



**College of  
West Anglia**

**Annual Report  
of the  
Remuneration Committee**

**Academic Year 2021-22**

## **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 2021/22 academic year, meeting on 6 October 2021. Those in attendance were Chris Ashman, (Chair), Sharon Cambridge and Andrew Cave.

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

For 2022/23 the membership of the committee will be increased to 4, allowing for one additional independent member.

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
- Vice Principal Curriculum & Quality
- Vice Principal Corporate Services
- Clerk

## **Performance Review**

Each post holder is subject to the college's annual appraisal process. During the summer of 2021 the following appraisals took place:

- Principal – appraisal by a panel of governors comprising Chris Ashman, Sharon Cambridge, Sam Fletcher and Gill Rejzl;
- Vice Principal Corporate Services – appraisal by the Principal;
- Vice Principal Curriculum & Quality – appraisal by the Principal;
- Clerk – appraisal by Sharon Cambridge and the Principal.

Appraisal forms were made available to the Remuneration Committee to review.

## **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 (£25m-£30m)
- Geographical area (midlands) (£25m-£30m)
- General further education colleges (£25m-£30)

## **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 16 March 2022.

## 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.

	<b>2021/22</b>	<i>2020/21</i>
	<b>£'000</b>	<i>£'000</i>
Basic Salary	<b>145</b>	<i>141</i>
Performance Related Pay & Bonus	-	-
Other Benefits in Kind	-	-
Pension Contributions *	<b>34</b>	<i>17</i>
Total	<b>179</b>	<i>158</i>

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

*\*The Principal opted out of the pension for 6 months in 2020/21 resulting in a reduction in employer contributions; the Principal opted into the pension throughout 2021/22.*

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**REMUNERATION COMMITTEE: TERMS OF REFERENCE**

- 1 Purpose and responsibilities:
  - (a) To determine and approve the remuneration and terms/conditions of the Principal, designated Senior Post Holders and the Clerk, having due regard to the AoC's Senior Post Holder Remuneration Code
- 2 Powers:
  - (a) Reporting to the Corporation
- 3 Membership:
  - (a) Three members, including:
    - The Chair of the Employment Policy Committee
    - Two other members
- 4 Meetings:
  - (a) Quorum:
    - 3 members
  - (b) Chair:
    - A member elected annually by the Corporation
  - (c) In attendance:
    - The Principal (as required, and except during discussions relating to the Principal's remuneration)
    - The Clerk (except during discussions relating to the Clerk's Remuneration)
  - (d) Frequency:
    - As and when required to fit in with the College's reporting and planning cycle
    - To be held directly following Employment Policy Committee meetings
  - (e) Standing agenda items:
    - The Clerk 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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