

# University of Wales Trinity Saint David

## Pay Policy Statement 2017/18

### 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 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 voluntary 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://uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/governance/UWTSD-Ordinances-Master-January-2019-1.pdf> The Vice-Chancellor is not a member of this committee.

- 5.3. The Senior 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 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.
- 5.5. 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 should consider 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. The mean percentage increase awarded to the University's Senior Team members in 2017/18 and the mean percentage increase for all other staff in 2017/18 was as follows:

	Mean Percentage increase
Senior Team members	1.8%
All other staff	3.5%

- 5.8. The Chair of the Senior Remuneration Committee is responsible for presenting the recommendations of the Senior Remuneration Committee to the University's Council.
- 5.9. 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 2018 may be accessed here: <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/finance/consolidated-financial-statements-2018.pdf>
- 5.10. 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 living wage

6.1. The voluntary living wage was implemented on a voluntary basis from 1 August 2017. The prevailing rate of £8.75 was implemented on 1 August 2018 by paying hourly supplements to staff engaged in substantive roles at points 2 to 5 of the 2018 Single pay spine (Appendix 1). The Institution is currently working towards accreditation as a Living Wage employer.

## 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 2017/18 (with the 2016/17 ratio for comparison) is as follows:

	2017/18	2016/17
Ratio of the highest earnings to the median basic salary	6.8	6.57

## 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 2018/19**

<b>Spine point</b>	<b>Salary from 1 August 2017 (£)</b>	<b>Salary from 1 August 2018 (£)</b>
2	15,417	15,842
3	15,721	16,146
4	16,035	16,460
5	16,341	16,766
6	16,654	17,079
7	16,983	17,408
8	17,326	17,751
9	17,764	18,189
10	18,263	18,688
11	18,777	19,202
12	19,305	19,730
13	19,850	20,275
14	20,411	20,836
15	20,989	21,414
16	21,585	22,017
17	22,214	22,659
18	22,876	23,334
19	23,557	24,029
20	24,285	24,771
21	24,983	25,482

22	25,728	26,243
23	26,495	27,025
24	27,285	27,830
25	28,098	28,660
26	28,936	29,515
27	29,799	30,395
28	30,688	31,302
29	31,604	32,236
30	32,548	33,199
31	33,518	34,189
32	34,520	35,211
33	35,550	36,261
34	36,613	37,345
35	37,706	38,460
36	38,833	39,609
37	39,992	40,792
38	41,212	42,036
39	42,418	43,267
40	43,685	44,559
41	44,992	45,892
42	46,336	47,263
43	47,722	48,677
44	49,149	50,132
45	50,618	51,630
46	52,132	53,174
47	53,691	54,765
48	55,297	56,403

49	56,950	58,089
50	58,655	59,828
51	60,410	61,618