

Governing Board Paper



Craven College Staffing and Remuneration Committee

Annual Report to the Governing Body 2023-24

1. Background

The Instrument and Articles of Government of Craven College define a “senior post” as the post of Principal and such other senior posts as the Corporation may decide. Senior postholders are staff appointed by and accountable to the Corporation.

Article 3 states that the Corporation shall be responsible for ‘the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk’.

2. Colleges’ Senior Postholder Remuneration Code

Craven College Corporation adopted The [Colleges’ Senior Post Holder Remuneration Code](#) at its meeting held on 7 February 2019. The Code was developed by the Association of Colleges Governors’ Council and was published in December 2018. The remit of the Remuneration Committee was expanded to include Staffing and updated terms of reference, which comply with the Colleges’ Senior Post Holder Remuneration Code, were approved at the Board meeting held on 9 July 2020. The Colleges’ Senior Post Holder Remuneration Code includes the requirement that the College must publish a readily accessible annual statement, based on an annual report to its governing body. The purpose of this report is to meet that requirement.

3. Explanation of any Significant Change

During 2023-24, following an external recruitment process, Anita Lall – Interim Principal was appointed to the role of Principal as of 22 April 2024. A permanent Director of Governance was appointed from 1 May 2024.

4. Committee membership and meetings

The membership of the Staffing and Remuneration Committee in 2023-24 comprised five Governors.

Consistent with the Senior Post Holder Remuneration Code:

- The Chair of the Remuneration Committee was not the Chair of the Board
- The Principal (Chief Executive) was not a member of the Remuneration Committee although attends for Part 1 of the meeting (Staffing) along with the Human Resources Lead.

The Committee met twice in 2023-24. Attendance was as follows:

	06/11/23	19/02/24
Sue Laycock	✓	✓
Dean Langton	✓	✓
Jane Rogers	✓	✓
Jess Guth	✓	x
Alison Birkinshaw	✓	✓
	100%	80%

The Committee is responsible for advising the Board on the specific remuneration packages of the Principal and other senior post holders with a view to ensuring that they are fairly rewarded for their individual contributions to the College’s overall performance, having due regard to the financial health of the College and public accountability.

The decision of the Board to amalgamate the Staffing and Remuneration Committee with the Search and Governance Committee, to become People, Search and Governance (including remuneration) was taken on 4 July 2024.

5. Approach to Remuneration

At its meeting on 6 November 2023 the Board approved the Remuneration Policy for Senior Postholders which provides a set of principles for setting Senior Post Holder pay and conditions and a procedure for making such decisions, with regard to the principles of the AoC Code. The Policy is reviewed biennially according to the Scheme of Delegation.

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The senior postholders are subject to the same performance management process as other staff, with performance reviews expected to be conducted three times per year and individual performance objectives aligned with the College's strategic priorities.

6. Senior Postholders

The roles designated as senior post holders (SPH) and therefore within the remit of the Staffing and Remuneration Committee are:

- Principal and CEO
- Deputy Principal and CEO
- Director of Governance

7. Remuneration process

The Committee has taken due regard of the pay award made to other staff in the College whilst being aware of the benchmarking data from the Association of Colleges, to ensure that salaries remained in line with the agreed level. In 2023-24 no cost of living pay award was made to either senior postholders or other staff in the College. In December 2023, the Board approved a flat 5% pay award for all staff, excluding Senior Post holders, with effect from January 2024 with a further increment for staff impacted by the National Living Wage increase, this being from April 2024.

Total emoluments of the Principal

	2021/22	2022/23	2023/24
Salary	£114,000	LJ – £47,500 AL - £97,750	£114,000
Benefits	0	0 for both	0
Pension costs	£26,995	LJ £11,248 AL £23,147	£29,000
Total	£140,995	£179,645	£143,000

8. Pay multiple of the Principal and the median earnings of the institution's whole workforce

Year	Pay Multiple of the Principal	Median earning of institution's whole workforce
2020/21	4.2	£26,886.79
2021/22	4.2	£26,878.00
2022/23	4.1	£27,684.34
2023/2024	4.0	£28,753.20

The median pay reported in the gender pay gap is calculated by taking all employees hourly rate of pay then dividing by the number of employees. The College outsources security arrangements. From 8 April 2024, a three-year contract to outsource cleaning began. The pay multiple and median earning is calculated as at 31 March in each year.

Comparative pay multiples for 2023/24

College	Total income	Pay Multiple of the Principal
A	£11M	4
B	£12.7M	4
C	£13.6M	3
D	£16.5M	6
Craven College	£15.9M	4

Total emoluments multiple of the Principal and the median of the institution's whole workforce

Year	Total emoluments Multiple of the Principal	Median emoluments of institution's whole workforce

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2019/20	4.3	£31,932
2020/21	4.4	£32,361
2021/22	4.3	£32,764
2022/23	4.2	£33,470
2023/24	4.1	£35,050

Travel expenses incurred in the financial year 2023-24: None for Anita Lall or Gareth Dixon.

9. Choice of comparator colleges/organisations

Relevant benchmarking data from the Association of Colleges and other available sources, including monitoring of other comparable posts in the market, is used for external comparisons. As a general principle, the Committee has used the median point for relevant roles in similar size General FE Colleges in the North of England, as published in the Association of College's Senior Pay Survey, as a comparator.

10. Policy on retention of income from external bodies

The Staffing and Remuneration Committee has adopted the College's Policy on External Activities that applies to all staff and an exclusivity of service clause is included in its Senior postholder employment contracts. The Staffing and Remuneration Committee is not aware of any instances of remunerated external work taking place.

The Principal and CEO holds a number of other positions either by virtue of holding the post of Principal and CEO of the College, or as part of their engagement with relevant local bodies but receives no remuneration for those.

Staffing and Remuneration Committee