

# **Trafford and Stockport College Group Senior Staff Remuneration Statement and Remuneration Committee Annual Report for the period ending July 2024**

## **Purpose**

The Trafford and Stockport College Group's Instrument and Articles of Government define senior key personnel as Senior Post Holders and stipulate that the appointment, grading, suspension, dismissal and determination of pay and conditions of service of Senior Post Holders is a matter for the Board of the Corporation.

In 2018 the Board of the Corporation adopted the AoC College's Senior Staff Remuneration Code and as such agreed to comply with the 'must' statements and have regard to the 'should' statements. The code also has a requirement that the college must publish a readily accessible Annual Remuneration Statement. The purpose of this report is to address this statement.

## **Remuneration Committee Terms of Reference**

The Remuneration Committee meets at least annually and abides by the Remuneration Committee Terms of Reference. The Remuneration Committee ensures that the Committee is not Chaired by the Chair of the Corporation. At the Remuneration Committee held on 19 June 2024 the Remuneration Committee Terms of Reference were presented, reviewed and recommended to the Corporation meeting on 17 July 2024 for approval.

Significant changes to the Remuneration Committee Terms of Reference included:

- Clarification that Senior Post Holders remuneration should be determined in the context of the Group's approach to rewarding all its staff and in particular, consideration should be given annually to the rate of increase of the average remuneration of all other members of staff. No individual can be involved in deciding their own remuneration. The Remuneration Committee may consider resources such as the AoC Remuneration Pay Survey for benchmarking purposes.
- To consider the rules set out in the College Financial Handbook that colleges are subject to central government senior pay controls and requirements around HM Treasury.
- Clarification that once the Corporation has approved the Annual Remuneration Report and Statement, it must be made available on the website.
- Clarity that the Principal/CEO must not be a member of the Remuneration Committee but can be invited to attend the Committee to present information.
- Clarity in relation to terms of office, appointment of Chair and Vice Chair of the Committee and process for items to be approved by the Board of the Corporation.

## **Senior Post Holders**

The roles designated as Senior Post Holders (SPH) and therefore within the remit of the Remuneration Committee and the Review of the Senior Post Holder Remuneration Policy for 2023/2024 were as follows:

- Principal/CEO
- Deputy Principal
- Chief Finance Officer
- Vice Principal Corporate Services and Planning
- Corporation Secretary

## **Remuneration process**

At the Remuneration Committee held on 20 September 2023 the following items were considered:

- Final Performance Targets for Principal/CEO 2023/2024
- Final Outcomes of Performance Targets for Principal/CEO 2022/2023
- Outcomes of Performance against Targets for Other Senior Post Holders 2022/2023
- Draft Performance Targets for Other Senior Post Holders 2023/2024
- Draft Annual Report of the Remuneration Committee 2022/2023 to the Board of the Corporation

At the Remuneration Committee held on 19 June 2024 the following items were considered:

- Probationary Outcome Report Corporation Secretary and update on progress of the probationary period to date for the Chief Finance Officer
- Annual Pay Review for Senior Post Holders 2024
- Senior Post Holder Remuneration Policy 2024-2025
- Draft Remuneration Committee Terms of Reference

The Principal/CEO is not a member of the Remuneration Committee but is invited to attend the meeting to present information in relation to the Senior Post Holders that report directly to him. The Principal/CEO is not in attendance at the meeting while his performance and remuneration are reviewed. The Chair of the Corporation presents information in relation to the Principal/CEO and Corporation Secretary. The value of a post will be determined by a number of factors and criteria including complexity, size of the job, accountability, decision making authority, autonomy of the role, experience, knowledge, skills, reputation, credibility and market comparisons. The Remuneration Committee review salaries and ensure a fair and consistent approach to decision making.

#### **Remuneration Recommendation for Senior Post Holders July 2024**

The following recommendation in relation to the remuneration of Senior Post Holders was made at the Remuneration Committee on 19 June 2024 and approved by the Corporation meeting at the meeting on 17 July 2024: It was approved that the Senior Staff pay review is reflected in a rise of 6.5% backdated to 1 July 2024 for Senior Post Holders.

The pay review was awarded following confirmation of the recommendation from the Unions in relation to Leadership and Heads of Studies.

#### **Senior Post Holder Remuneration Policy**

The Board of the Corporation have adopted the AoC College's Senior Staff Remuneration Code and therefore the Senior Post Holder Remuneration Policy has been devised with regard to the following principles:

- A fair and appropriate and adjustable level of remuneration to attract and retain high performing members of staff.
- Procedural fairness.
- A decision-making process that is fair, transparent and accountable.

The Senior Post Holder Remuneration Policy was reviewed and recommended by the Remuneration Committee in June 2024 and approved by the Corporation in July 2024, and it will next be reviewed in June 2026.

#### **Choice of comparator**

In setting the salary range for each role, the Remuneration Committee has regard to the latest benchmark data for relevant roles as published in the AoC Colleges' Senior Pay Survey and recently advertised relevant posts (market information) to help with comparisons and decision making. The Remuneration Committee considers data for Groups with an equivalent turnover. The salary ranges are guides for the Remuneration Committee in conjunction with the context of the Group and the performance of the individual post holder.

#### **Policy on income derived from external activities**

The AoC College's Senior Staff Remuneration Code requires the Group to justify any retention of external income by SPH in addition to their remuneration. The Group includes an exclusivity of service clause in its SPH employment contract, which requires a SPH to obtain permission for additional work. There were no instances of remunerated external work taking place as the date of this report.

#### **Performance related pay and transparency**

The Board of the Corporation does not operate a performance related pay scheme and no bias is evident in respect of gender or other protected characteristics. Pay is determined on the objectives and responsibilities of the role and adheres to the Senior Post Holder Remuneration Policy.

#### **Staff pay for 2023/2024**

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of TSCG, as represented by the Executive Leadership Team which comprises the Principal and Chief Executive Officer (Accounting Officer), Deputy Principal, Vice Principal Corporate Services and Planning, the Chief Finance Officer and the Corporation Secretary.

#### **Emoluments of Key management personnel, Accounting Officer and other higher paid staff**

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
The number of key management personnel including the Accounting Officer was:	8	5

Key management personnel emoluments are made up as follows:

	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>
Basic salary	635	620
Pension contributions	151	146
National Insurance contributions	81	81
	<b>867</b>	<b>847</b>

There were no amounts due to key management personnel that were waived in the year, nor any salary sacrifice arrangements in place.

The number of key management personnel who received emoluments, excluding pension contributions and employer's national insurance but including benefits in kind, was banded as follows:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
£15,001 to £20,000	2	-
£40,001 to £45,000	1	-
£45,001 to £50,000	1	-
£60,001 to £65,000	1	-
£75,001 to £80,000	-	1
£115,001 to £120,000	-	2
£120,001 to £125,000	1	1
£125,001 to £130,000	1	-
£185,001 to £190,000	-	1
£195,001 to £200,000	1	-
	<b>8</b>	<b>5</b>

The previously stated emoluments include amounts paid to the Principal and Chief Executive who is the Accounting Officer and who is also the highest paid member of staff. The Principal and Chief Executive has been in post since 1 August 2020. Their pay and remuneration is as follows:

	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>
Basic salary	198	189
Benefits in kind	-	-
	<b>198</b>	<b>189</b>
Pension contributions	50	45
	<b>248</b>	<b>234</b>

The members of the Board of the Corporation, other than the Accounting Officer and the staff member, did not receive any payment from the institution other than the reimbursement of travel and subsistence expenses incurred in the course of their duties.

The Board of the Corporation has adopted the AoC's Senior Staff Remuneration Code in December 2018 and assesses pay for key management personnel in line with its principles.

The remuneration package of key management personnel, including the Principal and Chief Executive, is subject to annual review by the Remuneration Committee of the Board of the Corporation who use benchmarking information to provide objective guidance.

The Remuneration Committee provided the Board of the Corporation with an annual report for the period ending 31 July 2024 which detailed amongst other issues the following information:

- The approach to the Remuneration of Senior Post Holders which is based on the adoption of the AoC Remuneration Code including the key elements of: a fair and appropriate and justifiable level of remuneration, procedural fairness and transparency and accountability.
- The remuneration and Terms and Conditions of Senior Post Holders for the Year.
- Performance targets for all Senior Post Holders together with an assessment of performance against targets.

The Board of the Corporation operates an approved Senior Post Holder Remuneration Policy which includes the College's Policy on the following matters:

- The Principles and Procedures for determining Senior Post Holders Pay.
- Severance Payments and the Annual Statement.

In accordance with Senior Post Holders' Remuneration Policy, the Remuneration Committee undertook its annual salary benchmarking review.

The Principal and Chief Executive reports to the Chair of the Board of the Corporation, who undertakes an annual review of their performance against TSCG's overall objectives using both qualitative and quantitative measures of performance. All other key management personnel undertake a similar performance review process.

**The relationship of Principal/Chief Executive pay and remuneration expressed as a multiple, is as follows:**

	2024	2023
	£'000	£'000
Principal and CEO's basic salary as a multiple of the median of all staff	5.1	5.1
Principal and CEO's total remuneration as a multiple of median of all staff	6.1	6.1


**Significant changes and matters to note**

- The Board of the Corporation previously approved a salary increase at the Corporation meeting on 19 July 2023 for all Senior Post Holders to be awarded a 2.5% pay award, in line with the payment made to staff, backdated to August 2022.
- Changes to the Terms of Reference for the Remuneration Committee to reflect that the College complies with The Colleges Senior Post Holder Remuneration Code, AoC Code of Good Governance and Financial Handbook following the ONS reclassification.

**Regulation**

By adopting the AoC Remuneration Code, The AoC Code of Good Governance and abiding by the rules set out in the Financial Handbook, the Board of the Corporation, through the work undertaken by the Remuneration Committee, has demonstrated oversight in relation to remuneration decision making of Senior Post Holders. This statement provides a level of assurance to stakeholders.

**Signed by the Chairperson of the Remuneration Committee:**



**Date: 16 July 2025**