



Croydon  
College



COULSDON  
SIXTH FORM COLLEGE



Croydon  
University  
Centre

## **CROYDON COLLEGE CORPORATION**

### **Annual Remuneration Report for 2020/21**

The Corporation of Croydon College adopted the Association of Colleges' Senior Staff Remuneration Code at its meeting in December 2019. In accordance with the Code, the College publishes an annual statement on the remuneration of its senior post holders (SPHs).

SPHs are appointed by the Board of Governors. The College's current SPHs are the Principal and Chief Executive (Caireen Mitchell) and the Vice-Principal Finance and Resources (Ann-Christine Harland).

### **Remuneration Policy**

SPH remuneration aims to recruit, retain and reward highly talented and effective SPHs in order to deliver the College's strategy and to achieve the best outcomes for students while ensuring effective use of resources.

SPHs receive an annual salary and their contracts include an option for an annual performance related pay (PRP) bonus, up to a specified maximum percentage of their annual salary.

PRP takes the form of a non-consolidated bonus, awarded subject to meeting an Executive Team wide financial target and targets specific to each role. Performance targets are linked to the achievement of the College's five year strategy and performance related pay is only awarded if the Executive Team as a whole has achieved its financial target.

In 2020/21 the Remuneration Committee agreed that the base salary for SPHs would be reviewed in the summer of each year, with a recommendation being presented to the Board at its October meeting. SPH performance targets for the following academic year are now set, as far as possible, at the summer meeting and approved by the Board in October of each year.

The Remuneration Committee reviews SPHs' performance against their targets for the previous academic year in November and makes a recommendation re the award of performance related pay for the year in question to the Board in December of each year.

Both SPHs are members of the Local Government Pension Scheme and the College pays contributions for them into the College's Healthcare Scheme.

### **Remuneration Committee**

The Corporation has established a Remuneration Committee made up of external governors and supported by the Director of Governance/Clerk to the Corporation. The members of the Remuneration Committee were as follows during 2020/21.

- Catherine Boyd Maunsell - **Committee Chair**
- Gordon Smith (Chair of the Board) Resigned wef 10 December 2020
- Tony Stevenson (Chair elect until 9 December 2020 and Chair of the Board from 10 December 2020)
- Tom Hesmondhalgh (Vice-Chair of the Board)
- Nasim Jivani-Hemani

The Committee met on two occasions in 2020/21 on 4 November 2020 and 17 February 2021. The summer 2021 meeting was delayed until September 2021.

The Committee has responsibility for reviewing the remuneration and performance of the College's SPHs and making recommendations to the Board of Governors. The Committee's terms of reference are appended to this report.

### Emoluments of the Principal & Chief Executive

The Principal is the College's Accounting Officer and the highest paid member of staff. This position has been held by Caireen Mitchell since 15 April 2018. Her remuneration in 2020-21 was as follows:

	Year ended 31st July 2021 £'000	Year ended 31st July 2020 £'000
Salaries	152,000	145,000
Performance related pay	7,500	-
Benefit in kind	1,276	1,099
	160,776	146,099
Pension contributions	41,151	29,580
	<b>201,927</b>	<b>175,679</b>
	Year ended 31st July 2021	Year ended 31st July 2020
Multiple based on basic salary	5.25	5.33
Multiple based on total remuneration	6.67	6.42

Agency staff have been excluded from the total remuneration because the College does not record amounts paid to agencies for agency staff in a manner which allows the inclusion of individual agency staff in the calculation of pay ratios. In addition, casual staff have been excluded due to the difficulty in assigning a full-time equivalent value to these flexible employees. The pension contribution rate paid by the College to the LGPS was increased from 17.7 % to 25.8% from April 2020.

The Principal and CEO reports to the Chair of the Corporation. The base salary for the Principal and CEO and the Vice Principal Finance and Resources (who reports to the Principal and CEO) are subject to annual review by the Corporation, who use benchmarking information to provide objective guidance.



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Performance related pay for the Principal and CEO and the Vice Principal Finance and Resources for achievement of their 2019/20 objectives was approved by the Corporation and paid in 2020/21. The Corporation has adopted the AoC's Senior Post Holders Remuneration Code and assesses pay for the Principal and CEO and the Vice Principal Finance and Resources in line with its principles.

SPH remuneration was reviewed by the Remuneration Committee in November 2020 and the Board approved an increase in the Principal and CEO's salary from £145K to £152K at its meeting in December 2020. Following the merger with Coulston College in February 2019, the scale and complexity of the organisation had significantly increased. Comparative salary data from the AoC Senior Pay Survey was considered when making this recommendation.

### **External Appointments and Expenses**

There were no external activities undertaken by SPHs during 2020-21 for which the post holders received income.

All expenses paid to SPHs are solely in reimbursement of expenses incurred in the furtherance of the business of the College and comply with the College's Financial Regulations.

The Principal serves on the following external bodies (unremunerated) in her capacity as Principal of Croydon College: Director, Croydon Business Improvement District

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