

Halesowen College Corporation - Statement based on the Remuneration Committee Annual Report year ending 31 July 2020

1. Introduction

The Corporation has adopted 'The Colleges' Senior Post Holder Remuneration Code' and as such embraces increased transparency in reporting on the approach and consideration of remuneration of senior post-holders.

1.1 Committee Membership for the year ending 31 July 2020

The Committee comprised of Helene Jones (Chair), Louise Jones and Amanda Allen who were appointed by the Corporation.

1.2 Committee Meetings

During 2019/2020 the Committee met with full attendance on 27 November 2019 and recommended its annual report for 2018/2019 to the Corporation in January 2020. The Principal was not a member of the Committee and no staff member was present for the discussion of their own remuneration.

1.3 The Committee Terms of Reference

The Committee Terms of Reference are provided at Appendix 1.

2. The College Strategy

The College had in place a Strategic Plan and the Committee recognises that appropriate remuneration is one of a range of factors to sustain an effective senior staff base, able to deliver the College's strategic aims. The Annual Members' Report and Financial Statements provides a comprehensive account of the College's mission, strategic priorities, aims and objectives and performance including public benefit.

Recruitment of senior post-holders is undertaken in line with the Corporation's Articles of Government with due regard to national advertisement, selection and interview procedures and appointment by the Corporation.

3. Approach to Remuneration

The College strives to remain a good employer and therefore balances recruitment, retention and rewarding staff with fiscal responsibility. The Committee considers the remuneration of Senior Post Holders and the Clerk, to ensure remuneration at an appropriate level. This includes relevant market conditions, benchmarked comparisons, the College's financial position, and also due regard to any College wide pay award.

The Corporation considers changes to both educational and economic landscapes, locally and nationally, and is mindful that the College is situated in an area with a high density of FE, sixth form and private training providers.

The Committee has considered the extraordinary circumstances affecting the year ended 31st July 2020 and the impact of Covid-19, including additional costs and reduced take-up of apprenticeships and courses for adult learners.

Significant changes to roles and impact on pay grades are also considered and, while the College does not operate performance related pay, annual appraisal for senior post holders is undertaken and reported on.

3.1 Staff Structure

Senior post holders are considered as part of the broader staff structure. The College Leadership Team, for the year ended 31 July 2020 consisted of the Principal/Chief Executive*, Deputy Principal, Vice Principal, the Director of Learner Services, the Information and Infrastructure Director, the HR Director and three Assistant Principals.

*The Principal/Chief Executive stepped down from this role on 30th June, whereby the Deputy Principal was appointed to the role of Interim Principal and CEO and the Vice Principal was appointed to the role as Interim Deputy Principal and Deputy CEO.

The College's staffing structure for the year ended 31 July 2020 was based on three curriculum faculties and two business support areas.

Headcount as at 31 July 2020			
Staff Type	Total Headcount 410	Total FTE 329.47	Percentage – FTE
College Management Team	16	13.3	4.03 %
Teaching	260	211.43	64.18 %
Support	134	104.74	31.79 %

The above excludes 58 people employed by Halesowen College Enterprises Ltd.

The West Midlands Pension Fund and Teacher Pensions Scheme apply to staff employed by the Corporation.

The College continues to operate as a Leader in Diversity and reports on ethnicity, age and gender data as well as on Gender Pay Gap.

3.3 Benchmarking

Remuneration for senior post holders and clerk was considered in relation to the latest benchmark data for each role, as published in the Association of College's College Senior Pay Survey. This included data comparison on all colleges nationally, on General Further Education colleges and West Midlands colleges.

4 Emoluments of Chief Executive/Principal year ending 31.07.2020

4.1

Emoluments of the Chief Executive/Principal			
	2017/18	2018/19	2019/2020
Salary	128,000	130,560	134,150.62
Performance related pay	n/a	n/a	n/a
Holiday excluding statutory	40	40	40

Eligibility for bonus and when paid	n/a	n/a	n/a
Other benefits	n/a	n/a	n/a
Subtotal	128,000.00	130,560.00	134,150.62
Pension costs (TPS)	21,094.40	30,916.60	30,983.48
Total	149,094.40	161,476.60	165,134.10

4.1.1 Pay Multiple of the Principal and Accounting Officer's pay as a multiple of the median pay for staff*:

	Basis of calculation		
Year	Multiple re Basic Salary	Multiple re Total Remuneration	Median Earnings*
2019/2020	5	5	£30,683
2018/2019	5 or below	5 or below	£28,815
2017/2018	5 or below	5 or below	£28,250
2016/2017	5 or below	5 or below	£28,250

*Median earnings includes all salaried staff, but not those employed by Halesowen College Enterprises Ltd.

External Appointments (pertaining to the generation of additional income)

With regard to external appointments that generate additional income, senior post holders and the Clerk are required to declare and keep under review their interests, including financial interests.

Contracts of employment for Halesowen College senior post holders and the Clerk include clauses on exclusivity of service and permissions required regarding other employment or engagements.

There were no external appointments that generated additional income.

5.1 Expenses 01.08.19 – 31-07-20

Staff submit expense claims under the College [Expense Payments and Benefits Policy](#), with appropriate levels of approval and evidence required. A summary of expenses across the year is shown below.

	Travel	Subsistence	Total
Principal	£839.48	£33.84	£873.32

6. Remuneration Committee Statement

In considering the detail provided, the Remuneration Committee is satisfied that its annual report provides assurance that it has effectively discharged its responsibilities.

Appendix 1

Committee Terms of Reference

Remuneration Committee

Remit

1. To consider and make recommendations to the Corporation on the pay of designated senior post holders and the Clerk, including where the Clerk is, or is to be appointed as a member of staff, with reference to Article 3.1(e)
2. To have due regard to the Senior Staff Remuneration Code, as appended to the Code of Good Governance for English Colleges.
3. To have due regard to employer responsibilities and contractual obligations.
4. To provide an annual report to the Corporation which provides sufficient assurance that the Committee has effectively discharged its responsibilities, with reference to the published annual statement on remuneration as part of the Annual Members' Report.

Membership

Three independent members elected annually by the Corporation inclusive of the Chair. The Principal may not be a member*. External/Independent expertise can be engaged.

*The Principal may advise the Committee on the performance of other senior post-holders.

Chair and Vice Chair

Elected by the Corporation annually. The Chair should not be the Chair of the Corporation.

Quorum

Any two members.

Frequency of Meetings

A minimum of one meeting each year.

Conduct of the Committee

Shall be in accordance with the Instrument and Articles of Government, Standing Orders and agreed codes of conduct.

Financial Powers

The Committee has no financial delegated powers. The Committee makes recommendations to the Corporation.