

Senior Post Holder Remuneration Statement

2023/24

Introduction

Bishop Burton College adopted the Association of Colleges (AoC's) "[The Senior Post Holder Remuneration Code](#)" (the **Remuneration Code**) on 15 December 2020. In October 2021, [a Statement on the Non-Adoption of the HE Senior Staff Remuneration Code](#) was also signed by the Chair of the Corporation noting that the College would not adopt the Council of University Chairs' (CUC) Higher Education Senior Staff Remuneration Code and instead apply the principles of the Code.

Following the introduction of the AoC's [Further Education Code of Good Governance 2024](#) (the **Governance Code**) and the Corporation's subsequent adoption, it was further determined, by the Corporation, that it would continue to abide to the provisions of the Remuneration Code.

It is a requirement of the Remuneration Code that a "Senior Post Holder Remuneration Statement" (**Statement**) is drafted, published and therefore accessible in the public domain. This Statement should contain the following details:

This Statement is drafted in line with, and according to, the provisions of the Remuneration Code and includes:

- "A. A list of Senior Post Holders within the remit of Remuneration Committee;*
- B. Its policy on the remuneration for post holders within the remit of Remuneration Committee;*
- C. Its policy on income derived from external activities;*
- D. the pay multiple of the Chief Executive / Principal and the median earnings of the institution's whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation of why"*

The report should also contain:

- Its choice of comparator college(s)/organisation(s);*
- An explanation of any significant changes.*

1. Senior Post Holders within the Remit of the Remuneration Committee

In line with the principles of the Corporation's Instrument and Articles of Government the following roles and appointments are determined as "Senior Post Holders". The Senior Post Holders of the College, as at 31 July 2024, were:

- Principal & Chief Executive Officer: Bill Meredith (the **Principal**)
- Deputy Chief Executive & Deputy Principal Curriculum & Quality: Kirsti Lord (the **DPCEO**)
- Chief Financial Officer: Stephen Kelly (the **CFO**)
- Director of Governance: Sallyanne Pearson (the **DG**)

2. The Remuneration Committee

Terms of Reference

The Terms of Reference for the Remuneration Committee, in place as of 31 July 2024, can be accessed [here](#).

One of the responsibilities of the Remuneration Committee, as set out in its Terms of Reference, is to advise the Corporation on the remuneration of all Senior Post Holders which includes "*basic salary, bonuses, expenses and other allowances, and the monetary value of benefits in kind including housing and cars*".

Other responsibilities of the Committee are detailed as:

- *To recommend to Corporation the designation of senior post holders.*

- To advise on the conditions of service of senior post holders and have a clear understanding of the responsibilities, context and expected contribution of the senior post holder roles and the attributes required to undertake those roles effectively.
- To consider matters of equality, diversity and inclusion with a view to ensuring that there no biases pertaining to gender or other protected characteristics within the pay structure.
- To advise on severance payments of senior post holders, which must be reasonable and justifiable.
- To advise on the remuneration and condition of service of the Clerk to the Corporation.
- To develop and recommend an appraisal methodology, to include a process for setting objectives and assessing individual contributions for senior post holders and the Clerk to the Corporation.
- To produce an Annual Report to Corporation.
- To publish a readily accessible Annual Statement on the College’s website, based on an Annual Report to Corporation, to include:
 - a list of senior post holders within the remit of Remuneration Committee;
 - its policy on the remuneration for post holders within the remit of Remuneration Committee;
 - its policy on income derived from external activities;
 - the pay multiple of the Principal/CEO and the median earnings of the institution’s whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation of why.

Committee Members

The following Members of the Corporation served on the Remuneration Committee up to 31 July 2024:

John Hurst	Chair of Remuneration Committee
Ian Sackree	Chair of Corporation
Angela Moran	Vice Chair of Corporation and Chair of Audit Committee
Susan Hamer	Chair of Curriculum and Quality Enhancement Committee
Martyn Thomas	Chair of Finance and Resources Committee

The Principal was not a member of the Remuneration Committee.

Committee Meetings

Two Remuneration Committee Meetings took place during the 2023/24 as follows:

Governor	Present at Meeting: Yes / No	
	6 November 2024	9 July 2024
John Hurst	Yes	Yes
Ian Sackree	Yes	Yes
Angela Moran	Yes	Yes
Susan Hamer	Yes	Yes
Martyn Thomas	Yes	No

All Meeting were clerked by Sallyanne Pearson (Director of Governance) except for when she was required to withdraw.

3. Policy on the remuneration for post holders within the remit of Remuneration Committee

The [Pay and Reward Policy](#) sets out the College’s approach to pay and reward referencing the function and responsibility of the Corporation in respect of SPHs. This Policy also reflects principles noted in the Remuneration Code and Terms of Reference of the Committee, including consideration to role, remit and responsibilities of SPHs, equality, diversity and inclusion, affordability/organisational sustainability, the College context alongside the meeting of the College’s strategic objectives.

The [Procedure for Staff Performance Development and Review](#) further reflects the College’s approach to staff performance and development and works in conjunction with the College’s [Policy on Continuous Professional](#)

[Development](#) both of which are designed to motivate all staff, including Senior Post Holders, to achieve the College’s strategic objectives which can be accessed [here](#).

The principles of the [Senior Post Holder Appraisal Procedure](#) and the [Senior Post Holder Remuneration Policy and Procedure](#) are also applicable and determine the role and function of the Corporation regarding SPH appraisal and remuneration. Key principles to be taken into consideration, which are detailed in the Senior Post Holder Remuneration Policy and Procedure, are: the value of the role, market context, affordability, public context and parity and fairness.

The College does not adopt for any of its staff members, including Senior Post Holders, a performance-related pay structure and does not award performance related bonuses. Senior Post Holders receive an annual salary and are enrolled in either the Local Government Pension Scheme (LGPS) or the Teachers’ Pension Scheme (TPS).

Choice of Comparator College(s) / organisations(s)

In respect of recruitment, the College aims to recruit SPHs using remuneration packages that are market-competitive and tested at the point of recruitment and consistent with the existing remuneration structure to ensure the value of the role and market context to be, inter alia, explored and considered. Current practice when considering and reviewing remuneration is to refer to the [AOC College Senior Pay Survey](#) (the **Survey**). The Survey is based on voluntary responses from colleges.

The College does not expect to make special recruitment arrangements outside the standard policy but reserves the right to consider doing so, in exceptional circumstances, to secure the appointment of the right candidate

4. Policy on income derived from external activities

The Code states that:

“There should be a clear and justifiable rationale for the retention of any income generated by an individual from external bodies in a personal capacity, particularly in respect of full-time post holders.”

A contractual clause, relating to the principles of exclusivity of service, is included in all of the Senior Post Holder’s Contract of Employment, as follows:

Principal and CFO	The Corporation must consider and sanction (or not) any matter arising from such clause
Director of Governance and Deputy Chief Executive & Deputy Principal Curriculum & Quality	The Corporation must consider and sanction (or not) any matter arising from this clause. It is a requirement that the Principal is notified by such Senior Post Holder who is to confirm to the Senior Post Holder whether such engagement is prohibited by the Corporation.

Senior Post Holders have, where possible, been asked to confirm whether they have received income which is derived from external activities up to end July 2024.

5. Pay multiple of the Chief Executive / Principal and the median earnings of the institution’s whole workforce, illustrating how that multiple has changed over time and, if it is significantly above any published average, an explanation of why

Remuneration: Principal

As stated in the Annual Accounts 2022/23 (Note 7) the remuneration of the CEO and College’s median pay data is as follows:

Bill Meredith: Principal	2024	2023	2022	2021	2020	2019
	£000	£000	£000	£000	£000	£000
Salaries	137	144	135	128	127	125
Benefits in Kind	2	2	2	2	-	-
Total	139	146	137	130	127	125
Pension Contributions	35	11	-	-	7	21

	2024 £000	2023 £000	2022 £000	2021 £000	2020 £000	2019 £000
Colleges Median Pay	£28,332*	£26,367	£25,768	£24,244	£25,196	£25,235

* as per sum used to calculate the pay multiple in the Financial Statements.

	2024	2023	2022	2021	2020	2019
Principal's basic salary as a multiple of the median of all staff	4.94	5.15	5.0	4.3	5.0	4.2

It is also a requirement of the Code that "an explanation of any significant changes" is provided. The following is noted in this in this regard.

Pension Contribution of the Principal and Benefits

Following a decision taken at the Remuneration Committee Meeting held on Tuesday 1 February 2022, that a recommendation be made to the Corporation to seek adjustment to the Principal's pension arrangements, following adjustments to the limitations on the Individual Lifetime Allowance for Pensions the Principal re-enrolled on 1 April 2023.

Pay Award

At the Finance and Resource Committee Meeting a recommendation was put forward to the Corporation to award all Non-Minimum Pay Workers, including Senior Post Holders, a 3% uplift which was implemented in August 2023 in line with existing custom and practice.