

Freedom of Information requests

2011

Reference number: 11-014

21 December 2011

Reference number: 11-015

Dear,

REQUEST FOR INFORMATION – *Information relating to Union coverage, pay rates and recent pay settlement.*

Thank you for your request for information. As Head of Knowledge & Information Management for Amgueddfa Cymru - National Museum Wales, I am responsible for responding to your request for information.

I refer to your email of 29th November 2011, in which you asked for the following information:

- 1) *Name of unions which are signatories to the main collective agreement covering pay and conditions.*
- 2) *Number of employees covered by the agreements.*
- 3) *Does this agreement cover all staff or only certain categories of staff?*
- 4) *Lists of grades and current pay rates. Please indicate any agreed equivalent between the grade names used within the list and following civil service grades.*
- 5) *Arrangements for progression with pay grades.*
- 6) *Copy of the latest pay settlement. If the latest pay settlement is the 2 year pay freeze covering the public sector, please could you provide the following information on how the pay freeze has been applied;*
 - *Have there been any changes to the pay scales?*
 - *Are progression payments being paid?*
 - *Are performance-related bonuses being paid? If so, what are the arrangements for performance-*

- related bonuses?*
- *Was the £250 paid to staff earning under £21,000 pa FTE, paid over and above any progression payments or bonuses?*
 - *Is the £21,000 threshold determined on base salary only?*

In responding to your request for information, I will be referring to each element of your request separately.

1) Name of unions which are signatories to the main collective agreement covering pay and conditions.

The three unions are FDA, PCS and Prospect.

2) Number of employees covered by the agreements.

There are 654 staff covered by the agreements.

3) Does this agreement cover all staff or only certain categories of staff?

The agreement covers all staff with one exception; The Director General is not covered under this agreement.

4) List of grades and current pay rates. Please indicate any agreed equivalent between the grade names used within the list and the following civil service grades.

There are no civil service equivalent grade names used within Amgueddfa Cymru.

The following is the list of current pay grades and pay rates:

Pay Ranges

	01/04/2010	01/04/2011
Pay range A:		
1	£11,761.97	
2	£12,230.22	1 £12,480.22
3	£12,699.58	2 £12,953.57
4	£13,167.83	3 £13,431.19
5	£13,564.28	4 £13,835.57
Pay range B:		
1	£13,302.58	1 £13,568.63
2	£14,020.14	2 £14,300.54
3	£14,737.71	3 £15,032.46
4	£15,454.17	4 £15,763.25
5	£16,171.74	5 £16,495.17
6	£16,735.30	6 £17,070.01
Pay range C:		
1	£15,192.53	1 £15,496.38
2	£16,149.67	2 £16,472.66
3	£17,106.78	3 £17,448.92
4	£18,063.91	4 £18,425.19
5	£19,021.03	5 £19,401.45
6	£19,978.14	6 £20,377.70
7	£20,674.35	7 £21,087.84
Pay range D:		
1	£20,978.52	1 £20,978.52
2	£22,448.26	2 £22,448.26
3	£23,916.93	3 £23,916.93
4	£25,471.54	4 £25,471.54
5	£27,036.81	5 £27,036.81
6	£28,911.21	6 £28,911.21
Pay range E:		
1	£24,342.99	1 £24,342.99
2	£25,925.28	2 £25,925.28
3	£27,586.33	3 £27,586.33
4	£29,247.38	4 £29,247.38
5	£30,908.42	5 £30,908.42
6	£32,922.78	6 £32,922.78
Pay range F:		
1	£28,927.83	1 £28,927.83
2	£30,839.03	2 £30,839.03
3	£32,843.56	3 £32,843.56
4	£34,877.86	4 £34,877.86
5	£36,912.14	5 £36,912.14
6	£39,368.91	6 £39,368.91

Pay range G:

1	£39,393.96	1	£39,393.96
2	£41,737.92	2	£41,737.92
3	£44,082.99	3	£44,082.99
4	£46,426.94	4	£46,426.94
5	£48,772.03	5	£48,772.03
6	£51,670.48	6	£51,670.48

Pay range H:

1	£47,079.05	1	£47,079.05
2	£49,833.25	2	£49,833.25
3	£52,588.58	3	£52,588.58
4	£55,342.77	4	£55,342.77
5	£58,098.10	5	£58,098.10
6	£61,512.42	6	£61,512.42

Pay Range I:

1	£58,593.12	1	£58,593.12
2	£61,479.53	2	£61,479.53
3	£64,365.96	3	£64,365.96
4	£67,251.26	4	£67,251.26
5	£70,137.69	5	£70,137.69
6	£73,816.28	6	£73,816.28

5) Arrangements for progression with pay grades.

This is covered under Section 5 of *Amgueddfa Cymru – National Museum Wales Pay Offer 2011/12* (the full document is provided as an attachment to this letter).

The following is a copy of Section 5:

5. Eligibility

All staff in post on 1 April 2011, who have at least three months service in grade at that date and at least a “good” PDR marking, will receive an annual increment subject to the maximum of the scale for their grade. This will be back-dated to 1 April 2011

All members of staff who have at least a “good” PDR marking, at least three months service in post at 1 April 2011, and are currently paid on “off-scale points,” will be assimilated to the next full incremental point. This will be back-dated to 1 April 2011

Any members of staff who have an “Unsatisfactory” PDR marking will have their salaries frozen on a spot rate, subject to an automatic review

after three months with the potential for restoration of progression, (but not back-pay).

The incremental points for all other members of staff in pay grades A, B and C will be revalorised as outlined above. This will be back-dated to 1 April 2011, or date of employment if this is later.

No back-pay will be paid to former members of staff who left the employment of the museum (other than by retirement) between 1 April 2011 and the date of implementation of this award.

6) Copy of the latest pay settlement. If the latest pay settlement is the 2 year pay freeze covering the public sector workforce, please could you provide the following information on how the freeze has been applied:

- *Have there been any changes to the pay scales?*
- *Are progression payments being paid?*
- *Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?*
- *Was the £250 paid to staff earning under £21,000 pa FTE, paid over and above progression payments or bonuses?*
- *Is the £21,000 threshold determined on the base salary only?*

Please find attached a copy for the latest pay settlement – *Agreement on Improved – Terms and Conditions of Employment for Employees of Amgueddfa Cymru – National Museum Wales (AC-NMW)– 1 April 2011 – 31 March 2012 between AC-NMW and Prospect and The First Division Association (FDA) (December 2011).*

With regards to your specific queries in this section:

- *Have there been any changes to the pay scales?*

There has been only one change; AC-NMW has removed the first point on the scale for Grade A.

- *Are progression payments being paid?*

Progression payments are being made where there is a contractual requirement.

- *Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?*

There have been no performance-related bonuses paid to staff under these agreements.

- *Was the £250 paid to staff earning under £21,000 pa FTE, paid over and above any progression payments or bonuses?*

Yes, staff earning under £21,000 received both a payment of £250 and progression payment following a successful performance review.

- *Is the £21,000 threshold determined on base salary only?*

Yes, the £21,000 threshold was based on salary only.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to request a first-stage review. If, after that, you are still not satisfied you may request a formal review by Amgueddfa Cymru. When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at www.museumwales.ac.uk/en/45/ or by post from:

Mr Robin Gwyn
Director of Communications
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

You also have the right to complain to the Information Commissioner.
Normally, however, you should pursue the matter through our internal
procedure before you complain to the Information Commissioner.
The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

Head of Knowledge & Information Management

Amgueddfa Cymru – National Museum Wales
Parc Cathays, Caerdydd CF10 3NP/Cathays Park, Cardiff CF10 3NP
Ffôn/Tel (029) 2039 7951 Ffacs/Fax (029) 2057 3321
E-bost: post@amgueddfacymru.ac.uk/E-mail: post@museumwales.ac.uk

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Llywydd/President Elisabeth Elias MA DL
Trysorydd/Treasurer J. Peter W. Morgan M.Sc FCS Cyfarwyddwr Cyffredinol/Director General David Anderson
Rhif elusen / Charity registration number: 525774
Rhif TAW / VAT registration number: GB 783 4541 10

national
museum
wales
amgueddfa
cymru



**AGREEMENT ON IMPROVED
TERMS AND CONDITIONS OF EMPLOYMENT
FOR EMPLOYEES OF AMGUEDDFA CYMRU –
NATIONAL MUSEUM WALES**

1 April 2011 – 31 MARCH 2012

Between

AMGUEDDFA CYMRU – NATIONAL MUSEUM WALES

and

**Prospect
The First Division Association**

December 2011

CONTENTS

1. The Agreement

2. The Pay Offer on which the Agreement is based, including;
 - 2.1 Revised Pay Ranges

The Agreement

1. This agreement applies to all members of staff, with the exception of the Director General.
2. This agreement is between Amgueddfa Cymru – National Museum Wales (the Museum) and all relevant members of staff irrespective of whether or not they are union members
3. It is agreed that there are no outstanding claims against the Museum for pay and conditions from any previous agreement.
4. Where there is no express provision to the contrary, current terms and conditions of service will apply, as contained in individual contracts of employment and in collective agreements. The Museum retains the right to address conditions of employment at any time, but will ensure that there is full discussion with the union side before any changes are implemented.
5. The attached pay offer forms the basis of this agreement. The pay offer was formulated following full discussions between the Museum and its recognised unions. In the light of those discussions, the pay offer was recommended to members by the FDA and Prospect. Following a ballot, the offer was accepted by a majority of FDA and Prospect members. Regrettably, PCS declined to ballot their members.
6. The Agreement is therefore duly agreed and signed overleaf by the Museum and representatives of those recognised unions which are party to the agreement. The agreement is therefore between the Museum and FDA and Prospect.

This Agreement is signed by, and on behalf of:

Amgueddfa Cymru - National Museum Wales

Neil Wicks.....Date:.....
Director of Finance & Human Resources

Kaye Blanch.....Date:.....
Head of Human Resources

Prospect

Jana Horak.....Date:.....

The First Division Association

John Kenyon.....Date:.....

Amgueddfa Cymru – National Museum Wales

Pay Offer 2011/12

1. Introduction

This pay offer is made in the light of extremely tough financial circumstances which continue to face the public sector in Wales and the whole of the United Kingdom. The offer follows the guidance applicable to Welsh Government Sponsored Bodies.

2. Coverage

This offer applies to all employees of the museum with the exception of the Director-General.

3. Date of Implementation

The offer covers the period 1 April 2011 to 31 March 2012

4. Main Proposals

Our Offer is as follows:

- The Museum will maintain incremental progression within the existing pay and grade structure
- The salary scale for Grade A will be shortened by removing the existing pay point 1.
- All remaining pay points in grades A, B and C will be revalorised by 2% with a £250 (pro rata) underpin.
- The standard overtime rate will be revalorised by 2% from the date of implementation.

There will be no increase in any other element of pay or allowances.

5. Eligibility

All staff in post on 1 April 2011, who have at least three months service in grade at that date and at least a "good" PDR marking, will receive an annual increment subject to the maximum of the scale for their grade. This will be back-dated to 1 April 2011

All members of staff who have at least a "good" PDR marking, at least three months service in post at 1 April 2011, and are currently paid on "off-scale points," will be assimilated to the next full incremental point. This will be back-dated to 1 April 2011

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The incremental points for all other members of staff in pay grades A, B and C will be revalorised as outlined above. This will be back-dated to 1 April 2011, or date of employment if this is later.

No back-pay will be paid to former members of staff who left the employment of the museum (other than by retirement) between 1 April 2011 and the date of implementation of this award.

6. Proposed changes to Terms and Conditions of Service

There will be no other changes to Terms and Conditions of Service

7. Practical impact

Appendices I, II and III show the revised incremental scales and other relevant rates of pay.

Pay Ranges

	01/04/2010	01/04/2011
Pay range A:		
	1 £11,761.97	
	2 £12,230.22	1 £12,480.22
	3 £12,699.58	2 £12,953.57
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	5 £19,021.03	5 £19,401.45
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Pay range G:

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4	£67,251.26	4	£67,251.26
5	£70,137.69	5	£70,137.69
6	£73,816.28	6	£73,816.28

Protected Salary Scales

Under the 2001 pay agreement a number of staff received personal protection in the form of an additional increment.

Effectively this applies to staff in post before September 2001 who:

- were in AO, technician 3, OSG 1 or OSG2 grades and were assimilated to the new grade B
- were in SPS, technician 2 or technician 3, curatorial F or curatorial G grades and were assimilated to the new grade C

This arrangement will continue for those members of staff that are already in receipt of this protection.

Please note that revalorisation in 2011 will apply to the main-scale incremental points but not to the additional increment.

	01/04/2010	01/04/2011
Pay range B:		
1	£13,302.58	1 £13,568.63
2	£14,020.14	2 £14,300.54
3	£14,737.71	3 £15,032.46
4	£15,454.17	4 £15,763.25
5	£16,171.74	5 £16,495.17
6	£16,735.30	6 £17,070.01
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4	£18,063.91	4 £18,425.19
5	£19,021.03	5 £19,401.45
6	£19,978.14	6 £20,377.70
7	£20,674.35	7 £21,087.84
8	£22,126.65	8 £22,126.65

Shift Overtime & Premium Payments**Shift Payment**

	1/4/10	1/4/11	
	£3,006.72	£3,006.72	Per annum

Premium Payment

	1/4/10	1/4/11	
Saturday	£30.06	£30.06	Per day
Sunday	£54.24	£54.24	Per day
Bank Holiday	£54.24	£54.24	Per day

Overtime

	1/4/10	1/4/11	
	£12.78	£13.04	Per hour