

# **University of Wales Trinity Saint David**

## **Pay Policy Statement 2016/17**

### **1. Introduction**

- 1.1. The University of Wales Trinity Saint David recognises the importance of fairness and transparency in relation to its pay arrangements for staff and its responsibility to ensure equal pay for work of equal value.
- 1.2. The purpose of this statement is to provide transparency with regard to the university's approach to setting the pay of its staff by identifying the methods by which salaries of all staff are determined.
- 1.3. The statement is designed to help improve the public's understanding of and confidence in how the salaries of senior staff in particular are determined.

### **2. Legislative framework**

- 2.1. The University of Wales Trinity Saint David (UWTSD) was formed on 18 November 2010 through the merger of the University of Wales Lampeter and Trinity University College Carmarthen, under Lampeter's Royal Charter of 1828.

On 1 August 2013, Swansea Metropolitan University became part of UWTSD. The University's Royal Charter is the oldest in Wales and England after the universities of Oxford and Cambridge.

UWTSD has led the development of a dual sector university structure, known as the UWTSD Group, a framework to enable collaboration with other institutions within the region. As part of this development, Coleg Sir Gâr and Coleg Ceredigion merged into the UWTSD Group in 2013/14 and are represented on the key academic decision-making bodies within the University, while maintaining their own distinct institutional identities.

UWTSD and the University of Wales have committed to irrevocable constitutional integration to create a transformed dual sector University for Wales. Both Universities have been at the heart of Wales' education and cultural life since their establishment in 1828 and 1893.

- 2.2. In determining the pay and remuneration of all of its employees, the University will comply with all relevant employment legislation.

### **3. Pay structure and decision making**

- 3.1. The Universities and Colleges Employers' Association (UCEA) and all the trade unions recognised by the higher education (HE) sector negotiated a National Framework Agreement in May 2004 to reform pay structures, grades and some terms and conditions across the sector.

- 3.2. The National Framework Agreement was implemented locally at each of the former institutions that merged to form UWTSD. A new local agreement was negotiated in 2013 with UWTSD's recognised trade unions when terms and conditions of employment were harmonised following the merger of UWTSD and Swansea Metropolitan University and remains in place today. The scope of the agreement includes all staff with the exception of the Vice-Chancellor, the Deputy Vice-Chancellors and the Pro Vice-Chancellors.
- 3.3. The University has adopted and implemented an objective, analytical job evaluation system, Higher Education Role Analysis (HERA) for all staff except those management posts at a salary level above the nationally agreed single pay spine (Appendix 1).
- 3.4. The local agreement includes the definition of the grade structure and the incremental progression date for staff within each grade which is 1<sup>st</sup> August each year.
- 3.5. The University also makes a supplementary payment in respect of the real Living Wage as determined by the Living Wage Foundation which currently applies to staff engaged at points 2, 3 and 4 of the pay spine.

#### **4. Collective Bargaining**

- 4.1. UWTSD recognises the following trade unions for the purposes of collective bargaining on terms and conditions of employment through local agreements:
  - Universities and Colleges Union (UCU)
  - Undeb Cenedlaethol Athrawon Cymru (UCAC)
  - UNISON
- 4.2. An annual pay review of the monetary values of the pay spine is negotiated at a national level and is led by UCEA on behalf of its member universities which chose each year whether or not to participate.
- 4.3. There is an agreed national procedure for negotiating on pay, which consists of three meetings between UCEA and the sector representative trade unions. These meetings are held in March, April and May each year and the annual pay award is effective 1<sup>st</sup> August.

#### **5. Senior pay**

- 5.1. The University Council is responsible for establishing a Standing Committee of the Council, known as the Senior Remuneration Committee to determine fair and appropriate remuneration for the Vice-Chancellor, the Deputy Vice-Chancellors and the Pro Vice-Chancellors.
- 5.2. The Senior Remuneration Committee is responsible for reviewing and determining on an annual basis the salaries, terms and conditions and, where appropriate the severance conditions of the above senior post-holders. The terms of reference for the Senior Remuneration Committee are published on the University's website

ensuring that these are available to staff, students and all stakeholders in an open and transparent manner: <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/governance/uwtsd-ordinances.pdf> The Vice-Chancellor is not a member of this committee.

- 5.3. The Senior Remuneration Committee makes every effort to ensure that all recommendations are fair and consider the institutional interest, key stakeholders and partners including the student community and wider society. The safeguarding of public funds also forms part of its deliberations.
- 5.4. The Committee considers appropriate comparative information of other Universities to inform its decisions including the annual rate of increase of the average remuneration of all other staff.

The mean percentage increase awarded to the University's Senior Team members in 2016/17 and the mean percentage increase for all other staff in 2016/17 was as follows:

	Mean Percentage increase
Senior Team members	1.66%
All other staff	2.88%

- 5.5. The Chair of the Senior Remuneration Committee is responsible for presenting the recommendations of the Senior Remuneration Committee to the University's Council.
- 5.6. UWTSD publishes its Financial Statements for each year ending 31<sup>st</sup> July. This includes the salary of the Vice-Chancellor. The Financial Statement for the year ending 31<sup>st</sup> July 2017 may be accessed here: <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/finance/consolidated-financial-statements2017.pdf>
- 5.7. The Vice-Chancellor for UWTSD is also Vice-Chancellor for the University of Wales and an appropriate proportion of the annual salary is apportioned to the University of Wales accordingly.

## **6. The real living wage**

- 6.1. The real living wage was implemented on a voluntary basis from 1 August 2017 at the prevailing rate of £8.45 by paying hourly supplements to staff engaged in substantive roles at points 2 to 4 of the 2017-18 Single pay spine (Appendix 1).

## **7. Pay relativities**

- 7.1. The lowest pay within the University is spine point 2 (Appendix 1). The highest paid member of staff is the Vice-Chancellor.

The ratio of the highest earnings to the median earnings for the University for 2016/17 (with the 2015/16 ratio for comparison) is as follows:

	2016/17	2015/16
Ratio of the highest earnings to the median earnings	1 : 6.57	1 : 6.51

The ratios have been calculated according to the UCEA methodology to assist with consistency and ease of comparison.

## Appendix 1

# HE single pay spine

The nationally agreed single pay spine covers the majority of HE institutions within the UK including UWTSD

	2016-17	2017-18
Spine point	Salary from August 2016	Salary from August 2017
1	14,767	-
2	15,052	15,417
3	15,356	15,721
4	15,670	16,035
5	15,976	16,341
6	16,289	16,654
7	16,618	16,983
8	16,961	17,326
9	17,399	17,764
10	17,898	18,263
11	18,412	18,777
12	18,940	19,305
13	19,485	19,850
14	20,046	20,411

	<b>2016-17</b>	<b>2017-18</b>
15	20,624	20,989
16	21,220	21,581
17	21,843	22,214
18	22,494	22,876
19	23,164	23,557
20	23,879	24,285
21	24,565	24,983
22	25,298	25,728
23	26,052	26,495
24	26,829	27,285
25	27,629	28,098
26	28,452	28,936
27	29,301	29,799
28	30,175	30,688
29	31,076	31,604
30	32,004	32,548
31	32,958	33,518
32	33,943	34,520
33	34,956	35,550
34	36,001	36,613
35	37,075	37,706
36	38,183	38,833

	<b>2016-17</b>	<b>2017-18</b>
37	39,324	39,992
38	40,523	41,212
39	41,709	42,418
40	42,955	43,685
41	44,240	44,992
42	45,562	46,336
43	46,924	47,722
44	48,327	49,149
45	49,772	50,618
46	51,260	52,132
47	52,793	53,691
48	54,372	55,297
49	55,998	56,950
50	57,674	58,655
51	59,400	60,410