

# THE NATIONAL LIBRARY OF WALES

## PAY POLICY STATEMENT

**2015-2016**

### **1. Introduction**

As a Welsh Government Sponsored Body it is recommended by Welsh Government following the Public Accounts Committee in November 2015 to publish a set of principles around the transparency of Senior Remuneration in the Devolved Public Sector. Therefore, the purpose of this Pay Policy Statement is to articulate our policy towards a range of issues relating to the pay and remuneration of the workforce, in particular the pay and remuneration of the senior posts and the lowest paid employees.

### **2. Legislative Framework**

In determining the pay and remuneration of all of its employees, the National Library of Wales (NLW) will comply with all relevant employment legislation.

This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

With regard to the Equality Pay requirements contained within the Equality Act, the Library ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

### **3. Pay and Conditions**

Pay and Terms and conditions of service for staff at the NLW are determined on a local basis, subject to the constraints of the Framework Agreement agreed with the Welsh Government. Annual pay awards are negotiated locally with the 3 recognised Trade Unions, PCs, Prospect and FDA. From the negotiations a pay remit is agreed and submitted to Welsh Government for approval. The Library takes into account of the need to ensure affordability, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the organisation and its stakeholders.

In the light our challenging financial circumstances with a year by year cut to our Grant-in-Aid from Welsh Government, in November 2015 we reached a two year pay deal covering all staff Bands 2 and above. This agreement required us to implement a 2.5% pay award to cover the period 1<sup>st</sup> April 2015 – 31 March 2017. Clarification to staff on Band 1 will be explained under Section 7 – Lowest Paid Employees.

The current salary scales (April 2015 – March 2016) can be found in Appendix A.

Once a post has been evaluated via JEGS (Job Evaluation and Grading System) the score will determine in which pay band the post will be applicable to (please refer to Appendix A). New appointments will normally be made on the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate who has the required skills and competencies to fulfil the post.

Increments within the pay band will be paid on 1<sup>st</sup> April each year (until the maximum of the band is reached). Staff who have not served a period of 6 months in post on 1<sup>st</sup> April will not receive an increment until the following year.

#### **4. Senior Posts Remuneration**

For the purpose of this statement, senior posts mean members of the Library's Executive Team. Their basic salary as at 1<sup>st</sup> April 2015 are as follows:

**a) Librarian / Chief Executive**

The current salary for the post is £90K per annum and is not incremental. The post will also be eligible to be considered for a non-consolidated variable payment based on performance.

**b) Director of Collections and Public Programmes**

The current salary for the post is £64,175 per annum and is incremental. Current post holder has reached the maximum of the band. The post also has an extra responsibility allowance (ERA) of 9.58% for the period 1<sup>st</sup> April 2015 – 31 March 2016.

**c) Director of Corporate Resources**

The current salary for the post is £64,175 per annum and is incremental. Current post holder has reached the maximum of the band. The post also has an extra responsibility allowance (ERA) of 9.58% for the period 1<sup>st</sup> April 2015 – 31 March 2016.

**d) Secretary and Head of Governance**

The current salary for the post is £57,273. The current post holder has not reached the maximum of the band.

It is the NLW's intention to restructure at senior management level and, as a result, the posts and salaries above are likely to change in 2016/2017.

#### **5. Recruitment of Senior Posts / all Posts**

The Library's policy and procedures with regards to recruitment of all staff (including senior posts) is set out within our Recruitment Policy.

The determination of the remuneration to be offered to any newly appointed Librarian / Chief Executive will be in accordance to Welsh Government Approval under our Framework Document.

All other newly appointed staff will be in accordance with the pay structure and relevant policies and procedures in place at the time of recruitment.

If the Library is unable to recruit to a post or there is a need for interim support to provide cover for a vacant position the Library will, where necessary, consider and utilise engaging individuals under 'contracts for service'.

This will be sourced through a relevant procurement process ensuring the Library is able to demonstrate maximum value for money benefits from competition in securing the relevant service. The Library currently has one Head of Department engaged under such arrangements.

## **6. Payments on Termination**

Any payments made in relation to the ending of employment by reason of resignation, redundancy or retirement are made in line with the Library's relevant policy. No bonuses are paid.

## **7. Lowest Paid Employees**

The lowest paid persons with the Library are Bands 1A and Bands 1 who are employed on full time 37 hours equivalent salaries at the rate set by the Living Wage Foundation. It is the Library's intention to continue to apply the living Wage.

In April 2015 a revision of the salaries for Bands 1A and Band 1 were made As at 1<sup>st</sup> April 2015, this is £14,544 for Bands 1A and between £15,200 and £15,800 for Bands 1.

The relationship between the rate of pay for the lowest paid and senior posts is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

**Bandiau Cyflog o 1 Ebrill 2015/Pay Bands from 1 April 2015****Band 1 (14544 - 15800)**

1 (a)	14544
1. Min.	15200
2. Max	15800

**Band 2 (17237 - 20106)**

1. Min.	17237
2	18194
3	19150
4. Max	20106

**Band 3 (19616 - 25739)**

1. Min.	19616
2	20842
3	22065
4	23290
5	24515
6. Max.	25739

**Band 4 (23318 - 30595)**

1. Min.	23318
2	24773
3	26229
4	27683
5	29139
6	30595

**Band 5 (29849 - 39163)**

1. Min.	29849
2	31711
3	33575
4	35437
5	37301
6	39163

**Band 6 (40143 - 52671)**

1. Min.	40143
2	42648
3	45153
4	47659

5	50167
6	52671

**Band 7 (52671 - 65779)**

1. Min.	52671
2	54973
3	57273
4	59573
5	61875
6. Max.	64175