

THE NATIONAL LIBRARY OF WALES

PAY POLICY STATEMENT

2016-2017

1. Introduction

As a Welsh Government Sponsored Body the Library is required 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. The purpose of this Pay Policy Statement is to articulate the Library's policy towards a range of issues relating to the pay and remuneration of the workforce, including 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 Library 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. The Library also considers its ability to provide high quality services.

The Library faces very challenging financial circumstances, with year by year cuts to the Grant-in-Aid from Welsh Government. In November 2015 the Library reached a two year pay deal covering all staff in Band 2 and above. This agreement required the Library to implement a 2.5% pay award to cover the period 1st April 2015 – 31 March 2017. Clarification to staff on Band 1 is explained under Section 5 – Lowest Paid Employees. The current salary scales (implemented with effect from April 2016) can be found in Appendix A.

Once a post has been evaluated via JEGS (Job Evaluation and Grading System) the score determines the relevant pay band. 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 1st April each year (until the maximum of the band is reached). Staff who have not served a period of 6 months in post on 1st 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. The reason that these posts have been defined as "Senior Posts" is that:

- These are the 3 highest paid posts in the structure
- From the organisational structure, they are the managerial positions at the top of the two directorates
- These three posts have their salaries disclosed in the annual accounts

The salaries as at 1st April 2016 for these posts are fully disclosed in the Library's accounts. The basic salaries are as follows:

a) Librarian / Chief Executive

The salary for the post is £90K per annum.

b) Deputy Chief Executive and Librarian (Collections and Public Programmes)

The salary for the post from 1st September 2016 is £73,000 per annum.

c) Deputy Chief Executive and Librarian (Corporate Resources)

The salary for the post from 1st September 2016 is £73,000 per annum.

5. Lowest Paid Employees

The lowest paid employees in 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. The reason that the Library has defined these posts as the "lowest paid" is because these are the lowest pay rates in the pay structure at the Library.

In April 2016 a revision of the salaries for Bands 1A and Band 1 were made As at 1st April 2016, this is £15,934 per annum for Bands 1A and £15,997 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. All posts are covered by the Library's pay remit agreed with the Welsh Government.

6. 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 the 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 would 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.

7. Performance Management

The Library does not operate a performance related pay scheme for staff.

Every year, all staff will meet with their line manager to discuss and agree their targets and work-plan for the forthcoming year.

Staff are also required to take part in an annual review meeting with their line manager to discuss aspects of their work/performance. The objective of the meeting will be to review the previous year's achievements and to discuss any future learning and development and career planning relevant to the individual and to the organisation.

Performance is managed throughout the year and constructive steps will be put in place to help and assist any member of staff to improve their performance.

8. 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.

Employees are expected to work their notice period in line with their contract of employment. Band 1-4 – 1 months' notice, Bands 5 and above -3 months' notice. An exit interview is carried out prior to the date of departure.

Pay Bands from 1 April 2016**Band 1 (15934 - 15998)**

1 (a) 15934.05

1.1 15997.50

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