

Performance and Remuneration Committee

Annual Report to The Corporation for the Year Ending 31 July 2024

Introduction

This report is prepared in accordance with the Association of Colleges' (AoC) Senior Post Holder remuneration code, which was first adopted in May 2019. This Senior Post Holders Remuneration code report is for the year ended 31 July 2024.

Each college must publish a readily accessible annual statement, based on an annual report to its Governing Body, which must contain:

- a list of Senior Post Holders within the remit of the Remuneration Committee;
- its policy on the remuneration for post holders within the remit of Remuneration Committee;
- its policy on income derived from external activities;
- 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 for this.

The report should also contain:

- its choice of comparator college(s)/organisation(s);
- An explanation of any significant changes.

Remuneration Committee

The Performance and Remuneration Committee of St Helens College comprises the following independent board members and meets at least twice per year, in line with its terms of reference.

The membership of the Performance and Remuneration Committee during the year was:

- Alison Cannon - Committee Chair
- John Heritage – from 8 September 2023
- Philip Han (Chair of Governors) – from 30 November 2023
- Bill Nixon (Chair of Governors) – resigned 29 September 2023

The committee met on the following dates:

- 30 November 2023
- 7 March 2024
- 20 June 2024

Remuneration Committee Terms of Reference

The terms of reference state that the committee responsibilities are:

- To evaluate and recommend to the Corporation the remuneration packages of the designated Senior Post Holders, including but not limited to:
 - basic salary
 - benefits in kind
 - annual bonus/performance related elements
 - pension provisions

taking account of the requirements within the Association of Colleges Senior Post Holder Remuneration Code.

- To recommend to the Corporation any severance payments (including pension benefits), which may be payable in the event of the early termination of the employment of any designated Senior Post Holder and ensure that these are reasonable and justifiable.
- To recommend to the Corporation the terms and conditions of service of the designated Senior Post Holders including procedures relating to grievance, discipline, and dismissal.
- To oversee and support succession planning for the designated Senior Post Holders with the Executive.
- To recommend to the Corporation the establishment and disestablishment of Senior Posts.
- To review and approve the annual appraisal process for the CEO/Principal and the Governance Director. To ensure that effective and appropriate appraisal arrangements are in place for the designated Senior Post Holders, and to make recommendations to the Corporation based on the outcomes of those appraisals.
- To review the whole College Group annual pay awards put forward by the CEO/Principal, and to make recommendations to the Corporation on the individual designated Senior Post Holders pay awards, and any non-standard pay adjustments put forward by the CEO/Principal, and to ensure that they meet the requirements within the Association of Colleges Senior Post Holder Remuneration Code.
- To review the Gender Pay Gap report and consider any implications of this for the College.
- To review the whole College Group appraisal/performance/development process, managed by the Chief Executive Officer (CEO), to ensure that it is appropriate, stretching, and fair, to encourage a culture of excellence and the achievement of the College Group targets.
- To review on an annual basis those items of business designated as confidential and to make recommendations to the Corporation as appropriate.
- To approve an annual Remuneration report in accordance with the AoC Senior Postholders Remuneration Code.
- To deal with any matters specifically referred by the Governing Board.

Senior Post Holders

During the academic year to July 2024 there were the following senior post holders:

- Simon Pierce, Chief Executive Officer/Principal
- Rav Garcha, Deputy Chief Executive/Chief Financial Officer (resigned 3 January 2024)
- Stephanie Donaldson, Deputy Chief Executive/Chief Financial Officer (appointed 4 March 2024)
- Mark Doyle, Deputy Principal (resigned 31 December 2023)
- Gillian Hayhurst, Governance Director (resigned 5 October 2023)
- Carys Bibby, Governance Director (appointed 5 October 2023)

The College's approach to remuneration

The College's Pay Policy applies to all staff including senior post holders. Senior Post holders' salaries are considered by the Performance and Remuneration Committee and recommended to the Corporation. When considering Senior Post Holder salaries, the Performance and Remuneration Committee takes into account overall individual performance, contribution to the overall performance of the College, affordability and benchmark data. The Pay Policy was last reviewed in April 2021.

The Corporation approved a pay award in December 2023. Senior Post Holders received the same award as all staff.

External appointments and expenses

If any Senior Post Holder wishes to take on other roles outside of the College, they must first receive approval from the Corporation. The College has an External Interest Procedure, which means that all staff must declare external interests, including other paid positions. The College reviews these declarations to ensure there are no conflicts of interest. Where other remunerated work is deemed acceptable, then staff may retain the additional income on the proviso that this work is completed in their own time, either through annual leave or unpaid time off.

Remuneration analysis

As at 31 March 2024 (Data source: Gender pay gap reporting 2023)

	Remuneration per hour 2022/2023	Remuneration per hour 2023/2024	Rate change 2022/23 to 2023/24
CEO/Principal	£74.07	£78.89	£4.82
Median all workforce	£15.13	£16.04	£0.91

Pay multiple of CEO/Principal to median pay of all workforce is 4.92, compared to 4.90 for 2022/23.

The increase in the median rate per hour for the whole workforce is a result of a cost-of-living increase awarded to all staff by the Corporation in January 2024.

College Group CEO/Principal Remuneration compared to CEO/Principals by Income Bands

(Data source: Association of College's College Senior Pay Survey 2023)

St Helen's College CEO/Principal rate per hour 2023/24	£78.89
AOC survey median salary range for CEO/Principals with a total college income of £30-£40m	£83.00
Difference per hour	(£4.11)