



Remuneration Committee Annual Report 2023/2024

1. Introduction

- 1.1. Gateshead College's Instrument and Articles define Senior Post Holders (SPHs) as *"the post of Principal and such other posts as the Corporation may from time to time decide for the purposes of these Articles"*, this is further defined in the Standing Orders.
- 1.2. The College adopted the AoC's Senior Staff Remuneration Code in July 2019 and considers SPHs to include the Principal/CEO, Deputy Principal Curriculum and Quality, Deputy Principal Finance and Resources and Director of Governance and Compliance.
- 1.3. This Senior Staff Remuneration Code report covers the year ended 31 July 2024.

2. Terms of Reference

- 2.1. The Remuneration Committee discharge certain functions on behalf of the Board, including the review of performance of, and the remuneration proposals for, senior postholders.
- 2.2. The Terms of Reference for the Remuneration Committee for 2023/2024 is included under Appendix 1.
- 2.3. The Board has delegated responsibility to the Committee to:

Senior Post Holders

Be assured of / that:

- Annual appraisals of Senior Post Holders are carried out effectively, and that performance targets have been met and are monitored. **Reporting: Senior Post Holder Appraisal and Objectives.**
- Compliance with the AoC Senior Post Holders Remuneration Code (as adopted), and produce an annual Remuneration Report to the Board. **Reporting: Remuneration Committee Annual Report.**

Monitor:

- The level and structure of remuneration for Senior Post Holders, considering appropriate comparative data such as regional benchmarking and from the AoC. **Reporting: Senior Post Holder Salaries / AoC Senior Pay Survey / Various benchmarking reporting.**

Recommend:

- The terms and conditions, including pay and remuneration, for Senior Post Holders, for Board approval. **Reporting: Senior Post Holder Salaries / Terms and Conditions.**

Approve:

- The objective setting process for the Senior Post Holders on an annual basis. **Reporting: Senior Post Holder Objective Setting Process.**
- Senior Post Holder objectives for the coming year, ensuring they are clear, transparent and measurable, along with being able to facilitate monitoring of progress and performance. **Reporting: Senior Post Holder Objectives.**
- Senior Post Holder role descriptions and person specifications and to determine the grading and conditions of service of Senior Post Holders. **Reporting: Senior Post Holder Recruitment.**

Policies

Recommend:

- Relevant policies relating to the remit of the Remuneration Committee which require Board / Committee approval, ensuring alignment to the College strategy. **Reporting: Policies.**

Risk

Have strategic oversight of:

- The Strategic Risk Register in relation to those risks under the Committee remit. **Reporting: Strategic Risk Register.**

Other

- To carry out matters in line with the above not specifically referenced, or as the Corporation refers.

3. Approach to Remuneration

- 3.1. The purpose of the Remuneration Committee is to consider the terms, conditions, performance, and pay of any designated senior post holders; and to make recommendations to Corporation as appropriate.

4. Remuneration Committee Membership and Meetings

Committee Member	Type	Meetings Attended	Out of a Possible
Lisa Crichton-Jones	Chair – Corporation Board Member	1	1
Mchael Wood-Williams	Chair of the Corporation Board	1	1
Claire-Jane Rewcastle	Corporation Board Member	1	1
Darren Curry <i>Appointed to the Committee after the 1st meeting.</i>	Corporation Board Member	0	0

5. Senior Post Holders

5.1. The Senior Post Holders within the remit of the People & Remuneration Committee for the year ended 31 July 2024 were:

- David Alexander – Principal / CEO
- Chris Toon – Deputy Principal – Curriculum & Quality
- Jeremy Cook – Deputy Principal – Finance & Resources
- Nicola Taylor – Director of Governance & Compliance

6. Remuneration 2023/2024

6.1. As part of the College's approved pay award for 2023/2024, Senior Post Holders received the following remuneration in line with all College staff:

- 4.75% consolidated pay award effective 1st January 2024.
- £1200 non-consolidated award pro-rata paid in December 2023.
- 3 days additional holiday (consolidated) pro rata to be taken over the Christmas closure period.
- Mileage rate to be increased from 40p to 45p.

7. Pay Multiples

7.1. Principal / CEO

	1 August 2021 – 31 July 2022		1 August 2022 – 31 July 2023	1 August 2023 – 31 July 2024
	Principal (24 Feb 2020 - 31 st August 2021)	Principal (Commenced 28 th June 2021)	Principal	Principal
Basic Salary 000's	13	150	153	170
Performance Related Pay and Bonus 000's	0	0	0	0
Other (inc Benefits in Kind) 000's	0	0	0	0
Pension Contributions 000's	3	31	31	33
Total 000's	16	181	184	203
Total 000's	197		184	203

7.2. Median Pay

	1 August 2021 – 31 July 2022	1 August 2022 – 31 July 2023	1 August 2023 – 31 July 2024
Principal's basic salary as a multiple of the median of all staff	5.1	5.1	5.1
Principal and CEO's total remuneration as a multiple of the median of all staff	5.1	5.1	4.8

7.3. Based on published data for 2022/2023 (noting that the 2023/2024 data is not yet available) within the [ESFA financial management: college accounts](#), the average Principal's basic salary as a multiple of the median of all staff across Colleges within the North East was 5.3 (5.15 across all regions).

8. Income Derived from External Activities

8.1. The College includes an exclusivity of service clause in the contracts of employment and special permission is required to undertake external work. By virtue of their roles at the College, Senior Post Holders may hold posts that are external to the College, however the Committee was not aware of any remunerated external work that had not been expressly approved.

9. Expenses

9.1. All expenses paid to Senior Post Holders are solely in reimbursement of expenses incurred in furtherance of the business of the College and comply with the College's Financial Regulations. The College expenses policy applies to all staff, including Senior Post Holders.

10. Explanation of Significant Changes

10.1. There have been no significant changes to report.

11. The Remuneration Committee's Opinion to the Corporation

11.1. On the basis of the evidence from papers and minutes of meetings, the Committee considers that its and the Corporation's responsibilities with regard to the Senior Post Holder Remuneration Code have been satisfactorily discharged.

Lisa Crichton-Jones

Chair of the Remuneration Committee

October 2024

Remuneration Committee – Terms of Reference

Purpose:

The purpose of the Remuneration Committee is to consider the terms, conditions, performance, and pay of any designated senior post holders; and to make recommendations to Corporation as appropriate.

Authority:

The Committee is established in accordance with paragraph 4 of the Articles of Government, known as “The Remuneration Committee”.

The Committee’s actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.

Remit:

The Board has delegated responsibility to the Committee to:

Senior Post Holders

Be assured of / that:

- Annual appraisals of Senior Post Holders are carried out effectively, and that performance targets have been met and are monitored. **Reporting: Senior Post Holder Appraisal and Objectives.**
- Compliance with the AoC Senior Post Holders Remuneration Code (as adopted), and produce an annual Remuneration Report to the Board. **Reporting: Remuneration Committee Annual Report.**

Monitor:

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Recommend:

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Approve:

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Reporting:

The Director of Governance & Compliance will share Chair approved Committee minutes as part of the next Board Meeting for information. This shall be alongside the Chair's update, highlighting key points from the meeting.

Composition:

The Committee shall comprise a minimum of 4 members, including the Chair of the Corporation Board (however this member is ineligible to be the Chair of the Committee).

The Committee may invite the Corporation's advisers or other third parties to attend meetings as appropriate (such persons shall be entitled to speak at the meeting, but not to vote).

Frequency of Meetings

The Committee will meet not less than 2 times per year.

Quorum:

The quorum for meetings shall be 3 members.

Chair:

The Chair of the Committee will be appointed by the Corporation.

In the absence of the Chair and Vice Chair, the Committee will appoint another member to act as Chair for that meeting.

Vice Chair:

A Vice Chair will be appointed by the Committee at the first meeting of each academic year.

Clerk:

The Director of Governance & Compliance (or their nominee in their absence) shall act as Clerk to the Committee.

In the absence of the Clerk, the Committee shall agree temporary arrangements to fulfil the role.

Term of Office:

Appointment of members of the Committee will cease either; at the end of their term of office as a governor or following a review of Committee Membership approved by the Board.

Members may terminate their membership by notice of resignation to the Director of Governance & Compliance.

Other Arrangements:

The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

Papers, unless confidential / where appropriate, will be circulated to all meeting invitees in advance of a meeting.