**Cardiff Metropolitan University**

**Annual Pay Policy Statement 2023-24**

**1. Introduction**

The Annual Pay Policy Statement for Cardiff Metropolitan University for the financial

year 2023-24 describes the University’s policy and process for determining pay for all staff with a focus on the remuneration of senior post-holders. The University has a Senior Staff Remuneration Policy Framework which has been approved by the Remuneration Committee of the Board of Governors. The University’s Annual Report and Financial Statements will be published at the latest by end of January 2025.

The purpose of the Annual Pay Policy Statement is to set out the University’s policies towards a range of issues concerning the pay and remuneration of its workforce.

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 Committee of University Chairs (CUC) Higher Education Senior Staff Remuneration Code, November 2021, and the Remuneration Committee presents an annual Senior Staff Remuneration report to the Board of Governors.

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

The University’s Articles of Government define the holders of senior posts as those appointed by the Board of Governors. In 2023-24 these comprised the President and Vice-Chancellor and the University Secretary.There is also provision within the Articles of Government for the Board of Governors to determine what other post holders should be designated as holders of senior posts. The Board of Governors has determined that the Deputy Vice-Chancellor post holder should be designated as a holder of a senior post.

The remuneration, benefits and terms and 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. The remuneration, benefits and terms of conditions of other senior staff at Level 2 is also determined by the Remuneration Committee i.e. Pro Vice-Chancellors and the Chief Officer (Resources).

**3. Other Senior Staff**

Changes to salaries of senior staff at Level 3 and Professors are determined annually by the Vice-Chancellor and reported to the Remuneration Committee.

**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;
* The nationally agreed HE sector pay settlement;
* Data relating to the relativity of senior management salaries and associated

 contractual benefits (internal and external);

* Relevant pay benchmarking 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 also include the median salary of the total staffing body so that the Vice-Chancellor’s salary and remuneration can be shown as multiples of the median.

**7. Living Wage**

The University was accredited as a Living Wage employer by the Living Wage

Foundation in November 2019 and has paid the Living Wage rate as a minimum to all staff since August 2018.

**8. National Framework Agreement Pay Spine**

All other staff are paid within the JNCHES national Pay Spine and changes are negotiated annually by UCEA on behalf of the member universities.

The University’s grading structure contains nine grades that span the national Pay

Spine. HERA (Higher Education Role Analysis) job evaluation is used to determine the grade of each job.

Agreed changes to the Pay Spine are backdated to 1st August of each year.

**9. Performance Related Pay**

The University does not have a performance related pay scheme.

**10. Talent Management**

The University is currently developing its Strategic Workforce Planning approach which includes talent management.

**11. Severance**

The University’s approach to severance is documented within the Organisational Change Policy and Procedure. This is supplemented with a Senior Staff Severance Policy for senior post-holders.