

Extract from the Association of Colleges'
The Colleges Senior Staff Remuneration Code (July 2019)

Principles

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

- 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 choice of comparator college(s)/organisation(s);
- d) its policy on income derived from external activities;
- e) 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 average, an explanation of why; and
- f) an explanation of any significant changes.

Remuneration Committee: statement on senior post-holder remuneration 2018/19

- a) **List of designated senior post-holders.** The following posts have been designated as senior posts by the Corporation: the Principal, the Deputy Principal (from 13 Dec. 2018), the Director of Finance, and the Clerk to the Corporation. During the 2018/19 financial year, the post of Vice-Principal was designated from 1 August 2018 to 13 December 2018, when the post was abolished as a senior post by the Corporation on the promotion of the holder to the post of Deputy Principal.
- b) **Policy on the remuneration of senior post-holders.** The senior post-holder remuneration policy approved by the Corporation is attached at Annex A at page 2 to this report. See also the summary at Note 6 to the College's Report & Financial Statements for the year ended 31 July 2019 at: <https://wyke.ac.uk/about-wyke/college-corporation/>
- c) **Choice of comparator colleges.** Comparative salary information provided in the Sixth Form Colleges Association (SFCA) annual workforce survey has been chosen - see the policy at Annex A at page 2 of this report.
- d) **Policy on income derived from external sources.** The policy on income derived from external sources, which applies to all staff including designated senior post-holders, is included under the *Fees Received for Extraneous Duties* heading in the College's Leave Policy (approved March 2015) - see the extract from the policy at Annex B of this report.
- e) **Principal/Accounting Officer pay multiple & the median earnings of the College workforce.** See the information for the financial years ended 31 July 2018 & 31 July 2019 at Note 6 to the College's Report & Financial Statements for the year ended 31 July 2019 at: <https://wyke.ac.uk/about-wyke/college-corporation/>
- f) **Any significant changes.** Information on any significant changes would be provided at Note 6 to the College's Report & Financial Statements for the year ended 31 July 2019 at: <https://wyke.ac.uk/about-wyke/college-corporation/>



Senior post-holder remuneration policy

1. The designated senior post-holders

- Corporation has designated the following as designated senior posts:
 - The Principal
 - The Deputy Principal
 - The Director of Finance
 - The Clerk to the Corporation

2. Corporation's senior post-holder remuneration policy

- Corporation's remuneration policy is that the Remuneration Committee should undertake an annual review of senior post-holder salaries using the following comparative data, presenting its recommendations on any awards to Corporation for approval:
 - The Sixth Form College's Association (SFCA) Salary Survey;
 - Salary information relating to College middle managers;
 - Any annual pay award made or to be made to staff other than senior post-holders;
- The Remuneration Committee should consider the affordability of any awards recommended to Corporation;
- Corporation does not operate a performance-related pay scheme for senior post-holders.

3. Communication with senior post-holders

- Senior post-holders may make individual representations to the Chair and the Vice-Chair of the Remuneration Committee before Remuneration Committee meetings, with any such representations to be communicated to the Committee.
- The Principal may present a report to Remuneration Committee meetings at which senior post-holder pay and conditions are to be considered.
- The Remuneration Committee's advice to Corporation is confidential and is therefore not communicated to senior post-holders in advance of the Corporation meeting at which it is considered.
- The Principal and/or Chair will inform individual senior post-holders of Corporation's decision on their pay and conditions, following the relevant Corporation meeting.

Extract from Wyke Sixth Form College's
Leave Policy

Fees Received for Extraneous Duties

If any fees or other payment is received, the following will apply:

- Employees may retain any fees which relate to work which is done in their own time
- In the event of a fee being received for work done wholly within normal working hours the whole fee will be deducted from pay
- In the event of a fee being received for work done partly within normal working hours deductions will be made proportional to the normal hours of work and the total attendance hours

Reviewed, amended and approved by the Personnel Committee March 2015