

Framework for Staff Remuneration and Conditions of Service

1. Introduction

According to the Articles of Government for Edge Hill University, the Board of Governors has responsibility for:

- The appointment, grading and determination of the pay and conditions of service of the Vice-Chancellor and Deputy Vice-Chancellor (Designated Senior Post holders) and the Clerk to the Board of Governors; and
- Setting a framework for the pay and conditions of service of all other staff.

The Vice-Chancellor has responsibility for the appointment, assignment, grading, appraisal, suspension, dismissal, and determination – within the framework set by the Board of Governors – of the pay and conditions of service of staff other than the holders of designated senior posts.

This document sets out the framework agreed by the Board.

2. Underpinning Principles

The University's staff are its most important resource. As the employer, the Board seeks to ensure the University provides a safe and supportive working environment which meets all legal requirements and in which the contributions of all members of the University community are valued and staff are able to realise their full potential.

In relation to decisions concerning all aspects of remuneration and conditions of service, Edge Hill is committed to:

- Equal pay for work of equal value;
- Fair, appropriate and justifiable levels of remuneration;
- Fairness in the operation of policies and procedures; and
- Transparency and accountability.

3. CUC HE Remuneration Code

The Board adopted the Committee of University Chairs (CUC) HE Remuneration Code at a meeting on 9 July 2018.

4. Higher Education Role Analysis (HERA)

All posts in the University are evaluated using Higher Education Role Analysis.

5. The Minimum Wage

The University monitors any increase to the minimum wage level proposed by the living Wage Foundation and will consider if it should adjust relevant salary points on its 51 point pay spine to meet or exceed the minimum proposed.

6. Conditions of Service

Human Resources policies covering conditions of service, including a Grievance procedure, are determined locally following consultation with staff and recognised Trade Unions and are approved at Resources Committee. The same conditions of service apply to all staff except designated senior postholders.

All locally agreed policies and procedures are available on the [HR WIKI](#) intranet page.

Conditions of Service for designated senior postholders and the Clerk are approved by Remunerations Committee.

7. Performance Review

The University operates a Performance Review Scheme in relation to all staff. This encompasses the identification of development needs and opportunities as well as setting objectives for the next twelve months. The outcome of performance review informs potential progression and, for staff on locally agreed pay scales, the payment, if appropriate, of any discretionary non-consolidated bonus.

8. Pay and Reward

8.1. Staff on the National Single Pay Spine

The majority of staff are employed on the 51-point national single pay spine and the University has an agreement (renewable each year) with the University and Colleges Employers Association (UCEA) to participate in national pay bargaining in relation to

these staff. The costs of negotiated settlements (or an estimate if negotiations are not completed) are included in the budget for the following year which is approved by the Board in July. The national pay award is effective from 1 August each year and payments will be backdated where negotiations are concluded outside the standard timescales.

The 51-point national single pay spine is banded according to locally agreed gradings (Grade 2 – 10) and every post is evaluated using the Higher Education Role Analysis (HERA) evaluation scheme to determine the grading for the role. The HERA system was developed for the sector by the Educational Competencies Consortium Ltd. and is an analytical job evaluation system for the analysis and sizing of roles.

In addition to the national pay award, and subject to satisfactory performance review, staff on the single pay spine progress through their banded grade by payment of an annual increment in April of each year until they reach the top of the scale. This pay framework is supported by a local policy on Progression, which ensures progression through the grading structure is managed fairly, consistently and follows the principles of Equal Pay.

8.2. Senior Staff on Manager and Professorial grades

Senior management and professorial staff are appointed on locally agreed pay scales. The point on the scale is determined having regard to benchmarking, experience, expertise and market forces. Roles are reviewed annually in terms of benchmarking and salary may also reflect changes or development in role. Benchmarking information is provided by HR and a review is undertaken each year using the UCEA Senior Staff Pay Survey.

An annual pay review is undertaken for staff on locally agreed pay scales. Currently there is no incremental progression, but a discretionary, performance driven non-consolidated bonus scheme is in operation. The final position is determined by the Vice-Chancellor, advised by Directorate, operating within an overall sum approved by Remunerations Committee and agreed by the Board through the University's budget process. This sum is guided by the annual national pay award agreed and the overall percentage increase in remuneration for the body of staff, which includes incremental progression.

Private health and life insurance cover is also offered to all staff on these grades.

The University has a detailed procedures document in relation to the remuneration of staff on locally agreed pay scales which is reviewed periodically and reported to the Board following consideration by Remunerations Committee.

8.3. *The Pro Vice-Chancellors*

The same arrangements apply as for staff on Manager and Professorial Grades except that Performance Review is conducted directly by the Vice-Chancellor who provides a report on his/her recommendations to Remunerations Committee.

8.4. *Designated Senior Postholders and the Clerk*

The pay, reward and conditions of service for designated senior postholders and the Clerk are the direct responsibility of the Remunerations Committee acting on behalf of the Board. The Committee undertakes an annual pay review and decisions are guided by the annual national pay award for the main body of staff. Currently, the Committee also operates a discretionary, performance driven, non-consolidated bonus scheme. Performance Review takes account of institutional and personal performance and is conducted by the Chair and Deputy Chair of the Board. Procedural documentation is subject to review and report to the Board.

Designated senior postholders have an option to access a private healthcare scheme and cover for life insurance. A car scheme is also currently available.

9. Pensions

All staff will be automatically enrolled into a pension scheme on appointment.

Academic staff are eligible to join the Teacher's Pension Scheme (TPS) whilst other staff are eligible to join the Local Government Pension Scheme (LGPS). Existing current members of the Universities Superannuation Scheme (USS) or the NHS scheme may continue to contribute to this scheme.

10. Externally remunerated appointments/consultancies

In line with CUC Remuneration Code guidance, the Vice-Chancellor does not retain any income from external appointments and consultancies and, on an interim basis, the Remunerations Committee has extended this policy to all designated senior postholders. General policy in this area for the main body of staff is currently under review and will be subject to approval by the Board of Governors.