

ST MARY'S UNIVERSITY COLLEGE

REMUNERATION COMMITTEE ANNUAL REPORT

2022-23

1. Introduction

This report on senior staff remuneration at St Mary's University College is written to comply with the Committee of University Chairs (CUC) Higher Education Senior Staff Remuneration Code and relates to the academic year 2022-23.

Remuneration Committee

The Remuneration Committee is a committee of the Board of Governors. It is responsible for reviewing and recommending the salaries, terms of appointment and conditions of service and severance payments of the Principal and members of the Senior Management Team (Director of Corporate Services, Dean of Staff and Dean of Development). The Committee has adopted the CUC Higher Education Senior Staff Remuneration Code. The Committee provides the Board of Governors with a formal report on each of its meetings as well as the Annual Report.

Terms of Reference

The terms of reference of the Remuneration Committee are:

Constitution / Status

The Board of Governors Remuneration Committee is established by the Board under the College Scheme of Management.

The Chair and members of the Committee shall be appointed by the Board of Governors from among its own members.

There shall be four members of the Committee.

The Secretary to the Board of Governors shall act as Secretary to the Committee.

Meetings shall normally be held once per year.

Two members shall constitute a quorum.

A report of each meeting of the Committee shall be submitted to the Board of Governors.

Duties

The Role of the Committee shall be:

- To review and make recommendations to the Board of Governors relating to the salary of the Principal and members of the College SMT
- To make recommendations to the Board on severance arrangements including any proposed payments relating to the Principal and members of the College SMT
- To make recommendations on the terms of appointment and conditions of service of the Principal and members of the College SMT

2. Approach to remuneration

St Mary's is a Catholic Higher Education Institution. The College provides courses in Initial Teacher Education for both the primary and post-primary sectors, In Service courses for serving teachers and a BA degree course in Liberal Arts and an MSC in PE and Sport for Young People. The mission of the College is to make a distinctive contribution of service and excellence, in the Catholic tradition Our academic community works within a framework of religious, academic, civic and professional values and seeks to facilitate the integration of Christian faith and learning. We place emphasis on respect for the dignity of the human person and on promoting excellence.

In the academic year 2022-23 the College had 850 full-time undergraduate students and 130 part-time masters level students. There were 160 individual members of staff including 60 full-time and part-time academics and the total annual income is approximately £10 million. The College benchmarks its performance against members of the Guild HE mission group of universities and colleges.

The key objective of the College Senior Staff Remuneration Policy is the recruitment and retention of excellent senior staff who are highly competent and committed to the organisation and achieving its goals. The Policy sets out the key principles followed by the Committee in considering senior staff remuneration, as follows:

1. Reward mechanisms will be clear and up-to-date with the market to ensure that senior staff are motivated, and St. Mary's is able to attract and retain key talent.

2. Remuneration packages will be competitive and recognise the relative remuneration in comparable markets through the application of sector indices or relevant benchmarking.
3. The Remuneration Committee will consider evidence of performance against agreed objectives measured by appraisal.
4. Remuneration will include a total remuneration package which includes pay and non-pay benefits.
5. The remuneration framework will be transparent and consistent and based on the principles of fairness and equity and adhere to good employment practice and legislation.

Each year the Committee uses data from the Universities and Colleges Employer Association's Senior Staff Remuneration Survey to benchmark pay with institutions which are similar in nature – Guild HE institutions. The Committee also considers information on College staff salaries and the annual inflationary increment agreed for all staff through the JNCHES national negotiations. When required the Committee commissions specialist external reports for benchmarking purposes.

The College uses the Higher Education Role Analysis (HERA) job evaluation scheme for all roles covered by the nationally agreed 51 point pay spine. All College staff, including the Principal, are enrolled in either the Nilgosc or Teachers Pension Schemes.

St Mary's does not have a performance related pay mechanism for any staff including senior staff and the Principal.

Senior Staff Remuneration

For senior staff other than the Principal the College policy is that annual salary increments will be matched to the annual increment agreed through the JNCHES national negotiations, which applies to all of the other College staff. Senior staff are appraised by the Principal based on performance against College objectives and targets set out in the annual Business Plan. SMT salaries were set in 2001 following a review by external consultants and have increased since then in line with the annual JHNCES increment.

Rationale for the remuneration of the Principal

The Principal is the most senior officer of the College and has ultimate responsibility for the development and delivery of the St Mary's strategy, as well as for ensuring long-term sustainability. He is responsible for maintaining and promoting the College values and distinctive identity, for the achievement of high standards in education and research and for protecting the institution's reputation.

The Chair of the Board of Governors is responsible for conducting the Principal's annual appraisal. The Principal's performance is assessed in the context of the annual Business Plan objectives and targets through the Business Plan Report and the Performance Management Report presented annually to the Board of Governors.

The Principal's salary for 2022-23 was considered at the June 2022 meeting of the Remuneration Committee. The Reports relating to 2020-21, considered by the Committee, were positive. The Mid-Year Report on the 2021-22 Business Plan indicated that, for the majority of Business Plan aims, targets would be met or exceeded. There was continuing concern regarding National Student Survey results and student retention. However, the strategically important targets relating to student numbers, demand for places and financial viability were all satisfactory in 2020-21 and on target for 2021-22. The Committee agree to recommend to the Board of Governors that the Principal's salary be increased on 1 August 2022, by the final JNCHES settlement figure applicable to all staff (3.0%). This recommendation was subsequently approved by the Board at its June 2022 meeting.

Principal's Remuneration

Emoluments of the Principal	2022-23	2021-22
	£000s	£000s
Salary	£130	£125
Performance related pay	-	-
Benefits	-	-
Subtotal	£130	£125
Pension costs	£33	£31
Total	£163	£156

The Principal's basic salary was 3.1 times the median pay of staff, where the median pay is calculated on a full-time equivalent basis for the salaries paid by the College to its staff.

The Principal's total remuneration was 3.1 times the median total remuneration of staff, where the median total remuneration is calculated on a full-time equivalent basis for the total remuneration by the College of its staff.

The salary of the Principal is based on pay benchmarking data and the value of the performance of the post holder as measured against set objectives. Pay benchmarking data indicates that the median salary for heads of institution is £195,000 across Guild HE institutions with an income under £40 million. The median pay ratio for English higher education institutions for 2021-22 published by UCEA was 7.0 compared to 3.1 for the College.

External appointments

The College policy on the retention of external income is set out in the Financial Regulations. The Principal and senior staff may not undertake any other paid work without the approval. Of the Principal, for senior staff, and, of the Chair of the Board of Governors for the Principal. The Principal currently does not retain any external income.

Expenses

St Mary's has a single Travel and Subsistence Policy of all staff covering the reimbursement of expenses necessarily incurred by members of staff in the course of their work.

Principal's Expenses 2022-23

	£
Flights	1,757
Accommodation	1,703
Mileage	614
Other travel	491
Meals	198
Entertainment	113
Other	190
Total	5,066