair of Governors)

Andrew Wright (Remuneration Committee Member from 23/24 academic year, External Governor and Co-Chair of Quality & Curriculum Committee)

3. Meetings of the Remuneration Committee were held on:

30th October 2023

#### 4. Approach to Remuneration

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

The following roles have been designated as Senior Post Holders (SPHs) and therefore fall within the remit of the Remuneration Committee:

- Principal/Accounting Officer
- Deputy Principal
- Vice-Principal (Director of Resources)
- Vice-Principal (Student Services)
- 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.

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

As noted above in the introduction, a new AoC Code of Good Governance was finalised and shared with FE Colleges in September 2023 and the Corporation had approved the new Code (in draft form) at its meeting on 3<sup>rd</sup> July 2023. In line with the AoC guidance, the intention will be to adopt the new Code with effect from the 2024/2025 academic year.

#### External Appointments and Expenses

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

The College includes an exclusivity of service clause in its SPH employment contract which prohibits the Post Holder from undertaking any employment or engagement which might interfere with the performance of their duties or conflict with the interest of the Corporation without the written consent of the Chair of Corporation. The role of the Governance Director/Clerk at BHASVIC is not full-time and the Clerk is also employed at another independent SFC in the local area on a part-time basis.

There were no instances of the Chief Executive 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 2023 to 31 July 2024.

**Notice Period:** The notice period for the SPHs are as follows: Principal – 3 months, Deputy Principal -3 months, to end at the end of term (31/8, 31/12 or 30/4), Vice-Principal (Resources) - 3 months, Vice-Principal (Student Services) 3 months, to end at the end of term (31/8, 31/12 or 30/4), Governance Director/Clerk – 3 months.



## Expenses Policy – Business Procedures

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.

Expenses incurred by the Principal and other Senior Post Holders must be approved by another from the Principal, Senior Post Holders, the Chair, Vice Chairs or Chair of the Resources Committee. A report will be presented to the Remuneration Committee annually of total expenses incurred individually by the Principal and Senior Post Holders. All such expenses must be incurred in the normal course of the College's business.

- D. The pay multiple of the Chief Executive/Principal 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/Chief Executive Officer, with year on year comparator data, as follows:

### Principal/Chief Executive Officer

Emoluments of the Chief Executive Officer	2021-2022 £,000	2022-2023 £,000	2023-2024
Salary	117	122	136,426
Employers' National Insurance	15	15.5	17.5
Pension Costs	28	29	33
Total	160	166.5	186,926

#### Notes:

1. The Corporation does not operate a system of performance related pay and also does not offer additional benefits to Senior Post-Holders.

### The Principal's remuneration as a multiple of the median of all Staff for 2023/2024 and 2022/2023

	2021/2022	2022/2023	2023/2024
median staff income	£38,363	£40,781	£44,354
Principal's basic salary as a multiple of the median of all staff	3.05	3.01	3.08
Principal's total remuneration as a multiple of the median of all Staff	3.14	3.11	3.18

#### 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 which supports these indicators, drawn from the SFCA Workforce Survey and AoC Salary Survey.  
*During 2022 a bespoke SPH pay review was commissioned from the SFCA, the results of which were considered at the first meeting in the 2022/2023 academic year.*

**F. An Explanation of any significant changes**

There were no significant changes at this time.

Signed: .....Marcus Palmer.....

Marcus Palmer, Chair of Remuneration Committee  
**Reviewed by the Remuneration Committee on 7<sup>th</sup> November 2024**  
**Approved by the Corporation on 9<sup>th</sup> December 2024**