



COLEG Sir Benfro
Pembrokeshire COLLEGE

Search & Remuneration Committee

Annual Report
1st August 2022 -
31 July 2023





1.0 Introduction

- 1.1 The Annual Report has been prepared by the Search and Remuneration Committee and relates to the academic year commencing on 1st August 2022 to 31st July 2023.
- 1.2 The Corporate Governance Model and the Code of Good Governance for Colleges in Wales requires the Search and Remuneration Committee to present an annual report to the Board. The Annual Report will also be published on the College website once approved to provide an overview of the work of the Committee.

2.0 Composition & Membership of the Group

2.1 The Terms of Reference for the Committee are reviewed on an annual basis. The Terms of Reference for 2022/23 set out the following composition:

- Chair of the Board
- Up to 2 Vice Chairs of the Board (in the event of 2 Vice Chairs being appointed, a minimum of 1 will sit on the Committee with the option for both Vice Chairs in the first instance)
- Up to 2 other members of the Board
- Principal

2.2 The membership of the Committee is appointed by the Board and for 2022/23.

- Iwan Thomas (Chair and Chair of the Board)
- Dylan Harries (Chair of Audit Committee)
- Lisa Gostling
- Barry Walters (Principal)

2.3 Catherine Freeman is the Governance Officer and acts as Clerk to the Committee.



Diversity and Inclusion

3.0 Meetings

- 3.1 Meetings of the Committee are scheduled on a half-termly basis and additional meetings are held as and when required. During the academic year 2022/23, five meetings of the Search and Remuneration Committee were held.
- 3.2 Quorum is set at 2 independent members and all meetings during the year were quorate.
- 3.3 Overall attendance for Committee members was 86% (previous year 88%).
- 3.4 With the exception of the Principal and Governance Officer, officers are requested to attend meetings for specific items, at the request of the Committee.

4.0 Work of the Committee

4.1 The main items discussed by the Committee during the course of the year included:

Search Items

- Review of Terms of Reference
- Start of Term Update
- Attendance and Training of Board Members
- Board & Committee Membership and Link Governors
- Principal's Updates
- Skills Survey
- Search & Remuneration Committee Annual Report
- Review of Confidential Items 2021/22
- Appraisals of SPHs and Governance Officer
- Diversity on the Board
- Governance Matters
- Calendar of Meetings and Work Cycle
- Review of Link Governor Roles
- Confidential Projects
- Chair's Review and Action Plan

Remuneration Items

- Cost of Living Payments for Staff, Senior Post Holders and Governance Officer
- Remuneration Matters

4.0 Work of the Committee Continued

- 4.2 The Committee considered some important items during the year and has been instrumental in providing advice and direction to the Principal and Leadership Team on a number of key issues for the College that support the strategic direction of the organisation.
- 4.3 Part of the Committee's role is identifying potential candidates to become future members of the Board. This process has included identifying skills gaps and expertise required on the Board and Committees, as well as monitoring attendance on a six-monthly basis. A skills survey was completed during 2022/23.
- 4.4 The Committee continues to succession plan and endeavours to ensure that the workload is shared between Board Members, recognising the time commitment required. Discussions have also focused on how to increase diversity on the Board going forward.
- 4.5 The development of Link Governor roles has been a matter for consideration and the reporting mechanisms have been strengthened through trialling a new approach. The effectiveness of the new system will be considered by the Committee during 2023/24.
- 4.6 Due to protracted cost of living pay negotiations with Trade Unions there was significant discussions around this matter to allow the Committee to make informed recommendations to the Board.

5.0 Work Programme 2023/24

5.1 The work programme for the Corporation Board and sub committees for 2023/24 was approved by the Board in May 2023. The work cycle anticipates matters for consideration during the year and predictable annual matters. However, it is likely there will be some changes as ad hoc matters will inevitably arise during the course of the academic year.

5.2 Key items for consideration by Committee during the 2023/24 academic year will include:

- Corporation Board Self-Assessment Review
- Review of attendance and training of Board Members
- Board and Committee Membership and Succession Planning
- Link Governor Updates

6.0 Summary

6.1 There have been some significant matters discussed as part of the deliberations of the Committee, resulting in key recommendations to the Board. The Committee will continue to develop its role within the parameters outlined in the Articles and Instrument of Government and the Standing Orders and Terms of Reference.



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