

Senior Post Holder Remuneration Policy

Policy reference	POL-243
Policy area	Governance & Legal
Policy owner	Stephen Belling
Policy author	Stephen Belling
Level of consultation	Level 1 - SharePoint
Approval level	Remuneration Committee
Review date	1 st March 2024
Approval date	4 th June 2024
Next review date	1 st March 2026

1. INTRODUCTION

Senior Post Holders are senior members of staff appointed by and directly accountable to the Governing Body and are detailed in the Senior Staff Remuneration Committee's Terms of Reference.

The College has adopted the Association of Colleges' Senior Post Holder Remuneration code and this policy has been drafted in accordance with the Code. It provides a set of principles for setting Senior Post Holder pay and conditions and a procedure for making such decisions.

2. REMUNERATION PRINCIPLES

The Committee is responsible for implementation of this policy, and it should be guided by the following principles:

- Facilitate the recruitment and retention of high caliber senior post holders.
- Recognise exceptional performance.
- Pay individuals fairly, recognising their roles and contribution to the College.
- Ensure that the pay is good value for money and is publicly accountable.

3. HOW THE REMUNERATION COMMITTEE SETS PAY

In setting pay, the Committee considers the following:

- External competitive market and will take into account the AoC's Senior Pay Survey, benchmarking data for comparable roles, with the size and complexity of the College.
- College internal analysis and External reports.
- Performance and appraisal against agreed development objectives - These are set by the Committee and are in line with the College's Strategic Objectives
- The Value of the Role- Consideration needs to be taken into account of the complexity of the role and the specialist knowledge, including level of experience.
- Affordability- need to take into account the financial status of the college.
- Transparency- need to consider the pay award of all staff and any increase in comparison to other staff.
- Fairness- be mindful of equality and diversity and inclusion of the workforce.

4. REMUNERATION COMMITTEE

The Remuneration Committee Terms of Reference can be found within the [Governance Documents](#) section of the BMet website.

5. PENSION

Senior Post Holders are eligible for membership of the Teachers' Pension Scheme or the West Midlands Local Government Pension Scheme, with contributions being determined by the rules of the scheme.

The Committee may review variations to an individual's pension arrangements from time to time as it considers appropriate.

6. SEVERANCE PAYMENTS

Any severance payment made by the College to a Senior Post Holder must be deemed appropriate by the Committee.

Where severance payments are under consideration, legal advice should be taken to ascertain the legitimacy of any proposed payment.

The Board should comply with the Association of Colleges' Senior Post Holder Remuneration Code in relation to severance payments, the College's Financial Regulations and the Managing Public Money Regulations. In line with the funding agreement, the Board must draw any such payments to the attention of the College's External auditor.

7. EXTERNAL EARNINGS AND APPOINTMENTS

Senior Post Holders may serve as Committee members, Trustees, or Non-Executive Directors of an external body, where it is considered in the interests of representing the College.

Any such external membership must be disclosed to the Corporation and approved by the Remuneration Committee with assurance that there are no conflicts of interest or issues with confidentiality and that the membership will not unduly detract from their College role.

Senior Post Holders must disclose all income retained from any external bodies and this income should not be excessive.

8. EXPENSES

The expenses policy is in line with the Financial Regulations and is the same for all staff.

9. REGISTER OF INTERESTS

Senior Post Holders must declare any register of interests to the Clerk, who is responsible to keep this updated.

In addition, the Chief Executive/Principal should declare any retention of income generated from external bodies.

10. OTHER ALLOWANCES

The College does not provide any other allowances to the Senior Post Staff.