

## **Cardiff Metropolitan University**

### **Annual Pay Policy Statement**

#### **1. Introduction**

The Annual Pay Policy Statement for Cardiff Metropolitan University for the financial year 2018-19 describes the University's policy and process for determining pay for all staff with a focus on the remuneration of senior post-holders. It should be read in conjunction with the University's Senior Staff Remuneration Statement approved annually by the Remuneration Committee of the Board of Governors. The Senior Staff Remuneration Statement for 2018/19 will be published alongside the University's Annual Report and Financial Statements, in December 2019.

The Annual Pay Policy Statement is an expectation derived from the Welsh Government's 'Transparency of Senior Remuneration in the Devolved Welsh Public Sector' document published in 2015. The Welsh Government aims to increase accountability, especially in relation to payments made to senior post-holders, by making this information publicly available alongside the Annual Financial Statements.

The University also follows the principles of the Higher Education Senior Staff Remuneration Code published in June 2018 by the Committee of University Chairs (CUC) and publishes annually a Senior Staff Remuneration Statement.

The purpose of the Annual Pay Policy Statement, published alongside the Senior Staff Remuneration Statement is to set out the University's policies towards a range of issues concerning the pay and remuneration of its workforce..

#### **2. Senior Post-holders**

The University's Articles of Government define the holders of senior posts, those appointed by the Board of Governors. In 2018/19 these comprised the President and Vice-Chancellor, the University Secretary & Clerk to the Board of Governors, the Deputy Vice-Chancellor and three Pro Vice-Chancellors.

The remuneration, benefits and terms & conditions of these senior post-holders are determined by the Remuneration Committee on behalf of the Board of Governors generally at its meeting in the autumn term

#### **3. Other Senior Staff**

Changes to salaries of senior staff at Level 3 are determined annually by the Vice Chancellor (in consultation with the HR Planning Group). The remuneration of Professors is also considered on an annual basis by the Professorial Pay Review Panel. For both these groups, the annual review date is 1<sup>st</sup> August in each year.

#### **4. Guidelines for Senior Staff Pay**

The following elements are considered when determining the level of pay for the above categories of staff:

- The University's and the individual's performance
- The University's financial position.
- Nationally agreed pay settlements in the sector.
- Data relating to the relativity of senior management salaries and associated contractual benefits (internal and external).
- Relevant pay survey information such as the annual UCEA Senior Staff Remuneration survey.
- Equal pay for work of equal value.
- Market related recruitment and retention factors.

#### **5. Reporting of Senior Pay**

The University's annual Financial Statements publish the salary and benefits of the Vice-Chancellor as well as the number of staff receiving remuneration of £100k and above, in bands of £5k.

#### **6. Pay Ratios**

The annual Financial Statements and the Senior Staff Remuneration Statement also publish the median salary and remuneration so that the Vice-Chancellor's salary and remuneration can be shown as multiples of the median.

#### **7. Living Wage**

The University started paying the November 2017 Real Living Wage rate of £8.75 as a minimum to all staff from 1st August 2018 in line with the national UCEA pay negotiation for 2018-19. The University increased the minimum rate to £9.00 which is the November 2018 Real Living Wage rate from 1 August 2019. The University is working towards ensuring that all its external contractors also pay the Real Living Wage as a minimum and is seeking accreditation from the Living Wage Foundation as a Living Wage employer.

#### **8. National Framework Agreement Pay Spine**

All other staff are paid within the National Framework Agreement Pay Spine, changes to which are negotiated annually by UCEA on behalf of all the member universities.

The University's grading structure contains nine grades that span the national Pay Spine. HERA (Higher Education Role Analysis) pay evaluation software is used to determine the grade of each job.

Agreed changes to the Pay Spine are backdated to 1<sup>st</sup> August of each year.

**9. Performance Related Pay**

A performance related pay scheme is only applicable to a small number of employees within the Global Engagement Office. Payments are assessed annually and are linked to recruitment targets.

**10. Talent Management**

The University is developing a new framework for talent management.

**11. Severance**

The University's approach to severance is documented within the Staffing Changes Policy which is applicable to all bar the most senior staff. Senior post-holders are covered by the Board of Governors' Senior Staff Severance Policy.