

# **University of Wales Trinity Saint David**

## **Pay Policy Statement 2019/20**

### **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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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. The policy principles set out in this statement apply to both institutions.
- 2.5. In determining the pay and remuneration of all 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 voluntary Real Living Wage and achieved accreditation as a Real Living Wage employer in November 2019. The Real Living Wage rates are determined by the Living Wage Foundation which applies to staff engaged at the lower points on 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 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 Remuneration Committee, to determine fair and appropriate remuneration for the Vice-Chancellor, the Deputy Vice-Chancellors and the Pro Vice-Chancellors.
- 5.2. The 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 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://uwtsd.ac.uk/Committee-Terms-of-Reference-202021-FINAL.pdf>. The Vice-Chancellor is not a member of this committee The Vice-Chancellor is not a member of this Committee but is invited to advise the Committee in respect of other officers within its remit.

- 5.3. The Remuneration Committee takes account of the context in which the institution operates. It considers the value delivered by an individual acting within a role based on relevant components for the UWTSD context.
- 5.4. The 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.
- 5.5. The Committee considers appropriate comparative information of other Universities to inform its decisions including other mid-sized (based on income) teaching-led universities such as University of Derby, University of Northampton, University of Bedfordshire, University of Lincoln, University of Worcester, Bath Spa University and Edgehill University.
- 5.6. The Committee is responsible for considering disclosures of any income generated by an individual from external bodies in a personal capacity. The Committee expects such disclosures and explanations to be made in advance and before any activities are undertaken. The Committee considers such disclosures with a view to declining the retention of income.
- 5.7. The committee also considers the annual rate of increase of the average remuneration of all other staff.
- 5.8. UCEA was not able to offer an uplift in pay for 2020-21 given the uncertainty facing the sector at that time, apart from addressing issues in relation to the National Living Wage. Where eligible, staff were awarded progression pay increases in the usual manner. In recognition of the uncertainty and wider context, no changes were made to the salaries of the University's senior team paid above the pay spine in 2020/21.
- 5.9. The Chair of the Remuneration Committee is responsible for presenting the recommendations of the Remuneration Committee to the University's Council.
- 5.10. 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 2020 may be accessed here: <https://uwtsd.ac.uk/uwtsd-consolidated-financial-statements-2019-20.pdf>.
- 5.11. 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 voluntary Real Living Wage

6.1. The University achieved accreditation as a Real Living Wage employer in November 2019 and has been paying the real living wage rates on a voluntary basis since 1 August 2017. The prevailing rate of £9.50 was implemented on 1 May 2020 by paying hourly supplements to staff engaged in substantive roles at the lower points on the 2020 Single pay spine (Appendix 1).

## 7. Pay relativities

7.1. The lowest pay within the University is spine point 7 (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 2019/20 (with the 2018/19 ratio for comparison) is as follows:

	2018/19	2019/20
Ratio of the highest earnings to the median basic salary	6.57	7.0

Source: HESA, UCEA and Annual accounts

## Appendix 1

# HE single pay spine

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

Spine point	Salary from 1 August 2020 (£)	Salary from 1 August 2021 (£) – UCEA <i>Final offer</i>
2	16,420*	*
3	16,736	17,338
4	17,046	17,596
5	17,361	17,901
6	17,682	18,212
7	18,009	18,529
8	18,342	18,852
9	18,709	19,209
10	19,133	19,623
11	19,612	20,092
12	20,130	20,600
13	20,675	21,135
14	21,236	21,686
15	21,814	22,254
16	22,417	22,847
17	23,067	23,487
18	23,754	24,174
19	24,461	24,871
20	25,217	25,627
21	25,941	26,341
22	26,715	27,116
23	27,511	27,924
24	28,331	28,756
25	29,176	29,614
26	30,046	30,497
27	30,942	31,406
28	31,866	32,344
29	32,817	33,309
30	33,797	34,304
31	34,804	35,326
32	35,845	36,382
33	36,914	37,467
34	38,017	38,587
35	39,152	39,739
36	40,322	40,927
37	41,526	42,149
38	42,792	43,434
39	44,045	44,706

40	45,361	46,042
41	46,718	47,419
42	48,114	48,835
43	49,553	50,296
44	51,034	51,799
45	52,560	53,348
46	54,131	54,943
47	55,750	56,587
48	57,418	58,279
49	59,135	60,022
50	60,905	61,818
51	62,727	63,668

Spine point 2 is deleted\*.