

Annual Remuneration Statement

December 2020



Introduction

Sparsholt College Hampshire (including Andover College and University Centre Sparsholt) has adopted the AOC's Colleges Senior Staff Remuneration Code and, in accordance with the code, publishes this annual statement on the remuneration of its senior post holders.

Senior post holders are appointed by the Board of Governors. The College's current SPHs are the Principal & Chief Executive (Julie Milburn), who is also the College's Accounting Officer and was appointed on 1 August 2020, and the Deputy Principal (Suzanne Grant).

During 2019-20, the College's SPHs were the (former) Principal & Chief Executive (Tim Jackson), the (former) Deputy Principal Curriculum (Julie Milburn) and the Deputy Principal Corporate (Suzanne Grant).

Remuneration Policy

The SPH remuneration policy aims to recruit, retain and reward, fairly and appropriately, highly talented and effective senior post holders in order to deliver the College's strategy and to achieve the best outcomes for students, communities and employers while ensuring effective use of resources.

Senior post holders receive an annual salary. There are no performance-related bonuses. Senior post holders are enrolled in either the Local Government Pension Scheme (LGPS) or the Teachers Pension Scheme (TPS) and are eligible to opt into the College's healthcare scheme for senior staff.

Decision Making Processes

The Board of Governors has a Remuneration Committee made up of external governors and served by the Clerk to the Corporation. At November 2020, the members of the committee were: Adrian Neal (Committee Chair); Neil Hopkins (Chair of Governors); and Marian Lauder.

The Committee has responsibility for reviewing the remuneration and performance of the College's senior post holders and making recommendations to the Board of Governors. The Committee's terms of reference are annexed to this statement.

To inform its decisions, the Committee receives information about the College's approach to rewarding all of its staff, relevant external comparators (using data from the most recent AOC Senior Pay Survey of college's with a similar income level, location and scope of operations) and an assessment of the performance of each senior post holder, including in relation to the College's strategic plan and financial health.

Emoluments of the Principal & Chief Executive

The Principal is the College's Accounting Officer and the highest paid member of staff.

The (former) Principal's annual salary was unchanged between 2018-19 and 2019-20 at £125,000.

	2020	2019
	£'000	£'000
Salary	125	125
Benefits in kind	1	1
Pension contributions	29	21
Total	155	147

	2020	2019
	£'000	£'000
Principal's basic salary as a multiple of the median of all staff	5.5	5.6
Principal's total remuneration as a multiple of the median of all staff	5.6	5.8

External Appointments and Expenses

There were no external activities undertaken by senior post holders during 2019-20 for which the post holder received income. The Principal during 2019-20 served on the following external bodies (unremunerated) in his capacity as Principal of Sparsholt College Hampshire: Landex; Enterprise M3 LEP; National Land Based College; Land Based Assessment Limited. The current Principal is a director (unremunerated) of Cambridge Assessing Validating Agency.

The Principal and Deputy Principal hold directorships of subsidiary companies of the College for which they receive no additional remuneration.

All expenses paid to senior post holders are solely in reimbursement of expenses incurred in the furtherance of the business of the College and comply with the College's Financial Regulations Expenses (Travel and Subsistence) Guidelines. Total expenses of senior post holders and governors are reported in the annual regularity audit questionnaire received by the Audit Committee and the Board and submitted to the Education, Skills & Funding Agency (ESFA).

Further College Information

- Mission, Values and Strategic Plan: <https://www.sparsholt.ac.uk/mission-and-values/>
- Annual Report and Financial Statements: <https://www.sparsholt.ac.uk/policies-reports/>
- Governance and Governors' Profiles: <https://www.sparsholt.ac.uk/governance/>

Annex - Remuneration Committee Terms of Reference

Constitution

1. The membership of the Committee shall be three eligible Governors.
2. The Board of Governors shall appoint a Chair of the Committee for the forthcoming year from amongst the Committee's external members. The Chair of Governors shall not be the Chair of the Committee.
3. The Committee shall be quorate when at least two members are in attendance.
4. The Committee shall meet at least once in each academic year. Additional meetings may be called as required with the agreement of the Chair of the Committee.
5. Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair of the Committee shall have a second or casting vote.
6. The Principal & Chief Executive shall not be a member of the Committee but may be invited to attend for business related to other Senior Post Holders.
7. The Committee shall be served by the Clerk to the Corporation or his/her appointed deputy.
8. The Committee may seek independent professional advice and/or advice from the College's HR Manager and may invite advisers to attend meetings of the Committee as appropriate.

Duties

The Committee shall advise the Board of Governors on the remuneration, performance and conditions of service of senior post¹ holders and the Clerk to the Corporation and in particular its duties shall be:

1. To review and recommend to the Board the remuneration and performance policies.
2. In recommending policies, to take into account relevant legal and regulatory requirements and the provisions and recommendations of the College's Senior Staff Remuneration Code.
3. Within the terms of remuneration policy, to recommend to the Board the salaries and, where relevant, total remuneration of the senior post holders and Clerk to the Corporation.
4. To obtain reliable, up-to-date information about remuneration within the College and comparable organisations, including deciding the choice of comparator organisations.
5. To review and recommend to the Board contractual terms and conditions, including notice periods, annual leave entitlement and occupational sick pay.
6. To review and recommend to the Board any severance packages, including seeking legal advice if needed and reference to any procedures or impact relating to pension scheme membership.

¹ Senior post means the post of Principal and such other posts as the Board may from time to time designate for the purposes of the Articles of Government

7. To review and recommend to the Board the policy on income derived from external activities and assignment of additional for working on external activities.
8. To submit a Remuneration Annual Report to the Board of Governors and to submit the minutes of each meeting, together with an oral report by the Committee Chair.
9. To recommend to the Board of Governors for publication an annual statement on senior post holder remuneration.