



Comisiwn Brenhinol
Henebion Cymru
Royal Commission on the Ancient
and Historical Monuments of Wales

Pay Policy Statement 2020-21

Mae'r polisi hwn hefyd ar gael yn y Gymraeg.
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1. Introduction

- 1.1. The Royal Commission is a Welsh Government Sponsored Body. All such bodies have been asked by Welsh Government to publish a pay policy statement in line with the November 2015 recommendations of Public Accounts Committee on the Transparency of Senior Remuneration in the Devolved Public Sector. The purpose of this Pay Policy Statement is therefore to articulate our policy towards a range of issues relating to the pay and remuneration of the workforce, including that of senior posts in relation to the lowest paid employees.

2. Legislative framework

- 2.1. In determining the pay and remuneration of all of its employees, the Royal Commission on the Ancient and Historic Monuments of Wales (the Commission) will comply with all relevant employment legislation.
- 2.2. 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.
- 2.3. With regard to the Equality Pay requirements contained within the Equality Act, the Commission ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of an equality-proofed job evaluation mechanism (JEGS), which directly relates salaries to the requirements, demands and responsibilities of the role. JEGS is the Civil Service Job Evaluation and Grading Support Scheme and is a computer-based analytical job evaluation methodology which provides a systematic and consistent means of evaluating roles.
- 2.4. An overview of the gender makeup of the total workforce and senior team can be found in [Appendix D](#); an overview of the gender makeup of the Board can be found in [Appendix E](#).

3. Pay and conditions

- 3.1. The Commission is analogued to the Welsh Government in respect of the pay, grading and terms and conditions of service for its staff.
- 3.2. The Commission reviews its salaries budget annually, seeking the best possible match between the resources available and the requirements contained in our Royal Warrant, the annual Remit Letter from the Welsh Government, and our Operational Plan.
- 3.3. Following pay negotiations in 2020 with the Trade Unions representing staff employed in Welsh Government, a one-year pay settlement was agreed covering the period 1 April 2020 to 31 March 2021. This awarded all staff a 2.5% increase to all pay points and grades. This supports the Welsh Government's (and the Royal Commission's) commitment to be a Living Wage Employer and moves us beyond the previously agreed '£10 per hour' principle. To maintain the integrity of the pay system, a 5% gap remains between pay bands. The award does not apply to staff on protected terms and conditions.
- 3.4. The current salary scales (April 2020 – March 2021) can be found in [Appendix A](#).
- 3.5. Once a post has been evaluated via JEGS, the score will determine the pay band for the post. New appointments are normally made on the minimum of the relevant grade, although this can be varied in exceptional circumstances to secure the best candidate for the post.
- 3.6. Increments within the pay band are paid on either 1st January or 1st July each year (until the maximum of the band is reached) depending on the starting date.
- 3.7. The Commission does not pay bonuses or make any other performance related payments to staff.

- 3.8. Any payments made in relation to the ending of employment – by reason of resignation, redundancy or retirement – are made in line with Welsh Government’s policies and procedures.
- 3.9. An overview of staff numbers by pay band can be found in [Appendix B](#).

4. Senior posts remuneration

4.1. For the purpose of this statement, ‘senior posts’ mean members of the Commission’s Operational Team (OT). (See 4.2 below for the membership.) The OT meets formally once a month to review and make operational decisions about:

- governance, finance, procurement, facilities, Human Resources and training, recruitment, succession planning, staff morale, Information and Communications Technologies (ICT), fundraising, and current and future projects;
- the Commission’s compliance with Health and Safety, employment law, Welsh Language Standards, Equality and Diversity, and Cyber Security;
- operational and strategic risk;
- performance against the remit letter and Key Performance Indicators;
- forward planning for the Commission’s core resources and work programme.

4.2. The Operational Team consists of the Secretary of the Commission and the two Heads of Service (Knowledge & Understanding and Public Services). Their basic salaries as at 1 April 2020 are as follows:

a. Secretary

The Secretary’s post was regraded in 2015; the current Secretary was appointed at G6 (formerly EB1), at the upper end of the Welsh Government’s Executive Band pay scale, but below the Senior Civil Service level of the previous grading.

The current pay band for the post starts at £63,880 per annum rising to £74,730 per annum in three incremental stages. The current post holder has reached the maximum of the pay band.

b. Heads of Service

The current pay band for these posts starts at £39,310 per annum rising to £47,000 in three incremental stages. The current post holders have reached the maximum of the pay band.

- 4.3. The Commission currently has nine Commissioners, who are unpaid but receive a daily allowance set by the Welsh Government for attendance at, and preparation for, Commission meetings. The Board of Commissioners provides leadership and governance for the organisation, and provides scrutiny and constructive challenge to all of the Royal Commission's activities.

5. Lowest paid employees

- 5.1. The lowest paid employees at the Commission are employed on the Welsh Government's Team Support band. The pay band minimum is £20,500 per annum and this rises in two incremental stages to the maximum of £23,830. Staff on Team Support Band are paid a full time (37 hours) equivalent salary well above the UK Living Wage (currently £9 per hour) as set by the Living Wage Foundation. The Royal Commission is an accredited Living Wage Employer.
- 5.2. The Commission supports lower paid staff by:
- providing an Employee Assistance Scheme; and
 - contributing to The Charity for Civil Servants (previously The Civil Service Benevolence Fund).

6. Pay relativities

- 6.1. The relationship between the rate of pay for the lowest paid and senior posts is determined by the processes used by the Welsh Government for determining pay and grading structures as explained earlier in this policy statement.
- 6.2. The lowest pay within the Commission is the starting rate in the Welsh Government's Team Support salary range. The highest paid member of staff is on the Welsh Government's G6 grade (Band G). There are currently no posts within the Commission's structure that fall within G7 (Band F). Therefore, the pay relativity comparisons provided (see [Appendix C](#)) relate to the highest paid Executive (the Secretary) and the highest Management salary (the Heads of Service).

7. Talent management

- 7.1. The Commission manages its talent pool through a formal process of Performance Management, which recognises good performance, as well as through the provision of a varied and job-appropriate training and development programme.
- 7.2. The Commission is a small organisation with staff employed mainly in singleton specialist roles. It actively encourages its staff to develop, maintain and improve the knowledge and skills they require to carry out their jobs as well as providing them with the opportunity to grow and develop the roles which they fill. The Commission does the above by providing relevant and challenging training and also by:
 - allowing staff the freedom to work with autonomy wherever possible;
 - providing staff with the opportunity to work on a range of multi-disciplinary internally and externally funded projects alongside other specialist staff from both within the Commission and with external partner organisations;

- encouraging staff to represent the Commission at sector-wide and pan-Wales committees and groups;
- encouraging staff to publish their work, give lectures and write articles or take part in media interviews, TV and radio documentaries and the like so as to share knowledge with colleagues and the public;
- encouraging staff to attend and contribute to UK and overseas workshops and meetings relevant to their area of work or expertise.

The Commission believes this approach contributes towards the continuing success of its organisation and as a leader and innovator in its sector.

8. Recruitment

- 8.1. The Commission's policy and procedures when recruiting staff (including senior posts) follows the Civil Service Commission Recruitment Principles 2015, which states that selection for appointment must be on merit on the basis of fair and open competition.
- 8.2. Staff are encouraged to apply for higher graded posts whenever opportunities for promotion occur.
- 8.3. All newly appointed staff, including senior posts, are paid in accordance with Welsh Government pay bands and relevant Welsh Government policies and procedures in place at the time of recruitment.
- 8.4. The Commission is committed to the principles of the Historic Wales strategic partnership of working towards harmonisation of pay and conditions across the historic environment sector at the level of the best.
- 8.5. The Commission is also committed to the principle of the 'one workforce' for the sector and it encourages staff to apply for roles within the other Government funded heritage-sector bodies, as well as secondments from and to the Commission where this makes best sense.

Appendix A – Pay bands from 1 April 2020

1. Team Support

Team Support

Current Scale Point	2019	From 1 April 2020	Increase	% Increase
1	£20,000	£20,500	£500	2.5%
2	£21,620	£22,160	£540	2.5%
3	£23,250	£23,830	£580	2.5%

2. Executive Officer, Higher Executive Officer, Senior Executive Officer, Grades 6 and 7

EO (Band C)

Current Scale Point	2019	From 1 April 2020	Increase	% Increase
1	£24,415	£25,030	£615	2.5%
2	£25,650	£26,290	£640	2.5%
3	£28,150	£28,850	£700	2.5%

HEO (Band D)

Current Scale Point	2019	From 1 April 2020	Increase	% Increase
1	£29,850	£30,600	£750	2.5%
2	£31,750	£32,540	£790	2.5%
3	£33,650	£34,490	£840	2.5%
4	£36,500	£37,410	£910	2.5%

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SEO (Band E)

Current Scale Point	2019	From 1 April 2020	Increase	% Increase
1	£38,355	£39,310	£955	2.5%
2	£40,545	£41,560	£1,015	2.5%
3	£42,690	£43,760	£1,070	2.5%
4	£45,850	£47,000	£1,150	2.5%

G7 (Band F)

Current Scale Point	2019	From 1 April 2020	Increase	% Increase
1	£49,625	£50,870	£1,245	2.5%
2	£52,430	£53,740	£1,310	2.5%
3	£55,235	£56,620	£1,385	2.5%
4	£59,350	£60,830	£1,480	2.5%

G6 (Band G)

Current Scale Point	2019	From 1 April 2020	Increase	% Increase
1	£62,320	£63,880	£1,560	2.5%
2	£64,620	£66,240	£1,620	2.5%
3	£67,985	£69,690	£1,705	2.5%
4	£72,905	£74,730	£1,825	2.5%

Appendix B – Staff composition by grade

Pay Band	Headcount	%	FTE	%
TS	7	20	6	19
EO	11	31	10	31
HEO	14	40	13	41
SEO*	2	6	2	6
G7	0	0	0	0
G6*	1	3	1	3
Total	35	100%	32	100%

* Senior posts (Operational Team)

Appendix C – Pay relativities within the Commission

Multiple of salary		Ratio
Ratio low to high	The multiple between the annual salary of the lowest and highest paid employee as a ratio.	1 to 3.65
Ratio low to Head of Service	The multiple between the annual salary of the lowest paid employee and the highest Management rate of pay as a ratio.	1 to 2.29
Median ratio to high	The multiple between the median salary of the Commission and the highest paid as a ratio.	1 to 2
Median ratio to Head of Service	The multiple between the median salary of the Commission and the highest Management rate of pay as a ratio.	1 to 1.26

Note: Median ratio calculated by taking out G7 (as no posts on this Band) so total of 19 steps; median = £37,410 (HEO, scale point 4).

Appendix D – Staff composition by gender

Pay Band	Male				Female			
	Headcount	% of band	FTE	% of band	Headcount	% of band	FTE	% of band
TS	4	57	3.4	57	3	43	2.6	43
EO	6	55	6	58	5	45	4.3	42
HEO	6	43	5.5	43	8	57	7.2	57
SEO*	2	100	2	100	0	0	0	0
G7	0	0	0	0	0	0	0	0
G6*	1	100	1	100	0	0	0	0
Total	19		17.9		16		14.1	

* Senior posts (Operational Team)

Appendix E – Board composition by gender

Gender	Headcount	%
Female	5	56
Male	4	44
Total	9	100%

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