

Appendix 1

Guildhall School of Music & Drama

Annual report on Senior Staff Remuneration for year ended 31/07/2021

1. Introduction

The Guildhall School of Music & Drama's Remuneration & Nominations Committee provides advice to the Board of Governors. It is recognised that all matters relating to the employment and remuneration of staff fall within the purview of the City of London's Establishment Committee – further details of this committee are available here <https://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=253>.

Terms of reference for the Remuneration & Nominations Committee of the Guildhall School are available here

<https://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=1273>

2. Remuneration & Nominations Committee Membership

Membership of the Committee is as follows:

- Chair of the Committee: a co-opted governor who is not the Chair of the Board

Other members:

- The Chairman of the Board of Governors of the Guildhall School of Music & Drama
- The Deputy Chairman of the Board of Governors of the Guildhall School of Music & Drama
- At least two non-Common Council Governors
- At least one other Common Council Governor
- An elected staff member of the Board
- May include up to two other co-opted members (who are not necessarily members of the governing body)

Members appointed at the Board Meeting on 17th May 2021

- Vacancy (Chairman) - *Neil Greenwood has indicated a willingness to fill this vacancy following the resignation of the past Chairman. The Chairman is appointed by the Membership of the Committee*
- Graham Packham (Deputy Chairman)
- Randall Anderson
- Jeremy Mayhew
- David Bradshaw
- Simon Duckworth
- Vivienne Littlechild
- Andy Taylor

Members in the year 2020/21

- Shreela Ghosh (Chairman) – *resigned November 2020*
- Graham Packham (Deputy Chairman)
- Randall Anderson
- John Chapman
- Jeremy Mayhew
- Deputy David Bradshaw
- Vivienne Littlechild
- Andy Taylor

Members in the year 2019/20:

- Shreela Gosh (Chairman)
- Graham Packham (Deputy Chairman)
- Vivienne Littlechild
- Randall Anderson
- John Chapman
- Marianne Fredericks
- Andy Taylor

3. Remuneration & Nominations Committee Meetings

The Committee met during the year on 02/09/2020, 02/11/2020 and 21/04/21. Details of the meetings are available here:

<http://democracy.cityoflondon.gov.uk/ieListMeetings.aspx?Committeeld=163>

4. Definition of senior post holders

The Guildhall School defines senior postholders as the following:

- Principal
- Vice Principal & Director of Music
- Vice Principal & Director of Drama
- Vice Principal & Director of Production Arts
- Vice principal & Director of Innovation & Engagement
- Vice Principal & Director of Advancement

5. Approach to remuneration for all staff

The Guildhall School is part of the City of London Corporation and the approach to remuneration of all staff is outlined in the Pay Policy Statement which is available here <https://www.cityoflondon.gov.uk/assets/About-us/pay-policy-statement-2019-20.pdf>

6. Approach to remuneration for senior staff

The approach to senior staff remuneration at the Guildhall School follows the City of London Corporation's wide pay system as detailed in the Pay Policy Statement.

Being a small specialist institution and based in the City of London, there are some posts which are difficult to recruit. Accordingly, there is often the need to use market forces supplements to attract, recruit and retain highly sought after skills. Any request for a market supplement must be supported by independent market data and is considered by a panel of senior officers and the Establishment Committee of the City of London where appropriate. The Establishment Committee is responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions and is not within the Guildhall School's governance structure. The data that supports remuneration recommendations is drawn from a variety of sources including:

- Higher Education Statistics Agency data
- Times Higher Education salary data
- Reports and reviews from external experts commissioned by Human Resources
- Internal analysis of salary distributions, performance and contribution to the strategy of the Guildhall School

7. Pay multiple of the Principal

The Principals basic salary is 4.42 times the median pay of staff (2019/20: 4.3 times), where the median pay is calculated on a full-time equivalent basis for the salaries paid to Guildhall School staff.

The Principals total remuneration is 4.3 times the median total remuneration of staff (2019/20: 4.25 times), where the median total remuneration is calculated on a full-time equivalent basis for the median total remuneration paid to Guildhall School staff.

8. Total Remuneration for the Principal

The total remuneration for the Principal, with year on year comparison is set out below.

Emoluments of the Principal	Eight Months ended 31/03/2021	Year ended 31/07/2020
	£000	£000
Salaries	128	183
Social Security costs	14	24
Other Pension contributions	27	39
Total	172	246

9. External appointments and expenses

The policy on income from external appointments is set out in the City of London Corporation's Code of Conduct for employees. Any work undertaken on behalf of the Guildhall School or City Corporation or which contributes to the work of the Guildhall School or City Corporation or is requested/delivered on the basis of being an employee of the City Corporation and which attracts a fee/ is paid e.g. a presentation or lecture, will need approval by the Principal and the fees will need to be paid to the City Corporation. In the case of the Principal, approval from the City Corporation's Town Clerk is required.

All expenses are paid in accordance with the City of London Corporation's Expenses Policy