



COLEG Sir Benfro
Pembrokeshire COLLEGE

Search & Remuneration Committee

Annual Report
1st August 2023 -
31 July 2024

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 2023 to 31st July 2024.
- 1.2 The Standing Orders 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 Committee

2.1 The Terms of Reference for the Committee are reviewed on an annual basis. The Terms of Reference for 2023/24 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 3 other members of the Board
- Principal

2.2 The membership of the Committee is appointed by the Board and for 2023/24 it was:

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

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

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 2023/24, seven 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 88% (previous year 86%).
- 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
- Review of Attendance and Training of Board Members
- Board & Committee Membership and Link Governors
- Succession Planning
- Principal's Updates
- MoU with Council
- Search & Remuneration Committee Annual Report
- Review of Confidential Items 2022/23
- Appraisals of SPHs and Governance Officer
- Calendar of Meetings and Work Cycle
- Link Governor Reports
- Governance Matters and Amendments to Instrument & Articles of Government

4.0 Work of the Committee continued

- Confidential Matters
- Chair's Review and Action Plan
- Appointment of the Assistant Principal Finance and Resources (Senior Post Holder)
- Remuneration Matters

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 Following the retirement of the Assistant Principal for Commercial and Client Services, a restructure of the Senior Management Team was agreed. The Committee was appointed by the Board as the Selection Panel for the Senior Post Holder role for Assistant Principal Finance and Resources. The expertise of Committee Members was invaluable in this process to ensure it was fair and transparent.

4.4 The Committee continues to succession plan and attendance of Board Members is monitored by the Committee on a six-monthly basis. This year co-optees have been appointed to the Audit Committee which has further enhanced the succession planning process.

4.5 Where possible, the workload is shared between Board Members, recognising the time commitment required. The new approach for strengthening the reporting process for Link Governors has been undertaken by the Committee during 2023/24, resulting in some further refinement.



FEEDBACK

5.0 Work Programme 2024/25

5.1 The work programme for the Corporation Board and sub committees for 2024/25 was approved by the Board in May 2024. 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 2024/25 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
- Cost of Living Pay Awards

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. In particular, Committee Members forming the Selection Panel for the Assistant Principal Finance and Resources strengthened the decision-making process with Committee Members providing professional advice and guidance. 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 during 2024/25.



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