

University of Wales Trinity Saint David

Pay Policy Statement 2018/19

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.
- 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 1st 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 points 3, 4, 5 and 6 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 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 1st 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://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/governance/Council-Standing-Committees-Terms-of-Reference-201920.pdf>. The Vice-Chancellor is not a member of this committee.

- 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. The average sector pay increase for 2019-20 was 3.4%. In addition, more than half of the staff covered by the negotiations were also eligible for progression pay increases, typically worth 3%. By contrast, in recognition of the financial context and the restructuring programme in early 2019, no changes were made to the salaries of the University's senior team paid above the pay spine in 2019/20.
- 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 31st July. This includes the salary of the Vice-Chancellor. The Financial Statement for the year ending 31st July 2019 may be accessed here: <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/finance/consolidated-financial-statements-2019.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 £9.00 was implemented on 1 August 2019 by paying hourly supplements to staff engaged in substantive roles at points 3 and 4 of the 2019 Single pay spine (Appendix 1).

7. Pay relativities

7.1. The lowest pay within the University is spine point 5 (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 2018/19 (with the 2017/18 ratio for comparison) is as follows:

	2017/18	2018/19
Ratio of the highest earnings to the median basic salary	6.8	6.57*

*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

SINGLE PAY SPINE FOR HE ACADEMIC AND SUPPORT STAFF 2019/20

Spine point	Salary from 1 August 2018 (£)	Salary from 1 August 2019 (£)
2	15,842	16,420*
3	16,146	16,736
4	16,460	17,046
5	16,766	17,361
6	17,079	17,682
7	17,408	18,009
8	17,751	18,342
9	18,189	18,709
10	18,688	19,133
11	19,202	19,612
12	19,730	20,130
13	20,275	20,675
14	20,836	21,236
15	21,414	21,814
16	22,017	22,417
17	22,659	23,067
18	23,334	23,754
19	24,029	24,461
20	24,771	25,217
21	25,482	25,941

22	26,243	26,715
23	27,025	27,511
24	27,830	28,331
25	28,660	29,176
26	29,515	30,046
27	30,395	30,942
28	31,302	31,866
29	32,236	32,817
30	33,199	33,797
31	34,189	34,804
32	35,211	35,845
33	36,261	36,914
34	37,345	38,017
35	38,460	39,152
36	39,609	40,322
37	40,792	41,526
38	42,036	42,792
39	43,267	44,045
40	44,559	45,361
41	45,892	46,718
42	47,263	48,114
43	48,677	49,553
44	50,132	51,034
45	51,630	52,560
46	53,174	54,131
47	54,765	55,750
48	56,403	57,418

49	58,089	59,135
50	59,828	60,905
51	61,618	62,727

Spine point 2 is deleted*.