

Annual Report of the Senior Staff Remuneration Committee 2022

1. Introduction

The Corporation adopted the senior post holder remuneration code in March 2019.

This annual report is prepared in accordance with AOC guidance and is designed to provide a fair, transparent and objective summary of the corporations arrangements for the remuneration of designated Senior Post Holders, as defined in the articles of government.

The Senior Staff Remuneration Committee is responsible for making recommendations on the remuneration and terms and conditions of service of all Senior Post Holders ensuring that they are fairly rewarded for their individual contribution to the college's overall performance.

The Senior Staff Remuneration Committee is comprised of experienced governors at South & City College Birmingham. The meeting was chaired by the Vice Chair.

2. Remit

The terms of Reference are appended.

The list of Senior Post Holders within the Remit of Remuneration Committee are:

1. Chief Executive Officer/Principal- Designated Senior Post Holder
2. Deputy Principal- Designated Senior Post Holder
3. Clerk to the Corporation – Treated as Senior Post Holder for the purpose of the Senior Staff Remuneration Committee.

3. Membership of the Committee

The following Governors served as members of the Committee during the academic year 2021/22

		<u>Attendance at Senior Staff Remuneration Committee</u>
Lucy Jeynes (Chair)	Vice Chair of the Corporation	
	Chair of Senior Staff Remuneration Committee	
	Chair of Employment & Equalities Committee	100%
Clive Henderson	Chair of Corporation	100%
Heather Jones	Governor	0%
Alex Stephenson	Governor	100%
Zahoor Mann	Governor	0%
Marianne Coward		100%
John Gemmell		100%

Shaun Pitt joined the Committee after the meeting on 4 October 2021.

4. Meetings of the Committee

Meetings of the Committee were held on:-

4 October 2021

The meeting was quorate and was minuted by the Clerk to the Corporation. Staff withdraw from any discussions relating to their own remuneration.

5. Review of work undertaken by the Committee

Remuneration Framework and Policy

SCCB is one of the largest General FE Colleges, predominantly delivering vocational courses, operating in an extremely competitive environment. The turnover for SCCB in 2020/21

was £64,472,000 The Governing body has been able to retain an excellent Senior Leadership team to deliver the best possible outcomes for students, society and the economy whilst demonstrating effective use of resources in a challenging environment.

The College has introduced a Senior Post Holders Remuneration Policy to ensure openness and transparency in matters of pay and service.

The College's strategic objectives are taken into account when reviewing the remuneration of Senior Post Holders, these are:

- Achieve ambitious outcomes for every student through excellent teaching, learning and assessment
- Raise aspirations, provide effective support and secure high levels of progression into employment and further or higher education.
- Engage with employers and other key stakeholders to develop an innovative curriculum which enhances the colleges reputation for meeting local and regional skills needs
- Ensure financial resilience and stability
- Provide students with the best facilities and resources to support their learning and attainment
- Set high expectations for all our staff and foster a culture of continuous improvement and innovation
- Continue to advance equality, diversity and inclusion in everything we do

Choice of comparator colleges or organisations

The Committee takes into account benchmarking including the AoC Annual Senior Post Holder Pay Survey and data drawn from the FE sector. The Committee has historically aimed to position the College in the upper quartile in comparisons with the AoC Survey. However, increasingly Colleges have ceased to take part in the survey and there is little information for larger colleges. Information is also obtained retrospectively from published Colleges' accounts.

Remuneration of the Principal/CEO

The Principal/CEO was appointed as Principal in 2010 Annually the Principal has exceeded or met his targets throughout. During this time the College successfully merged with City College in August 2012 and was successful in obtaining an Ofsted Good in November 2015. Following this, the College merged with Bournville College in August 2017 and successfully obtained an Ofsted Good in November 2018. In addition, the College took over year 10 and 11 of the failed of Baverstock School in 2017 and achieved an Ofsted grade 2.

Emoluments of the Principal/CEO (The highest paid member of staff)

The Committee also takes into account the current value for the College of the pay multiple of the Principal/CEO earnings against the median of all staff. This is for the period of the College financial year August to July. The calculation is based on all employees in each financial year with the exception of casual and agency workers. **Please note:** The calculations compare basic pay only. For those who are part-time (anyone with an FTE of less than 1.00), FTE pay figures have been used. For anyone employed for less than 365 days, pay has been grossed up to 365 days. For staff with two concurrent posts, the FTE pay for each post is used for the calculation.

The pay multiples for SCCB are shown below:

	2017/18	2018/19	2019/20	2020/21	2021/22
Median Salary	27,837	26,567	27,475	26,455	28,569.19
Pay Multiple	6.47	6.78	6.55	6.80	6.33

	2017/18	2018/19	2019/20	2020/21	2021-22
Median Salary excluding staff who were previously outsourced *	31,929	32,870	33,927	35,273	33,713.04
Pay Multiple	5.64	5.48	5.30	5.10	5.47

*Significantly unlike most colleges the College has employed all its staff (including catering, security and cleaning) directly whereas most colleges outsource these. These are generally lower paid staff and this impacts on the median employee salary as compared to other Colleges. The Principal's salary as a multiple is shown as a proportion of all staff and also excluding staff who historically and who in other colleges are outsourced and therefore excluded.

Remuneration of other Senior Post holders

The Committee also undertook a performance review of the Deputy and the Clerk during the year and reported these to the SSR Committee with targets.

6. Expenses

The Principal is able to claim reimbursement for all reasonable legitimate expenses. However, very little expenses have ever been claimed. All expenses are approved by the Chair before reimbursement and open to scrutiny.

7. Income derived from External Activities.

The code requires colleges to justify any retention of external income by Senior Post Holders in addition to their remuneration. All external appointments or related party transactions are set out in the Financial Statements. The College policy is that Senior Post Holders must disclose and where appropriate seek approval for external work, whether remunerated or not.

8. Explanation of any significant changes

To further develop the documentary framework, and to supplement the terms of reference for the Senior Staff Remuneration Committee, a separate policy entitled 'Senior Post Holder Remuneration Policy' has been established and will be subject to annual review to ensure that it continues to reflect requirements and good practice.

SOUTH & CITY COLLEGE BIRMINGHAM

Senior Staff Remuneration Committee

Terms of Reference

MEMBERSHIP & QUORUM

1. The Committee will be appointed by the Corporation.
2. The Committee will have a minimum of five members excluding the Principal.
The Vice Chair of the Corporation will be the Chair of the Committee.
3. Minutes of the meeting will be taken by the Clerk to the Corporation or by the Deputy Clerk when discussions take place relating to the Clerk.
4. The quorum shall be 40% of the members

MEETINGS

1. At least 1 meeting should be held per year.

ATTENDANCE AT MEETINGS

1. The Committee may not invite any member of staff/students or other persons to attend the meeting and the papers and the minutes will be confidential.
2. The Principal, shall be invited to attend and participate in the meeting but shall not be present when their remuneration and conditions of employment are discussed.

DUTIES

1. To agree annual targets with the Senior Post holders for submission to the Corporation for approval.
2. To review and monitor performance and appraisal against targets with the senior post holders annually and advise the Corporation of the outcome of the review.
3. To review and advise the Corporation on remuneration and conditions of service of the Senior Post holders.
4. To consider equal pay matters and ensure the college's equality and diversity policy is taken into account when considering staff pay.
5. To consider any severance payments to Senior Post Holders in accordance with the Remuneration Code, including seeking any legal advice and advice from the external auditors and making recommendations to the Corporation.
6. To review and recommend a Senior Post Holders' Remuneration Policy.
7. To review any guidance on the Senior Staff Remuneration Code issued by the AoC and carry out any self-assessment
8. To review the Colleges annual Senior staff Remuneration statement and recommend its approval to the Corporation in line with the AoC guidance.
9. To annually review these terms of reference.

Version 1.2 Final

Responsible officer - Clerk to the Corporation- Parveen Ghulam

Date introduced – 5 October 2020

Date(s) last modified – by Senior Staff Remuneration Committee on 4 October 2021. Approved by Corporation on 7 December 2021

Next scheduled review date – October 2022

