

# East Coast College's Senior Post Holder Remuneration Annual Report for the year ending 31 July 2023

## 1. Introduction

This report is prepared in accordance with the Colleges' Senior Post Holder Remuneration Code issued by the AoC Governors Council in December 2018 and covers the year ended 31 July 2023.

East Coast College adopted the Code of Good Governance at its inception in 2017 and this was amended as of December 2018 to reflect that Colleges should adopt and must have due regard to the Colleges' Senior Post Holder Remuneration Code, December 2018.

Each college must publish a readily accessible annual statement, based on an annual report to its governing body. This report must contain:

- 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.

## 2. Membership and Terms of Reference

East Coast College's Remuneration Committee is part of the Governance Remuneration and Search Committee.

Members who served during the 22/23 period were:

	Attendance
David Blake (Corporation Chair)	8/8
Rob Evans (Senior Independent Director)	6/8
Alan Debenham	6/8
Tina Ellis	6/8
Stuart Rimmer (CEO)	3/5

giving an overall attendance rate of 78%, compared to 89% in 2021/22.

The terms of reference state that the Governance Remuneration and Search Committee is:

- To give due regard to the interests of the public and the financial health of the College and ensure that it can be demonstrated that the pay of the senior post-holders is set by a committee which has no personal interest in the outcome of its decisions.
- To consider and advise the Corporation on the framework of pay and conditions of Senior Post Holders, taking into account relevant surveys, including the Director of Governance to include appraisal, promotion, grading, conduct, suspension, dismissal and retirement and may consider the following elements
  - Basic salary
  - Benefits in kind
  - Pension provision
  - Terms and conditions of service
  - Performance related elements, if appropriate
- To review and ensure that objectives are set annually for Senior Post Holders.

Decisions on the salaries of senior post holders are informed by market data including data on other General Further Education Colleges, and if applicable comparable roles in other sectors/organisations of a comparable size, institutional and personal performance and affordability.

In respect of recruitment, the College aims to recruit senior post holders using remuneration packages that are market-competitive and consistent with the existing remuneration structure. The College does not expect to make special recruitment arrangements outside the standard policy, but may do so in exceptional circumstances in order to secure the appointment of the right candidate.

The terms of reference of the Committee are included in the standing orders, which are available at <https://www.eastcoast.ac.uk/corporation-governors/>

During 2022/23 a Senior Post Holder Remuneration and Appraisal Policy was adopted by the Corporation and a copy is attached at appendix 1.

This Policy has due regard to the Senior Pay Controls for Colleges introduced after reclassification and the requirements for colleges which arise from their status as central government bodies. The overall requirements for senior pay controls for central government bodies are set out in HMT guidance for approval of senior pay: senior pay controls process <https://www.gov.uk/government/publications/senior-civil-service-pay-and-reward>

### **3. Senior Post Holders**

The College's five senior post holders appointed by the Corporation are:

- Stuart Rimmer – Principal and Chief Executive Officer
- Urmila Rasan – Deputy Chief Executive
- Paul Padda – Deputy Principal Curriculum, Quality and Learner Experience
- Julia Bates – Deputy Principal Curriculum and Strategic Partnerships
- Wendy Stanger – Director of Governance

#### **4. Remuneration**

The Governance Remuneration and Search Committee discussed Senior Post Holder Remuneration at a number of meetings and at these discussions the Committee was chaired by Rob Evans (Senior Independent Director) and where appropriate the Committee was joined by the Vice Chair, and the Chair of Curriculum Development.

When remuneration of the CEO or the Director of Governance was discussed the respective post-holder was not in attendance or withdrew from that part of the meeting.

During 2022/23 the Committee received governance, legal and HR advice to help inform its remuneration recommendations.

When considering Senior Post Holder remuneration for the period of this report the College used comparators including the AOC College Senior Pay Survey, data sourced from College's annual accounts and where available current market data.

#### **5. Policy on Income Derived from External Activities**

The Senior Post Holder 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.*

During 22/23 the CEO and Principal engaged in project consulting work with prior agreement from the Chair on leadership and mental health with the AOC. This was invoiced by the College and paid to the CEO and Principal through the College's payroll. The remuneration from this work was retained by the post holder.

The Director of Governance was approved to take on additional consultancy work in 2022/23. This was contracted and invoiced through her limited company and for her National Leader of Governance role through employment by the Department for Education. The remuneration from this work was retained by the post holder.

These additional roles were approved on the understanding that they would not interfere with the post holder's substantive role at the College and due to the personal development and learning that would result for the College and the wider sector.

#### **6. Expenses**

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 total amount of expenses reimbursed in the year to Senior Post Holders was

Senior Post Holder	2023	2022	2021	2020
CEO and Principal	£1480	£1790	£1583	£3037
Deputy Chief Executive	£18,186*	£18,621*	£3344*	£3490*
Deputy Principal Curriculum, Quality and Learner Experience	£925	£874	£225	N/A
Deputy Principal Curriculum and Strategic Partnerships	£225	£0	N/A	N/A
Director of Governance	£367	£229	£0	£317

\*Expenses agreed as part of employment package. Accounting for this changed following audit advice in 2022.

## 7. Chief Executive and Principal Remuneration and Median Earnings

The Chief Executive and Principal was identified as a high flight risk in appraisal and the Corporation agreed that they wished to retain him due to a mix of strategic and business as usual reasons such as

- Great Yarmouth campus redevelopment
- Great Yarmouth Learning and HE Centre
- Curriculum Development for Sizewell C
- Proposed collaboration with partners
- Future development of the College
- Maintenance of at least an Ofsted Good and
- Impact on the College and its community of the cost of living crisis and recession.

The Committee believed that his continued involvement in several key areas was essential given their critical stages.

At the December 2022 Corporation meeting a remuneration and retention package was agreed for the Chief Executive and Principal for 2022/23. This consisted of an increase in remuneration and a performance bonus.

This remuneration review took into account revised DFE guidance on senior pay following reclassification and the requirements of managing public money see <https://www.gov.uk/government/publications/bite-size-guides-to-aid-colleges-in-meeting-new-requirements-following-reclassification/senior-pay-controls-for-colleges>

The amounts paid in 2022/23 in respect of the Chief Executive and Principal, who is the accounting officer and the highest paid member of staff, is as follows:

<b>Chief Executive and Principal</b>	<b>2023 £000</b>	<b>2022 £000</b>	<b>2021 £000</b>	<b>2020 £000</b>
Salaries	160	152	150	144
Employers national insurance	28	20	19	19
Benefits in kind	0	0	0	0
Other Income (AOC)	3			
<b>Total</b>	<b>191</b>	<b>172</b>	<b>169</b>	<b>163</b>
Bonus	17.5	N/A	N/A	N/A
Pension contributions	42	36	36	33

The College's median pay, as at 31 July 2023, was as follows:

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>college's median pay</b>	£26,045	£26,045	£22,703	£26,295

The Principal's basic salary, as at 31 July 2023, as a multiple of the median pay is:

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>Principal's basic salary as a multiple of the median of all staff</b>	6.6	5.9	6.6	5.5

## 8. Deputy Chief Executive

The Deputy Chief Executive was appointed as a senior post holder after a recruitment process in January 2019 but was employed on a temporary contract prior to this and this is reflected in the 2019 data. It was accepted by Corporation on appointment in 2019 that the salary was in excess of benchmark. It was agreed that it represented value for money given her experience and the confidence that the Corporation and external stakeholders had in her.

The Deputy Chief Executive was identified as a high flight risk in appraisal and the Corporation agreed that it was strategically important to retain her due to the considerable risks this would cause given the current projects she is managing and the regard she is held in by the College's funders. To attract a replacement of sufficient calibre would almost certainly require a considerable salary and any appointee would take considerable time to establish the knowledge required given current circumstances.

At the December 2022 Corporation meeting a remuneration and retention package was agreed for the Deputy Chief Executive for 2022/23. This consisted of an increase in remuneration.

The amounts paid in 2022/23 to the Deputy Chief Executive is as follows:

<b>Deputy Chief Executive</b>	<b>2023 £000</b>	<b>2022 £000</b>	<b>2021 £000</b>	<b>2020 £000</b>
Salaries	113	102	100	100
Employers national insurance	17	16	13	13
Benefits in kind	0	0	0	0
<b>Total</b>	<b>130</b>	<b>118</b>	<b>113</b>	<b>113</b>
Pension contributions	26	25	25	28

## 9. Director of Governance

The Director of Governance remuneration for 2022/23 was reviewed initially at the December 2022 Corporation meeting and subsequently at the February 2023 Corporation. The Corporation agreed that:

- there should be no change in remuneration and/or the introduction of a performance bonus and
- that the staff award of a non-consolidated 6% of salary be paid in 2022/23.

The actual amounts paid in 2022/23 to the Director of Governance is as follows:

<b>Director of Governance</b>	<b>2023 £000</b>	<b>2022 £000</b>	<b>2021 £000</b>	<b>2020 £000</b>
Salaries	44	38*	30	29
Employers national insurance	5	4	3	3
Benefits in kind	0	0	0	0
<b>Total</b>	<b>49</b>	<b>42</b>	<b>33</b>	<b>32</b>
Pension contributions	9	8	7	6

\*The Director of Governor hours were increased as of 1 March 2022 from 25 to 32 hours which is reflected in the increased remuneration.

The Director of Governance Full Time Equivalent (FTE) remuneration is:

<b>Director of Governance</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
FTE Remuneration	£49,147	£48,419	£44,490	£42,990

## 10. Deputy Principal Curriculum, Quality and Learner Experience

The Deputy Principal Curriculum, Quality and Learner Experience remuneration for 2022/23 was reviewed initially at the December 2022 Corporation meeting and subsequently at the February 2023 Corporation. The Corporation agreed that:

- there should be no change in remuneration and/or the introduction of a performance bonus and
- that the staff award of a non-consolidated 6% of salary be paid in 2022/23.

The amounts paid in 2022/23 to the Deputy Principal Curriculum, Quality and Learner Experience is as follows:

<b>Deputy Principal Curriculum, Quality and Learner Experience</b>	<b>2023 £000</b>	<b>2022 £000</b>	<b>2021 £000</b>
Salaries	89	83	82
Employers national insurance	11	11	10
Benefits in kind	0	0	0
<b>Total</b>	<b>100</b>	<b>94</b>	<b>92</b>
Pension contributions	20	20	19

The Deputy Principal Curriculum, Quality and Learner Experience role was designated a Senior Post Holder as of 1 8 20 and therefore data is not included for prior years.

### 11. Deputy Principal Curriculum and Strategic Partnership

The Deputy Principal Curriculum and Strategic Partnerships remuneration for 2022/23 was reviewed initially at the December 2022 Corporation meeting and subsequently at the February 2023 Corporation. The Corporation agreed that:

- there should be no change in remuneration and/or the introduction of a performance bonus  
and
- that the staff award of a non-consolidated 6% of salary be paid in 2022/23.

The amounts paid in 2022/23 to the Deputy Principal Curriculum and Strategic Partnerships is as follows:

<b>Deputy Principal</b>	<b>2023 £000</b>	<b>2022 £000</b>
Salaries	89	21*
Employers national insurance	11	3
Benefits in kind	0	0
<b>Total</b>	<b>100</b>	<b>24</b>
Pension contributions	20	5

\*The Deputy Principal Curriculum and Strategic Partnerships was appointed in 2021/22 and the 2022 is part year.