Pay Statement

People and Development

Version: 1.0

**Pay and Reward**

We are committed to investing and developing the excellent people that we attract and retain. Rewarding the contributions that people make especially those that reflect fully our priorities, [values and behaviours](http://portal.solent.ac.uk/support/working-here/people-and-development/resources/values-and-behaviour-descriptors.pdf?t=1566459740687) which are key parts of the people experience.

This statement therefore recognises the importance of developing and maintaining a pay system that is transparent and equal for all, provides value for money and rewards people fairly and appropriately for the contributions they make. It also describes Solent’s pay arrangements, the governance of these and the proportional relationship between the highest earner - the Vice-Chancellor - and the lowest point in use in our pay structure. The Vice-Chancellors pay as a multiple of the median employee pay can be found in our [Financial statements](https://www.solent.ac.uk/about/documents/financial-statements-2018-19.pdf).

In determining the pay of all of its people, the University will comply with all relevant employment legislation. This includes:

* Equality Act 2010;
* Part-time Employment (Prevention of Less Favourable Treatment) Regulations 2000;
* Fixed term regs (in full);
* The Agency Workers Regulations 2010; and where relevant;
* The Transfer of Undertakings (Protection of Earnings) Regulations;

In addition, we will take into account guidance set out in the Committee of University Chairs (CUC) Remuneration Code and from HM Revenue and Customs.

**Equal Pay and Pay Gap Reporting**

We are committed to paying all of our people fairly for work of equal value and we assess the value of work with a job evaluation scheme designed specifically for universities (Higher Education Role Analysis - HERA). We want to make sure that we pay our people fairly, equitably and without discrimination by gender, ethnicity, disability or any other protected characteristic.

We currently publish gender pay gap data as required on our [web-site](https://www.solent.ac.uk/about/our-policies-and-legal-information/our-policies/equality-diversity-policy) and on the [government web-site](https://gender-pay-gap.service.gov.uk/employer/uuLIcM78) and shall be extending the scope of the pay gap data in the future to include other groups, initially by ethnicity and disability.

We further analyse the pay gap data to make sure that we continue to pay people fairly.

We are working to reduce our  [gender pay gap](https://www.solent.ac.uk/about/our-policies-and-legal-information/our-policies/equality-diversity-policy) and remain assured that this pay gap does not mean that we are paying men and women differently for work of equal value. Rather, it is due to the gender balance across the University’s grade structure, the different roles that women and men tend to work in and the pay levels of these roles.

**Pay on appointment**

Most new employees will be appointed to the minimum pay spinal point applicable to the grade of post. If the employee is already being paid above the minimum pay point, managers can use their discretion to appoint at a higher spinal point within the grade, taking into consideration the other employee’s salary point within that grade and team.

Where it is necessary for a newly appointed person to relocate in order to take up the job the University will pay a contribution towards the reimbursement of relocation expenses in line with the Relocation Policy.

**Pay Structure**

This is Solent’s [grade structure](http://portal.solent.ac.uk/documents/finance/payroll/nfa-pay-scales.pdf?t=1566461059874) and the majority of people employed directly are paid within this structure. All of our employees are paid at, or above, the National living wage as set by and reviewed annually by the Government.

People employed casually, working via an agency or on a consultancy basis will also usually be paid at the equivalent job grade.

Spot salaries are in place for some managers and all members of the senior management team. These range in value from the highest point in the grade structure to the Vice-Chancellor’s salary. The Vice-Chancellor’s salary is published in the annual financial statements available on our [web-site](https://www.solent.ac.uk/about/documents/financial-statements-2018-19.pdf).

In line with other reporting requirements the rationale for any salary increase and performance pay for the Vice-Chancellor is also set out in the annual financial statements. Remuneration Committee are responsible for the salaries of the 4 senior post holders – Vice-Chancellor, Deputy Vice- Chancellor, Chief People Officer and Chief Finance Officer

Pensions and Other Benefits

In addition to pay, the University offers a wide range of financial and other benefits which can be seen [here](http://portal.solent.ac.uk/support/working-here/employee-benefits/employee-benefits.aspx) . These include three pension schemes which are dependant on a person’s role: Solent Pension Plan (Aviva), Local Government Pension or the Teachers Pension Scheme.

We also currently operate salary sacrifice arrangements for the Solent Pension Plan, childcare vouchers for those who entered the scheme, prior to the 4 October 2018 and the cycle to work scheme.

Partner companies

We want to acknowledge the valuable contribution that service partner staff make to the success of the University.

As part of the University’s continuing commitment to delivering an excellent people experience for everyone working at Solent, we have asked our three main contract partners; providing, catering, cleaning and security service to award to their people normally based here, an annual pay increase in line with that received by everyone else working at Solent.

We ask these partner companies to pay, wherever possible, the increase at the same time that it is paid by the University’s payroll team. In line with our approach we aspire all of our Partner companies to pay, as a minimum, the National Living Wage to all of their people, irrespective of age.

Pay Decisions

Pay decisions rest with the Vice-Chancellor through their senior management team and in line with relevant policies, procedures and schemes in place from time to time. In addition to the grade structure above these include, but are not limited to:

* Annual Pay Review
* Incremental or service related pay
* [Job Grading Review](https://portal.solent.ac.uk/documents/hr/job-grading-review-procedure.pdf?no_follow=true)
* [Market Supplements](http://portal.solent.ac.uk/documents/hr/staff/market-supplement-policy.pdf?t=1566461664383)
* [Special Payments](http://portal.solent.ac.uk/support/working-here/people-and-development/pay-and-benefits/special-payments-scheme.aspx)
* Salary protection

Senior managers and the committees responsible for decisions about pay also consider the institutional interest, sustainability and reputation as well as the public interest and the safeguarding of public funds as part of their decision making. They also consider internal pay relativities and wherever available comparative market data from surveys etc. to inform their decisions.

The University’s Remuneration Committee is responsible for the Vice-Chancellors’ pay and that of senior post holders. The Vice-Chancellor’s pay and an explanation of the level of the payments are published in our [financial statements](https://www.solent.ac.uk/about/documents/financial-statements-2017-18.pdf).

The Remuneration Committee is also responsible for the pay of ‘senior post holders’ and the Committee has an overview of the scheme in place for the wider senior management team etc.

The Committee also receives regular reports about severance payments and is responsible for approving any over a threshold of £75k.

Annual Pay Review

Pay awards for the annual review of the pay spine are negotiated at a national level through the Joint Negotiating Committee for Higher Education Staff (JNCHES)

and are led by the Universities and Colleges Employers Association (UCEA). The University

annually decides if it will participate in national negotiations. There

is an agreed procedure for negotiating on pay, which consists of three meetings

between UCEA and the representative Trade Unions. These meetings are held in

March and April/May of each year and the annual review is effective from 1st

August.

Incremental or service related pay

Recognising the way people develop their learning and skills in the workplace for eligible people incremental or serviced related pay job-grade for a post will occur annually on 1 April for professional service and 1 September for academic colleagues until the top of the job-grade is reached.

Job Grading Review

Job grading review provides a mechanism by which job roles cans be re-evaluated using HERA following any agreed significant changes to existing job roles. For the very small number of job roles which are not evaluated using HERA we carry out a biennial review to ensure that the rate of pay for the role is equal, fair and in line with market rates.

Market Supplements

Used in exceptional circumstances, market supplements are paid in addition to the salary for the post, where evidence indicates that market pressures would otherwise prevent us recruiting or retaining staff at the normal salary grade for the job.

Special Payments

The Special Payments Scheme provides for an additional payment to be made to an employee for either authorised work beyond their normal job on a temporary basis or high performance that demonstrably warrants special recognition.

Salary Protection

Salary protection forms one element of our redeployment support arrangements. In circumstance where an employee is redeployed in to a lower salary/grade than their previous post, salary can be ‘frozen’ at the higher level of their previous posts for up to two years. This is normally only applicable for salary reductions of no more than one grade lower.