



## Pay Offer: 2007-2008

<b>Aimed at</b>	<b>All staff in Pay Bands 1- 7 to receive an individual copy</b>
Issue Date	6 February 2008
Contacts	Richard Williamson (6415) or Fiona Wright (6204)
File Ref	PP4/1

### Purpose

1. This notice provides information about the **2007 Pay Offer**, which has been presented to the Trade Unions.

### Background

2. In undertaking this year's pay review, the FC has had to work within the uncertainties around the outcome of the Comprehensive Spending Review (CSR07) exercise. The negotiations this year have taken longer than usual to conclude, but both sides believe the prolonged discussions have resulted in a better offer.

3. The management side has acknowledged the positive manner in which the Trade Unions have approached this year's negotiations, and are grateful for staff's patience in awaiting the outcome of these negotiations.

### Implementation

4. This proposed Pay Agreement is to cover the period 1 October 2007 to 30 September 2008. The pay band increases and pay progression proposed will be backdated to 1 October 2007, if accepted by union members.

5. Union ballots are to be held during February and, if the offer is accepted, implementation will be made in end-March salaries. Each Union will be making its own recommendation to its members, but each has agreed that this is the best offer that can be made in the current financial and political climate.

### Action

6. Managers are asked to ensure that employees who do not have access to an email account are provided with a paper copy of this Notice as quickly as possible.

**Jean Lindsay**  
**Acting Director HR**  
**6 February 2008**

## Pay Offer: 2007-2008

### Background

1. This round of Pay Negotiations has again been carried out in the context of continuing funding challenges over the period of the pay award. The Executive Board had to consider the Trade Union claim against what is affordable for the organisation. This has left the FC with no scope to provide a pay increase above the levels incorporated in the spending plans for this year.

2. The offer is worth 4.0% of the pay-bill (3.5% consolidated and 0.5% non-consolidated).

### The Offer in Detail

#### Progression

3. We propose to continue with the current pay progression system:

- i.e. Top and Good Performers progress one step up their pay band;
- Not Fully Effective Performers stay on their current pay step until they achieve a GP assessment;

with one change as follows:

- we propose to amend the pay progression arrangements for **new recruits**, who will receive their first step up on successful completion of their probation – i.e. after 8 months' Good or Top performance, and for **promotees**, who will receive their first step in their new pay band on 1 October, the 'normal' progression date.

#### Increases to/Restructuring of Steps

4. All of the following proposed changes are consolidated and pensionable, and are effective from **1 October 2007**.

- The maxima for all pay bands will increase by **2%**;
- People currently on pay protection (i.e. whose salary is protected above their pay band maximum for a fixed period) will have their salary increased by **2%**;

5. In the last few years we shortened the pay bands to reduce the time taken to progress to the maxima. We propose to continue this approach, as follows:

# Pay Notice 1, 2008

---

- Amalgamating the minimum and the current (2006-07) step 1 values in **all Pay Bands**.
- Amalgamating step 6 and step 7 values in **Pay Bands 1 to 6a**. These steps are currently closer together than the other steps in these pay bands and this move will even out the progression steps.

These changes to the numbers of steps will **reduce progression times to 6 years in Pay Bands 1 to 6a and 4 years in Pay Bands 6b and 7**.

- We also propose to adjust the values of the new step 3 in pay bands 6b and 7 to make the gap between step 3 and the maximum more evenly spaced.
- All other steps not affected by the above changes will be increased by **0.8%**.

## Underpinning 'Top-Up'

6. We also propose to pay a pensionable, non-consolidated "Top-up" lump sum to those employees whose salary increase as shown above is worth less than 3.5%. The lump sum would lift the total award for these employees' to **3.5%**.

## New Pay Scales

7. Because we have shortened the length of the pay scales, the steps are being re-numbered. The new salary steps are shown in the **Annex**, including information on how to work out what your new salary will be and whether you will receive a "Top-up" lump sum.

All staff who qualify for progression move up at least one step closer to their maximum as a result of the package.

## Performance Related Bonuses

8. We will continue to pay a non-pensionable, non-consolidated, performance bonus to staff assessed as Top Performers for the 2007-08 reporting year. We do not propose to change the bonus values for this reporting year.

Pay Band	Bonus Amount
1	£ 1,340
2	£ 1,095
3	£ 885
4	£ 735
5 and 5(Op)	£ 600
6a and 6a(Op)	£ 525
6b	£ 405
7	£ 330

# Pay Notice 1, 2008

---

9. Part-time staff, including part-year appointees, who are assessed as Top Performers will receive a pro-rata bonus based on their contractual hours of work and/or period of work in the year.

As part of the review of the FC's pay and reward system announced in Pay Notice 3 (2007), management and the Trades Unions have identified that the current performance bonus arrangements are not working as effectively as we would like. We will be considering alternative arrangements and will issue further information on changes arising from the review as soon as they are agreed.

## Progression for New Recruits and Promotees

10. Finally, the new arrangements relating to payment of the first incremental step for **recruits** and **promotees** will be effective from 1 October 2007. **New recruits** who completed their probation with a Good or Top performer assessment between 1 June and 1 October 2007 will be awarded their first progression step on 1 October 2007 (those who have already received a progression step will have it back-dated to 1 October 2007). New recruits whose 8-month probation period is successfully completed on or after 1 October 2007 will receive the progression step on the date their probation is completed. However, no change is being made to the timing of Top performer bonuses earned for a probation period, which will continue to be paid at the end of a full 12 months from the probation start date.

11. Staff **promoted** in the 12 months prior to 1 October 2007 will receive their first progression step in their new pay band on 1 October 2007. Employees promoted after 1 October 2007 will receive a progression step in their old pay band (if applicable) on 1 October 2007, and their first progression step in their new pay band on 1 October 2008.

## Summary

12. Given the current challenges in the FC's funding, the Executive Board believes that this offer is both fair and the best that can be achieved.

**HR Policy**  
**6 February 2008**

# Pay Notice 1, 2008

---

## Annex A: Pay Band Steps: 1 October 2007 Offer

### Pay Band Minima, Maxima and Intermediate Steps

#### Pay Band 6b

2006/07 Salary Range		2007/08 Salary Range	
Max	17,913	Max	18,271
4	16,982	3	17,611
3	16,650	2	16,783
2	15,867	1	15,994
1	15,122	Min	15,243
Min	14,412		

#### Pay Band 7

2006/07 Salary Range		2007/08 Salary Range	
Max	14,342	Max	14,629
4	13,585	3	13,955
3	13,320	2	13,427
2	12,816	1	12,919
1	12,329	Min	12,428
Min	12,048		

#### Pay Bands 6b and 7

In the 2006-07 scale, if you are currently on:	You will move to the following step in the 2007-08 scales backdated to 1 October 2007	Is a "Top-up" lump sum payable?
Maximum	Maximum	Yes
Step 4	Maximum	
Step 3	Step 3 (new penultimate step)	
Step 2	Step 2	
Step 1	Step 1	
Minimum	Minimum	Yes (PB7 only)

# Pay Notice 1, 2008

## Pay Band 6a [Op]

2006/07 Salary Range		2007/08 Salary Range	
Max	25,536	Max	26,047
7	24,335	5	24,559
6	23,956		
5	23,489	4	23,677
4	22,646	3	22,827
3	21,836	2	22,011
2	21,053	1	21,221
1	20,299	Min	20,461
Min	19,571		

## Pay Band 6a

2006/07 Salary Range		2007/08 Salary Range	
Max	21,752	Max	22,187
7	20,710	5	20,873
6	20,379		
5	19,981	4	20,141
4	19,281	3	19,435
3	18,606	2	18,755
2	17,956	1	18,100
1	17,326	Min	17,465
Min	16,720		

## Pay Bands 6a and 6a(Op)

In the 2006-07 scale, if you are currently on:	You will move to the following step in the 2007-08 scales backdated to 1 October 2007	Is a "Top-up" lump sum payable?
Maximum	Maximum	Yes
Step 7	Maximum	
Step 6	Step 5 (new penultimate step)	Yes
Step 5	Step 5 (new penultimate step)	
Step 4	Step 4	
Step 3	Step 3	
Step 2	Step 2	
Step 1	Step 1	
Minimum	Minimum	

# Pay Notice 1, 2008

## Pay Band 5 [Op]

2006/07 Salary Range		2007/08 Salary Range	
Max	29,822	Max	30,418
7	28,063	5	28,063
6	27,389		
5	26,730	4	26,944
4	25,891	3	26,098
3	25,079	2	25,280
2	24,292	1	24,486
1	23,530	Min	23,718
Min	22,791		

## Pay Band 5

2006/07 Salary Range		2007/08 Salary Range	
Max	25,401	Max	25,909
7	23,888	5	23,888
6	23,301		
5	22,727	4	22,909
4	22,034	3	22,210
3	21,363	2	21,534
2	20,712	1	20,878
1	20,081	Min	20,242
Min	19,470		

## Pay Bands 5 and 5(Op)

In the 2006-07 scale, if you are currently on:	You will move to the following step in the 2007-08 scales backdated to 1 October 2007	Is a "Top-up" lump sum payable?
Maximum	Maximum	Yes
Step 7	Maximum	
Step 6	Step 5 (new penultimate step)	Yes
Step 5	Step 5 (new penultimate step)	
Step 4	Step 4	
Step 3	Step 3	
Step 2	Step 2	
Step 1	Step 1	
Minimum	Minimum	

# Pay Notice 1, 2008

## Pay Band 3

2006/07 Salary Range		2007/08 Salary Range	
Max	39,740	Max	40,535
7	37,968	5	38,080
6	37,237		
5	36,509	4	36,801
4	35,283	3	35,565
3	34,098	2	34,371
2	32,953	1	33,217
1	31,846	Min	32,101
Min	30,776		

## Pay Band 4

2006/07 Salary Range		2007/08 Salary Range	
Max	32,812	Max	£33,468
7	31,448	5	31,612
6	30,892		
5	30,289	4	30,531
4	29,253	3	29,487
3	28,251	2	28,477
2	27,283	1	27,501
1	26,349	Min	26,560
Min	25,447		

## Pay Bands 3 and 4

In the 2006-07 scale, if you are currently on:	You will move to the following step in the 2007-08 scales backdated to 1 October 2007	Is a "Top-up" lump sum payable?
Maximum	Maximum	Yes
Step 7	Maximum	
Step 6	Step 5 (new penultimate step)	Yes
Step 5	Step 5 (new penultimate step)	
Step 4	Step 4	
Step 3	Step 3	
Step 2	Step 2	
Step 1	Step 1	
Minimum	Minimum	

# Pay Notice 1, 2008

## Pay Band 1

2006/07 Salary Range		2007/08 Salary Range	
Max	60,287	Max	61,493
7	57,545	5	58,068
6	56,695		
5	55,587	4	56,032
4	53,638	3	54,067
3	51,757	2	52,171
2	49,943	1	50,343
1	48,192	Min	48,578
Min	46,502		

## Pay Band 2

2006/07 Salary Range		2007/08 Salary Range	
Max	49,070	Max	50,051
7	46,864	5	47,328
6	46,182		
5	45,280	4	45,642
4	43,667	3	44,016
3	42,111	2	42,448
2	40,610	1	40,935
1	39,162	Min	39,475
Min	37,766		

## Pay Bands 1 and 2

In the 2006-07 scale, if you are currently on:	You will move to the following step in the 2007-08 scales backdated to 1 October 2007	Is a "Top-up" lump sum payable?
Maximum	Maximum	Yes
Step 7	Maximum	
Step 6	Step 5 (new penultimate step)	Yes
Step 5	Step 5 (new penultimate step)	
Step 4	Step 4	
Step 3	Step 3	
Step 2	Step 2	
Step 1	Step 1	
Minimum	Minimum	