**Annual Pay Report 2021-2022**

1. **Senior Staff Pay for 2021/2022**

The Cardiff Metropolitan Remuneration Committee annually reviews the salaries for its senior post-holders.

It has adopted the Committee of University Chairs (CUC) Higher Education Senior Remuneration Code to guide its decision making.

By adopting the Remuneration Code, the Remuneration Committee demonstrates leadership and stewardship in relation to promoting fair and appropriate remuneration within their Institution.

The University’s approach for reviewing the salaries of its senior post-holders is detailed in the Cardiff Metropolitan University Senior Staff Remuneration Policy Framework. The Framework explains how it reviews the senior post holder salaries and incorporates the Remuneration Code principles.

 During 2021/2022, the following senior post-holder salaries were reviewed: the President and Vice-Chancellor; the Deputy Vice-Chancellor; the two Pro Vice-Chancellors; the Chief Officer (Resources); and the University Secretary and Clerk to the Board of Governors.

 The Remuneration Committee terms of reference are included below.

 The Remuneration Committee considered a range of data sources as part of its review process. This included the nationally negotiated pay award increase for staff on the 51 points pay spine (1.5% basic award 2021/22); the UCEA Senior Staff Remuneration Survey 2020 data; and the CUC Survey of Vice-Chancellors’ Remuneration data.

 The Committee acknowledged the continuing political and media interest in senior staff remuneration in HEIs, particularly for Vice- Chancellors, and the need for transparency and process in line with CUC advice.

 During 2021/22, staff at the University continued to work under restrictions related to the Covid-19 pandemic, including the Welsh Government requirement to work from home if possible. The Remuneration Committee recognised the sustained delivery of business in adverse conditions. The University’s strong performance has been recognised not only in the improved league table positions, but also with the University being awarded the Times Higher Education University of the Year 2021.

1. **Vice-Chancellor**

 In setting the salary of the Vice-Chancellor, the Committee benchmarked the Vice-Chancellor’s salary against the UCEA Senior Staff Remuneration Survey data. The Committee also took account of relative comparators and indices and the Vice-Chancellor’s performance in a challenging environment.

 The Vice-Chancellor’s emoluments are published every year in the University’s Annual Report and Financial Statements. The 2021/22 Annual Report and Financial Statements will be approved in December 2022. Subject to audit, the following data will be disclosed for the year 2021/22:

 Salary £257,500

 Performance related pay £00.00

 Benefits £00.00

 Subtotal £257,500

 Pension costs £47,346

 Total £304,846

 The Vice-Chancellor’s salary as a multiple of the median salary of £39,739 for 2021/22 was 6.5; the pay multiple for total remuneration of £40,650 was 7.5. The pay multiple has remained the same year on year.

1. **Other senior post-holders**

 For 2021/22, as set out in the Annual Report and Financial Statements senior post-holders in addition to the Vice-Chancellor were the Deputy Vice- Chancellor, Pro Vice-Chancellor (Research and Innovation), the Pro Vice- Chancellor (Student Engagement), the Chief Officer (Resources) and the University Secretary and Clerk to the Board of Governors.

 The Annual Report and Financial Statements provides data on higher paid staff, i.e., staff paid £100,000 pa. or more, in bands of £5k. The following data record the cost of 5 staff for 2021/22:

 No.

 £100,000 to £104,999 1

 £105,000 to £109,999 0

 £110,000 to £114,999 1

 £115,000 to £119,999 0

 £120,000 to £124,999 0

 £125,000 to £129,999 0

 £130,000 to £134,999 2

 £135,000 to £139,999 0

 £140,000 to £144,999 0

 £145,000 to £149,999 0

 £150,000 to £154,999 0

 £155,000 to £159,999 1

1. **Financial Transactions**

 Due to the nature of the University’s operations and the composition of the Board, it is inevitable that transactions will take place with organisations in which a Member of the Board or a senior member of staff may have an interest. All transactions in which they may have an interest are conducted at arm’s length and in accordance with the University’s financial regulations and normal procurement procedures. The financial regulations require an individual to declare an interest and to withdraw from discussions should a conflict of interest potentially arise. Written assurances are obtained annually from all Governors and key personnel in respect of themselves and their close family. The financial year to 31 July 2021 the returns state that there has been no undue influence between the University and related parties (as defined by FRS102).

1. **Remuneration Committee Business during 2020/21**

 The Remuneration Committee in 2021/22 was comprised of five members, all of whom are either independent or co-opted governors; membership, including those in attendance, is set out in the terms of reference below.

 The President and Vice-Chancellor attends the Committee for the purpose of providing information on the outcomes of the other senior post-holder’s appraisals and presenting salary recommendations.

 The President and Vice-Chancellor takes no part in, and is not present for, determinations on their own salary and terms and conditions.

 Similar arrangements apply to the University Secretary and Clerk to the Board of Governors, who is in attendance as Secretary to the Committee, but is not present for determinations on their own salary and terms and conditions.

 The remit and operation of the Committee in 2021/22 is set out in the terms of reference below. The Committee’s work includes:

* receiving and considering the outcomes of the annual appraisal of the President and Vice-Chancellor and Clerk to the Board of Governors;
* recommending to the Board the pay of the President and Vice-Chancellor including the level of any performance related element of pay;
* receiving from the President and Vice-Chancellor accounts of the appraisal of the holders of other senior posts;
* determining after consultation with the President and Vice-Chancellor the annual pay of the holders of other senior posts and the level of any performance related element of pay;
* considering, where appropriate, any changes to the conditions of service of the President and Vice-Chancellor and/or the holders of any other senior posts;
* having regard to Level 3 salaries and pay multiples in the determination of pay for all senior post-holders;
* presenting to the Board of Governors the annual Senior Staff Remuneration Statement;
* determining in accordance with the Policy on Severance Payments to Senior Staff approved by the Board of Governors in December 2020 and revised in February 2022 applications for early retirement/severance payments made by senior post holders and senior staff, and to give early notice of such applications by senior post holders to the Board of Governors;
* undertaking such other responsibilities as may from time to time be determined by the Board of Governors;
* reporting regularly to members of the Board of Governors on the business undertaken within the Remuneration Committee.

 During the year 2021/22 the Committee met on three occasions: 20 October 2021, 9 March 2022 and 15 June 2022. The following business was transacted:

* review of the Committee’s Terms of Reference
* review of the Senior Staff Remuneration Policy Framework
* review the Performance and Development Review Framework for Senior Staff
* review of Senior Staff Severance Policy
* review of the University’s Gender Pay Gap Report
* review of senior staff performance during 2020/21
* determination of senior staff salaries for 2021/22
* review and approval of targets for the President and Vice-Chancellor for 2021/22
* review of the mid-year performance summaries of level 1 and 2 staff for 2021/22
* Adoption of revised CUC Higher education Senior staff Remuneration Code (dated November 2021)
* consideration of reports relating to salaries of Level 3 staff; use of honoraria and other additional payments; comparative information in relation to senior salaries in higher education
* approval of the Remuneration Committee’s Annual Report and Senior Staff Remuneration Statement
* approval of Senior Staff Supplement In Lieu of Employer Pension Contributions – Lifetime Allowance Policy

**Date**

**Approved by Chris Turner, Vice-Chair of the Board of Governors and Chair of the Remuneration Committee**