

**College of
West Anglia**



**Annual Report
of the
Remuneration Committee**

Academic Year 2023/2024

Introduction

The Annual Report of the Remuneration Committee for presentation to the Corporation is a requirement of the AoC's Senior Post Holder Remuneration Code and also the AoC's Code of Good Governance.

The Remuneration Committee

The Remuneration Committee met once during the 2023/24 academic year, meeting on 4 October 2023. Those in attendance were Chris Ashman, (Chair), Sally Mitton, and Gill Rejzl. Apologies for attendance were received from Hein van den Wildenberg but written contributions were submitted ahead of and discussed at the meeting.

No other meetings of the Remuneration Committee were scheduled for the year and no special meetings were called.

For 2024/25 academic year the membership of the committee will be:

Sally Mitton (Chair)
Gill Rejzl
Hein van den Wildenberg

The current terms of reference for the committee can be found at appendix 1.

Senior Post Holders

The following positions are board appointments and deemed to be Senior Post Holders for the purposes of this report:

- Principal/CEO
- Deputy CEO/Vice Principal Curriculum & Quality
- Vice Principal Corporate Services
- Head of Governance

Performance Review

Each post holder is subject to the college's annual appraisal process. During the summer of 2024 the following appraisals took place:

- Principal/CEO appraisal by a panel of governors comprising Gill Rejzl, Sally Mitton, and Cally Rand;
- Deputy CEO/Vice Principal Curriculum & Quality – appraisal by the Principal/CEO;
- Vice Principal Corporate Services – appraisal by the Principal/CEO;
- Head of Governance – appraisal by Gill Rejzl and the Principal/CEO.

Appraisal forms were made available to the Remuneration Committee to review and discuss and committee members invited the Principal/CEO to comment.

Reward Proposal Considerations for Senior Post Holders

The following factors may be used by the committee when considering reward proposals:

- a) performance in support of the college's strategic objectives in areas such as:
 - teaching, learning and outcomes for students
 - management, financial performance and administration
 - leadership of staff
 - stakeholder, partner and employer satisfaction
 - external relations nationally and locally
 - major initiatives and projects;
- b) the size and/or complexity of the college;
- c) the nature of the post-16 markets and issues of recruitment and retention;
- d) the college's objectives in relation to the diversity of the workforce;
- e) recent pay awards to college staff;
- f) the college's financial ability to offer an award.

The above listing is not exhaustive and other factors may also be considered by the committee.

Benchmarking Data

The college participates in the AoC Survey of Senior Post Holders. The Remuneration Committee reviewed benchmarked data from the survey. The categories of data for each postholder reviewed included:

- All college types (£30m-£40m)
- Geographical area (midlands) (£30m-£40m)
- General further education colleges (£30m-£40m)

Expenses

Senior Post Holders are subject to the same policies and procedures as all college staff. Expenses claims of the Senior Post Holders are reviewed annually by the Audit Committee; the last review by the Audit Committee was at its meeting on 13 March 2024.

Emoluments of the Chief Executive / Principal

It is a requirement of the AoC's Remuneration Code to report the emoluments of the Chief Executive / Principal. This information is detailed in the table below.

	2023/24	2022/23
Basic Salary	£102,010	£150,800
Performance Related Pay & Bonus		
Retention Incentive	£19,438	£22,751
Other Benefits in Kind		
Pension Contributions *	£0	£3,000
Total	*£121,448	£176,551

The information above, along with details of the pay multiple of the Principal/CEO and the median earnings of the institution's whole workforce are published in the college's statutory accounts.

*With effect from 1 September 2023 the Principal/CEO reduced his working pattern to part-time, 3 days a week from a full time position in 2022/23.

REMUNERATION COMMITTEE: TERMS OF REFERENCE

- 1 Purpose and responsibilities:
 - (a) To determine and approve the remuneration and terms/conditions of the Principal/CEO, designated Senior Post Holders and the Head of Governance, having due regard to the AoC's Senior Post Holder Remuneration Code and the requirements under Managing Public Money
- 2 Powers:
 - (a) Reporting to the Corporation
- 3 Membership:
 - (a) Four members, including:
 - The Chair of the Corporation
 - Three other members
- 4 Meetings:
 - (a) Quorum:
 - 3 members
 - (b) Chair:
 - A member elected annually by the Corporation
 - (c) In attendance:
 - The Principal/CEO (as required, and except during discussions relating to the Principal/CEO's remuneration)
 - The Head of Governance (except during discussions relating to the Head of Governance's Remuneration)
 - (d) Frequency:
 - As and when required to fit in with the College's reporting and planning cycle
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 - (d) Standing agenda items:
 - The Head of Governance shall maintain a list of standing agenda items for each meeting, which shall be reviewed annually by the Corporation
 - (f) Agenda and papers distribution:
 - At least seven clear days in advance of the meeting

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