

ANNUAL REMUNERATION COMMITTEE REPORT 2023/24

1. Introduction

1.1 The Barnet and Southgate College Instrument & Articles of Government define certain senior key personnel as Senior Post Holders (SPH) and provide that the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts are matters for the Board of Governors (Article 3(f)).

1.2 During the 2023/24 financial year the college had a Remuneration and Appraisal Committee (the Committee) with Terms of Reference that include delegated authority to:

- a) Advise the Board on the framework or policy for deciding the remuneration of the Principal/CEO, any other Senior Postholders and the Clerk.
- b) Determine levels of pay and other benefits of the Principal/CEO, other Senior Postholders and the Clerk in accordance with the agreed framework/policy

1.3 The Committee last confirmed its Terms of Reference at its meeting in March 2023

1.4 In 2021 the Board agreed to adopt the AOC Code and to comply with 'must' statements and have regard to 'should' statements.

1.5 The AoC Code includes the requirement that the college must publish a readily accessible annual statement, based on an annual report to its governing body. The purpose of this report is to address that requirement.

1.6 By adopting the AOC Code, the Board of Governors is demonstrating leadership and stewardship in relation to remuneration within its institution and, in doing so, helps to protect institutional and sector reputation and provide greater assurances to key stakeholders and partners, including the student community and wider society.

2. Process and Policy

2.1 During 2023-24, the Committee met on three occasions.

2.2 Committee Membership during 2023-24 was:
Alessandra Almeida-Jones (Chair of Committee)
Adam Goldstein
Cait O’Riordan

2.4 In accordance with the AOC Code, the Committee terms of reference determine that the Committee Chair must be a governor other than the Chair of the Board of Governors.

2.5 The Clerk to the Corporation was in attendance at all meetings but withdrew for discussions relating to her contract, performance and pay.

3. Senior Post Holders

The roles designated as Senior Post Holders (SPH) and therefore within the remit of the Committee during 2023-24 were:

- Chief Executive (Darren Mepham) - in post until January 2024
- Principal and Deputy Chief Executive (Neil Coker) – subsequently appointed to the role of CEO and Principal
- Executive Director Commercial and Partnership (Tracey McIntosh)

4. Remuneration Policy

4.1 The SPH Appraisal and Remuneration Policy has been devised to reflect the principles of the AoC Code, so that the College has:

- a fair and competitive salary offer to attract and retain high performing staff;
- a framework for SPH remuneration that is affordable and
- decision-making processes for SPH remuneration that are fair, transparent and accountable.

4.2 In reviewing the remuneration for the roles of Chief Executive Officer and other senior postholders, the Committee took account of:

- the latest comparative and benchmark data for similar level roles, published in the Association of Colleges' Senior Pay Survey in comparably sized colleges in London and the South East;
- the need to ensure parity between college staff with similar levels of responsibility and to address any gender pay gaps.
- Individual and whole college performance in the previous year
- Any pay awards provided to the wider college staff
- Affordability in the light of college financial performance

4.3 The remuneration of senior postholders for the full year is detailed within the Financial Statements 2023-24.

5 Policy on income derived from external activities

The Code requires colleges to justify any retention of external income by SPH in addition to their remuneration. The Corporation has included an exclusivity of service clause in its SPH employment contract, which prohibits direct or indirect employment, engagement, concern or interest in any other undertaking or business without the express permission of the Board of Governors. There were no instances of remunerated external work taking place during the year in question.

6 Chief Executive Pay as a multiple of staff median earnings

6.1 The total remuneration multiple of the CE against the median earnings of the institution's whole workforce, as published in the Annual Report and Financial Statements 2023-24 is 6.4 compared to 6.4 in 2022-23

6.2 Reasonable travel and subsistence expenses are paid to Senior Postholders in furtherance of their duties.