

Annual Remuneration Statement

December 2023

Introduction

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

The College's SPHs are the Principal & Chief Executive (Julie Milburn), who is also the College's Accounting Officer, and the Deputy Principal & Deputy Chief Executive (Suzanne Grant). The College Group Director of Finance is a SPH of Sparsholt College Services Limited (SCS), a wholly own subsidiary company of Sparsholt College Hampshire.

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, employers and communities while ensuring effective use of resources. The review criteria the committee takes into account include, but are not limited to:

- The context in which the College operates and the College's strategic objectives.
- The value delivered by the individual in the role, reviewed from time-to-time to reflect changes in the role and experience.
- An assessment of the individual's performance and the extent to which they have met their objectives.
- Relevant external and internal pay comparators and retention factors.
- Ensuring there are no biases pertaining to any protected characteristics as defined in the Equality Act 2010.
- Regard to pay and employment conditions across the College Group.

Senior post holders receive an annual salary. There are no performance-related bonuses. Current senior post holders are enrolled in either the Local Government Pension Scheme (LGPS) or the Teachers' Pension Scheme (TPS).

Decision Making Processes

The Board of Governors has a Remuneration Committee made up of external governors and served by the Head of Corporate Governance (Clerk to the Corporation). At November 2023, the members of the committee were: Adrian Neal (Committee Chair); Neil Hopkins (Chair of Governors); and Paula Jordan.

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 (and to the SCS Board in relation to the Director of Finance). 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.

	2023	2022
	£’000	£’000
Salary	130	125
Benefits in kind	1	1
Pension contributions	31	30
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Total	162	156
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External Appointments and Expenses

The Board recognises the value of Senior Post Holders representing the College on various external bodies. In most cases, these positions will be unremunerated. Where the position generates additional income for the individual from the external body, approval of the Remuneration Committee must be sought by the Senior Post Holder and there must be a clear and justifiable rationale for any such retention of income.

There were no external activities undertaken by senior post holders during 2022-23 for which the post holder received income. In her capacity as Principal of Sparsholt College Hampshire, the Principal was a director of the National Land Based College, a director of Cambridge Assessing Validating Agency, and a board member of Landex; all unremunerated.

The Principal, Deputy Principal and Director of Finance 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).

Severance Payments

In considering any severance payments, the College will meet its contractual obligations and consider any advice available from regulators, including in relation to charity law and the latest public sector requirements and approvals processes. No individual may be involved in deciding his or her severance payment.

Any severance payments to Senior Post Holders must ensure:

- 1.1.1. A reasonable, appropriate and justified amount
- 1.1.2. Procedural fairness
- 1.1.3. Transparency and accountability
- 1.1.4. Ensuring there are no biases pertaining to any protected characteristics as defined in the Equality Act 2010.

There were no severance payments to Senior Post Holders during the past year.

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/>