

**Reference no.: 15-002**

2 February 2015

Dear

**REQUEST FOR INFORMATION** – *Information relating to collective agreements for unions*

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 12 January 2015, in which you asked for the following information:

- 1) *Name of unions which are signatories to your main collective agreement covering pay and conditions;*
- 2) *Number of employees covered by the agreement;*
- 3) *Lists of grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:*
  - 1) *Administrative Assistant (AA)*
  - 2) *Administrative Officer (AO)*
  - 3) *Executive Officer (EO)*
  - 4) *Higher Executive Officer (HEO)*
  - 5) *Senior Executive Officer (SEO)*
  - 6) *Grade 7*
  - 7) *Grade 6*
- 4) *Copy of latest pay settlement. If the latest pay settlement is based on the 1% maximum paybill increase set by the Treasury, please provide the following information on how the 1% has been applied:*
  - 1) *Have there been any changes to the pay scales?*
  - 2) *Are progression payments being paid?*
  - 3) *Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?*
- 5) *Have any changes to terms and conditions been implemented as a result of the Civil Service Reform Plan (Modernising the Employment Contract)? If so, what changes have been made? Do these changes apply to:*

- 1) *new staff?*
- 2) *promoted staff?*
- 3) *existing staff?*

## Response

Please find below the Museum's response to your request.

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

- *FDA Union*
- *Prospect Union*
- *Public and Commercial Services Union (PCS)*

2) Number of employees covered by the agreement;

- *614 (as at December 2014)*

3) Lists of grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:

- 1) Administrative Assistant (AA)
- 2) Administrative Officer (AO)
- 3) Executive Officer (EO)
- 4) Higher Executive Officer (HEO)
- 5) Senior Executive Officer (SEO)
- 6) Grade 7
- 7) Grade 6

	<i>min</i>	<i>max</i>
<b>Grade A</b>	£12,730.22	£14,112.28
<b>Grade B</b>	£14,586.55	£17,411.41
<b>Grade C</b>	£16,802.11	£21,509.60
<b>Grade D</b>	£22,448.26	£28,911.21
<b>Grade E</b>	£25,925.28	£32,922.78
<b>Grade F</b>	£30,839.03	£39,368.91
<b>Grade G</b>	£41,737.92	£51,670.48
<b>Grade H</b>	£49,833.25	£61,512.42
<b>Grade I</b>	£61,479.53	£73,816.28

- *No agreed equivalence with Civil Service grades*

4) Copy of latest pay settlement. If the latest pay settlement is based on the 1% maximum paybill increase set by the Treasury, please provide the following information on how the 1% has been applied:

- 1) Have there been any changes to the pay scales?
- 2) Are progression payments being paid?
- 3) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?

- *Copy of the latest (2012/13) pay increase attached – incremental progression only in 2013/14 and 2014/15.*
- *The 1% maximum pay bill increase does not apply to us.*

5) Have any changes to terms and conditions been implemented as a result of the Civil Service Reform Plan (Modernising the Employment Contract)? If so, what changes have been made? Do these changes apply to:

- 1) new staff?
- 2) promoted staff?
- 3) existing staff?

- *No changes under the Civil Service Reform Plan (not applicable to us).*

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](http://www.information.wales.gov.uk).

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Director Finance and Corporate Resources at the following address:

Mr. Neil Wicks  
Director of Finance and Corporate Resources  
Amgueddfa Cymru – National Museum Wales  
Cathays Park  
Cardiff  
CF10 3NP

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/](http://www.museumwales.ac.uk/en/45/).

Internal review requests should be submitted within two months of the date of receipt of the response to your original letter.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are not content with the outcome of your complaint or review. Generally, the ICO will not make a decision unless you have exhausted the complaints procedure provided by the Museum.

The Information Commissioner can be contacted at:

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

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine Cabuts  
Museum Secretary

# **Amgueddfa Cymru – National Museum Wales**

## **Pay Offer 2012/13**

### **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 2012 to 31 March 2013

### **4 Main Proposals**

Our Offer is as follows:

- We will maintain incremental progression within the existing pay and grade structure
- Following application of progression within the existing pay and grade structure, incremental point 1 in grades B to I will be removed
- All remaining pay points in grades A, B and C will be revalorised by 2% with a £250 (pro rata) underpin.

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

### **5 Eligibility**

All staff in post on 1 April 2012, 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 2012

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).

Other than as stated above, any member of staff remaining on point 1 of his, or her, scale following application of the rules on incremental progression, will automatically be placed on the second point of the scale, which will become the new minimum of scale. This will be back-dated to 1 April 2012, or date of employment if this is later.

The remaining 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 2012, 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 2012 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.

## Appendix I

# Pay Ranges

	01/04/2011	01/04/2012	increment	year on year
Pay range A:				
2	£12,480.22	£12,730.22		2.00%
3	£12,953.57	£13,212.64	5.87%	2.00%
4	£13,431.19	£13,699.81	5.76%	2.00%
5	£13,835.57	£14,112.28	5.07%	2.00%
Pay range B:				
1	£13,568.63			
2	£14,300.54	£14,586.55	7.50%	2.00%
3	£15,032.46	£15,333.11	7.22%	2.00%
4	£15,763.25	£16,078.52	6.96%	2.00%
5	£16,495.17	£16,825.07	6.74%	2.00%
6	£17,070.01	£17,411.41	5.55%	2.00%
Pay range C:				
1	£15,496.38			
2	£16,472.66	£16,802.11	8.43%	2.00%
3	£17,448.92	£17,797.90	8.05%	2.00%
4	£18,425.19	£18,793.69	7.71%	2.00%
5	£19,401.45	£19,789.48	7.40%	2.00%
6	£20,377.70	£20,785.25	7.13%	2.00%
7	£21,087.84	£21,509.60	5.55%	2.00%
Pay range D:				
1	£20,978.52			
2	£22,448.26	£22,448.26	7.01%	0.00%
3	£23,916.93	£23,916.93	6.54%	0.00%
4	£25,471.54	£25,471.54	6.50%	0.00%
5	£27,036.81	£27,036.81	6.15%	0.00%
6	£28,911.21	£28,911.21	6.93%	0.00%
Pay range E:				
1	£24,342.99			
2	£25,925.28	£25,925.28	6.50%	0.00%
3	£27,586.33	£27,586.33	6.41%	0.00%
4	£29,247.38	£29,247.38	6.02%	0.00%
5	£30,908.42	£30,908.42	5.68%	0.00%
6	£32,922.78	£32,922.78	6.52%	0.00%
Pay range F:				
1	£28,927.83			
2	£30,839.03	£30,839.03	6.61%	0.00%
3	£32,843.56	£32,843.56	6.50%	0.00%

4	£34,877.86	£34,877.86	6.19%	0.00%
5	£36,912.14	£36,912.14	5.83%	0.00%
6	£39,368.91	£39,368.91	6.66%	0.00%

Pay range G:

1	£39,393.96			
2	£41,737.92	£41,737.92	5.95%	0.00%
3	£44,082.99	£44,082.99	5.62%	0.00%
4	£46,426.94	£46,426.94	5.32%	0.00%
5	£48,772.03	£48,772.03	5.05%	0.00%
6	£51,670.48	£51,670.48	5.94%	0.00%

Pay range H:

1	£47,079.05			
2	£49,833.25	£49,833.25	5.85%	0.00%
3	£52,588.58	£52,588.58	5.53%	0.00%
4	£55,342.77	£55,342.77	5.24%	0.00%
5	£58,098.10	£58,098.10	4.98%	0.00%
6	£61,512.42	£61,512.42	5.88%	0.00%

Pay Range I:

1	£58,593.12			
2	£61,479.53	£61,479.53	4.93%	0.00%
3	£64,365.96	£64,365.96	4.69%	0.00%
4	£67,251.26	£67,251.26	4.48%	0.00%
5	£70,137.69	£70,137.69	4.29%	0.00%
6	£73,816.28	£73,816.28	5.24%	0.00%



Appendix II  
**Protected Salary Scales**

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

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.

Pay range B:	1/4/2011	1/4/2012	increment	Year on year
1	£13,568.63	£13,840.00		2.00%
2	£14,300.54	£14,586.55	7.50%	2.00%
3	£15,032.46	£15,333.11	7.22%	2.00%
4	£15,763.25	£16,078.52	6.96%	2.00%
5	£16,495.17	£16,825.07	6.74%	2.00%
6	£17,070.01	£17,411.41	5.55%	2.00%
7	£17,954.75	£17,954.75	5.18%	0.00%
 Pay range C:				
1	£15,496.38	£15,806.31		2.00%
2	£16,472.66	£16,802.11	8.43%	2.00%
3	£17,448.92	£17,797.90	8.05%	2.00%
4	£18,425.19	£18,793.69	7.71%	2.00%
5	£19,401.45	£19,789.48	7.40%	2.00%
6	£20,377.70	£20,785.25	7.13%	2.00%
7	£21,087.84	£21,509.60	5.55%	2.00%
8	£22,126.65	£22,126.65	4.93%	0.00%

Appendix III

**Shift Overtime & Premium Payments**

**Shift Payment**

	<b>1/4/11</b>	<b>1/4/12</b>	
	£3,006.72	£3,006.72	Per annum

**Premium Payment**

	<b>1/4/11</b>	<b>1/4/12</b>	
Saturday	£30.06	£30.06	Per day
Sunday	£54.24	£54.24	Per day
Bank Holiday	£54.24	£54.24	Per day

**Overtime**

	<b>1/4/11</b>	<b>1/4/12</b>	
	£13.04	£13.04	Per hour