

Senior Post Holder Remuneration Annual Report 2023 -24

Introduction

1. The Corporation Board has responsibility for the determination of senior postholder remuneration, but has delegated the consideration of this to a committee. Up to January 2024, this responsibility was delegated to the Senior Postholder Employment Committee (SPEC), and from January 2024 to the combined, Governance, Nominations and Remuneration (GNR) Committee.
2. The GNR Committee's Terms of Reference are available on the College website: <https://www.brooklands.ac.uk/wp-content/uploads/2024/08/Governance-Nominations-and-Remuneration-Committee-Terms-of-Reference-March-24.pdf>
3. The membership of the Governance, Nominations and Remuneration Committee (which incorporates SPH remuneration responsibilities) during the year 2023-24 was as follows:

Name	Category of Member
Dr Andrew Gilchrist	Independent Governor / Audit Committee Chair
Fred Gray	Independent Governor t(o April 2024)
Professor Craig Mahoney	Independent Governor and Corporation Chair
Hilary Omissi (Chair)	Independent Governor/Corporation Vice Chair
Jackie Pearson	Independent Governor/ Senior Independent Governor
Christine Ricketts	Principal and CEO (for governance matters only)

4. Meetings of the Committee were held on:
21 February 2024
16 May 2024

Approach to Remuneration

4. During the year, the following roles were designated as senior post holders (SPH) and therefore fall within the remit of the Committee:
 - Principal and Chief Executive Officer
 - Chief Operating Officer
 - Director of Governance
5. The Corporation has adopted the Association of College's SPH Remuneration Code and is committed to the following principles in terms of its remuneration policy:
 - A fair and competitive salary offer to attract and retain high performing staff, taking account of the circumstances of the College and evidence about the ability to recruit;

- A framework for SPH remuneration which is fair and informed by information about the range of salaries and the median earnings of all staff and the College's ability to pay;
- Decision-making processes for SPH remuneration that are fair, transparent and accountable.

6. The Committee has due regard to:

- The use of public funds and the financial health of the College;
- Performance and achievement, evidenced through each individual's annual appraisal discussion;
- Other relevant factors such as pension provision;
- The overall performance of the College;
- The College's position against national benchmarks;
- Salary levels within the sector;
- Inflation;
- Other environmental factors affecting the College
- The Equality and Diversity Policy; and
- The College's Values and the Nolan principles. in decisions related to remuneration
- Managing Public Money and compliance with [HM Treasury Senior Pay Controls](#)

7. In advising the Corporation, the Committee will consider:

- appropriate remuneration, other terms and conditions for SPHs;
- the effectiveness of the SPH appraisal process and the extent to which performance targets are met;
- the adequacy of SPH job descriptions;
- any concerns about capability or conduct;
- SPHs' career ambitions and development plans;
- Market demand

8. The data that supports these indicators is drawn from the following sources:

- (a) College finance record data available from the ESFA and AoC
- (b) AoC Senior Staff Pay Survey
- (c) College Internal Analysis and External Reports.

- 9. SPHs are appointed by the Corporation on a spot salary. The Corporation does not operate a system of performance-related pay.
- 10. The Corporation agreed to apply the all-staff pay award to senior postholders in 2023-24. No other pay awards were made.
- 11. The multiple of Principal and CEO's total earnings against the median of all staff is 4.26 in 2023-24 and 3.85 in 2022-23.

External appointments and expenses

- 11. The College includes an exclusivity of service clause in its SPH employment contract. This states that no senior postholder must, without the written consent of the College, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the College.

12. The Principal and Chief Executive Officer is an inspector for Ofsted and is occasionally engaged to undertake inspections
13. The Director of Governance occasionally undertakes consultancy work for the Association of Colleges and Rockborn management consultants.
14. In all cases, external work is only undertaken with the consent of the College.

Severance Payments

13. There were no severance payments made to senior post-holders during 2023 - 24.
14. The notice period for all SPHs is 6 months.

Changes to senior postholders

15. Allan Tyrer was appointed as Chief Operating Officer in October 2023
16. Ashok Patel undertook the role of interim COO between August and October 2023

Expenses Policy

17. The College operates a single expenses policy. The expenses of the Principal and CEO are reviewed and approved by the Chair of the Corporation. The expenses of other SPHs are reviewed and approved by the Principal and CEO.