

Pay Offer: 2008-2011

Aimed at	All staff in Pay Bands 1- 7 to receive an individual copy
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Purpose

1. This notice provides information about the **2008 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 Comprehensive Spending Review (CSR07) funding settlement agreed in each country. In addition, we have had detailed discussions with Cabinet Office and Treasury about our proposals, both regarding the size of the pay award and how it is to be spent.

3. The result is that we have received approval for a 3-year remit at a level among the highest approved by Treasury in the current pay round, which is conditional on the FC implementing a range of modernisation reforms to our pay system.

Implementation

4. This Pay Offer covers the period 1 October 2008 to 30 September 2011. The proposed pay band increases and pay progression will be backdated to 1 October 2008.

5. Union ballots are to be held shortly and each Union will be making its own recommendation to its members. If the offer is accepted, implementation will be made as quickly as possible thereafter.

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
Director HR
9th January 2009

Pay Offer: 2008-2011

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, combined with a Government requirement that Departments continue to modernise their pay systems.

2. The offer, which is worth **4.0%** in 2008/09, **3.9%** in 2009/10 and **3.8%** in 2010/11, will restructure the pay scales and reduce the time to progress from pay band minimum to maximum to **3 years** for pay bands 1 to 6a and **1 year** in pay bands 6b and 7. It includes changes to the overtime, performance bonus, promotion pay and leave arrangements.

The Offer in Detail – 2008/09

Pay Progression

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

- 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.

4. New recruits will receive their first step up on successful completion of their probation, and promotees will receive their first step up in their new pay band on 1 October following their promotion, the 'normal' progression date.

Increases to/Restructuring of Pay Bands

5. The following changes to the pay bands will be effective from 1 October 2008:

- Pay band maxima for PB3, PB4, PB5(Op) and PB5 will increase by 1.5%;
- Pay band maxima for PB1, PB2, PB6a(Op), PB6a, PB6b and PB7 will increase by 2.5%;
- The Step immediately below the maxima in most pay bands will increase by either 1.5% or 2.5% to help even out the size of the jumps between the steps;
- Other Steps in the pay bands will increase by 1.0%.

6. In the last few years we have shortened the pay bands to reduce the time taken to progress to the maxima. We propose to continue this approach, by amalgamating the current (2007-08) minimum and step 1 values in all Pay Bands.

7. People currently on pay protection (ie whose salary is protected above their pay band maximum) will have their salary increased by the same percentage as their pay band maximum is increased.

Pay Notice 6, 2008

8. As at present, people working part time hours will receive a pro rata salary based on their contractual hours of work.

Underpinning Top-up

9. We propose to pay a pensionable, non-consolidated 'top-up' lump sum to those employees whose 2008 salary increase as described above is worth less than 4.0%. The top-up will lift the total award for these employees to **4.0%**.

Performance Related Bonuses

10. As intimated in Pay Notice 3, 2008, we propose to drop the performance related bonuses which would have been due at the end of the 2008/09 reporting year. The money saved will be used to pay for some of the other aspects of the pay award.

Overtime

11. We propose to change the overtime rates payable and the method of calculating hourly rate for overtime purposes.

12. **With effect from 1 April 2009**, the same overtime rates will be applicable to all pay bands below pay band 2 (ie Plain Time for additional hours worked or travelled on Monday to Friday, Time and a Half on Saturday and Double Time on Sunday). This change will also make the TOIL arrangements for pay bands 3 to 7 equivalent to the cash overtime arrangements. The money saved will be used to pay for some of the other aspects of the pay award.

13. **Also from 1 April 2009**, the hourly rate of overtime and travelling time pay will be calculated on the basis of 37 hours per week (for full-time staff this is currently 42 hours per week).

Pay on Promotion

14. With effect from 1 October 2008, starting pay on promotion will be increased to be **10%** of salary, rounded up to the next step in the person's new pay band if necessary.

15. We also propose to make the calculation of Temporary Responsibility Allowance the same as shown in para 14. If this calculation results in a lower TRA amount than that already paid since 1 October 2008, the new calculation will take effect from the month in which the pay award is implemented, and no recovery of any higher amount of TRA already paid will be made.

Recruitment and Retention Allowance

16. We propose to increase the maximum level of Recruitment and Retention Allowance, payable in exceptional circumstances, to be up to £ 10,000 per annum. All RRA payments will be subject to annual management audit.

Pay Notice 6, 2008

Other Allowances

17. We propose to increase the Dog, Ferret and Tool allowances by **4.0%**.

Annual Leave

18. At present, annual leave allowances are 25 days on entry and 30 days after 10 years service. The service threshold for the 30 days Annual Leave entitlement will be reduced to **5 years** with effect from 1 October 2008.

Maternity/Adoption Leave

19. Contractual Maternity Leave will be increased by 2 weeks, providing **26 weeks** full pay leave in total for staff who are on Ordinary Maternity Leave (the first 26 weeks of maternity leave) on or after 1 October 2008. Contractual Adoption Leave will also be increased to **26 weeks** from 1 October 2008.

The Offer in Detail – 2009/10

Pay Progression

20. We propose to continue with the current pay progression system, ie:

- 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.

21. New recruits will receive their first step up on successful completion of their probation, and promotees will receive their first step in their new pay band on 1 October following their promotion, the 'normal' progression date.

Increases to/Restructuring of Pay Bands

22. The following changes to the pay bands will be effective from 1 October 2009:

- Pay band maxima for PB3, PB4, PB5(Op) and PB5 will increase by 1.5%;
- Pay band maxima for PB1, PB2, PB6a(Op), PB6a, PB6b and PB7 will increase by 2.5%;
- The 2 Steps immediately below the maxima in most pay bands will increase by either 1.5% or 2.0% to help even out the size of the jumps between the steps;
- Other Steps in the pay bands will increase by 1.0%.

23. We propose to amalgamate the 2008-09 minimum and step 1 values in all Pay Bands. We also propose to amalgamate the step 1 and step 2 values in pay bands 6a and 6a(Op).

Pay Notice 6, 2008

24. People currently on pay protection (ie whose salary is protected above their pay band maximum) will have their salary increased by the same percentage as their pay band maximum is increased.

Underpinning Top-up

25. We propose to pay a pensionable, non-consolidated 'top-up' lump sum to those employees whose 2009 salary increase as shown above is worth less than 4.0%. The top-up will lift the total award for these employees to **4.0%**.

Other Allowances

26. We propose to increase the Dog, Ferret and Tool allowances by **3.9%**.

The Offer in Detail – 2010/11

Pay Progression

27. We propose to continue with the current pay progression system, ie:

- 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.

28. New recruits will receive their first step up on successful completion of their probation, and promotees will receive their first step in their new pay band on 1 October following their promotion, the 'normal' progression date.

Increases to/Restructuring of Pay Bands

29. The following changes to the pay bands will be effective from 1 October 2010:

- Pay band maxima for PB3, PB4, PB5(Op) and PB5 will increase by 1.5%;
- Pay band maxima for PB1, PB2, PB6a(Op), PB6a, PB6b and PB7 will increase by 2.0%;
- The Step immediately below the maxima in several pay bands will increase by 1.5% to help even out the size of the jumps between the steps;
- Other Steps in the pay bands will increase by 1.0%.

30. We propose to amalgamate the 2009-10 minimum and step 1 values in all Pay Bands except pay bands 6a and 6a(Op).

31. People currently on pay protection (ie whose salary is protected above their pay band maximum) will enter the period during which their pay protection is phased out. HR will write to each person with details of their 2010/11 salary.

Pay Notice 6, 2008

Underpinning Top-up

32. We propose to pay a pensionable, non-consolidated 'top-up' lump sum to those employees whose 2010 salary increase as shown above is worth less than 3.5%. The top-up will lift the total award for these employees to **3.5%**.

Other Allowances

33. We propose to increase the Dog, Ferret and Tool allowances by **3.8%**.

New Pay Scales

34. Because we are proposing to shorten the length of the pay scales in each of the 3 years, the steps will be re-numbered each year. The new salary steps are shown in the Annex, along with information on how to work out what your new salary will be each year.

Other Allowances

35. The Dog, Ferret and Tool allowances will increase as follows :

	2008/09	2009/10	2010/11
Each Dog	£ 190	£ 197	£ 204
Each Ferret	£ 41	£ 43	£ 45
Tools	£ 103	£ 107	£ 111

Summary

36. The overall value of the pay award is at a level among the highest approved by Treasury in the current pay round, and the offer uses the available funds to achieve significant modernisation of our pay system. The Executive Board believes that this offer is both fair and the best that can be achieved in the current climate.

Human Resources
January 2009

Annex: Pay Band Steps: 2008-2011 Pay Offer

Pay Band Minima, Maxima and Intermediate Steps

Pay Band 6b

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	18,271	Max	18,728	Max	19,196	Max	19,580
3	17,611	2	17,787	1	17,965	Min	18,145
2	16,783	1	16,951	Min	17,121		
1	15,994	Min	16,154				
Min	15,243						

Pay Band 7

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	14,629	Max	14,995	Max	15,370	Max	15,677
3	13,955	2	14,164	1	14,306	Min	14,449
2	13,427	1	13,561	Min	13,697		
1	12,919	Min	13,048				
Min	12,428						

Pay Bands 6b and 7 - Progression

In the 2007-08 scale, if you are currently on:	From October 2008 you will be on:	From October 2009 you will be on:	From October 2010 you will be on:
Maximum	Maximum	Maximum	Maximum
Step 3	Maximum	Maximum	Maximum
Step 2	Step 2	Maximum	Maximum
Step 1	Step 1	Step 1	Maximum
Minimum	Minimum	Minimum	Minimum

New recruits must complete probation before receiving their first step up the pay band.

Pay Notice 6, 2008

Pay Band 6a [Op]

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	26,047	Max	26,698	Max	27,365	Max	27,912
5	24,559	4	25,173	2	25,551	2	25,807
4	23,677	3	23,914	1	24,273	1	24,516
3	22,827	2	23,055	Min	23,286	Min	23,519
2	22,011	1	22,231				
1	21,221	Min	21,433				
Min	20,461						

Pay Band 6a

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	22,187	Max	22,742	Max	23,311	Max	23,777
5	20,873	4	21,395	2	21,716	2	21,933
4	20,141	3	20,342	1	20,647	1	20,853
3	19,435	2	19,629	Min	19,825	Min	20,023
2	18,755	1	18,943				
1	18,100	Min	18,281				
Min	17,465						

Pay Bands 6a and 6a(Op) - Progression

In the 2007-08 scale, if you are currently on:	From October 2008	From October 2009	From October 2010
Maximum	Maximum	Maximum	Maximum
Step 5	Maximum	Maximum	Maximum
Step 4	Step 4	Maximum	Maximum
Step 3	Step 3	Step 2	Maximum
Step 2	Step 2	Step 1	Step 2
Step 1	Step 1	Minimum	Step 1
Minimum	Minimum	Minimum	Step 1

New recruits must complete probation before receiving their first step up the pay band.

Pay Notice 6, 2008

Pay Band 5 [Op]

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	30,418	Max	30,874	Max	31,337	Max	31,807
5	28,063	4	28,484	3	28,911	2	29,345
4	26,944	3	27,213	2	27,621	1	27,897
3	26,098	2	26,359	1	26,623	Min	26,889
2	25,280	1	25,533	Min	25,788		
1	24,486	Min	24,731				
Min	23,718						

Pay Band 5

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	25,909	Max	26,298	Max	26,692	Max	27,092
5	23,888	4	24,246	3	24,610	2	24,979
4	22,909	3	23,138	2	23,485	1	23,720
3	22,210	2	22,432	1	22,656	Min	22,883
2	21,534	1	21,749	Min	21,966		
1	20,878	Min	21,087				
Min	20,242						

Pay Bands 5 and 5(Op) - Progression

In the 2007-08 scale, if you are currently on:	From October 2008	From October 2009	From October 2010
Maximum	Maximum	Maximum	Maximum
Step 5	Maximum	Maximum	Maximum
Step 4	Step 4	Maximum	Maximum
Step 3	Step 3	Step 3	Maximum
Step 2	Step 2	Step 2	Step 2
Step 1	Step 1	Step 1	Step 1
Minimum	Minimum	Minimum	Minimum

New recruits must complete probation before receiving their first step up the pay band.

Pay Notice 6, 2008

Pay Band 3

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	40,535	Max	41,143	Max	41,760	Max	42,386
5	38,080	4	38,651	3	39,424	2	40,015
4	36,801	3	37,169	2	37,727	1	38,104
3	35,565	2	35,921	1	36,280	Min	36,643
2	34,371	1	34,715	Min	35,062		
1	33,217	Min	33,549				
Min	32,101						

Pay Band 4

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	£33,468	Max	33,970	Max	34,480	Max	34,997
5	31,612	4	32,086	3	32,728	2	33,219
4	30,531	3	30,836	2	31,299	1	31,612
3	29,487	2	29,782	1	30,080	Min	30,381
2	28,477	1	28,762	Min	29,050		
1	27,501	Min	27,776				
Min	26,560						

Pay Bands 3 and 4 - Progression

In the 2007-08 scale, if you are currently on:	From October 2008	From October 2009	From October 2010
Maximum	Maximum	Maximum	Maximum
Step 5	Maximum	Maximum	Maximum
Step 4	Step 4	Maximum	Maximum
Step 3	Step 3	Step 3	Maximum
Step 2	Step 2	Step 2	Step 2
Step 1	Step 1	Step 1	Step 1
Minimum	Minimum	Minimum	Minimum

New recruits must complete probation before receiving their first step up the pay band.

Pay Notice 6, 2008

Pay Band 1

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	61,493	Max	63,030	Max	64,606	Max	65,898
5	58,068	4	59,520	3	60,413	2	61,319
4	56,032	3	56,592	2	57,441	1	58,015
3	54,067	2	54,608	1	55,154	Min	55,706
2	52,171	1	52,693	Min	53,220		
1	50,343	Min	50,846				
Min	48,578						

Pay Band 2

2007/08 Salary Range		2008/09 Salary Range		2009/10 Salary Range		2010/11 Salary Range	
Max	50,051	Max	51,302	Max	52,585	Max	53,637
5	47,328	4	48,511	3	49,239	2	49,978
4	45,642	3	46,098	2	46,789	1	47,257
3	44,016	2	44,456	1	44,901	Min	45,350
2	42,448	1	42,872	Min	43,301		
1	40,935	Min	41,344				
Min	39,475						

Pay Bands 1 and 2 - Progression

In the 2007-08 scale, if you are currently on:	From October 2008	From October 2009	From October 2010
Maximum	Maximum	Maximum	Maximum
Step 5	Maximum	Maximum	Maximum
Step 4	Step 4	Maximum	Maximum
Step 3	Step 3	Step 3	Maximum
Step 2	Step 2	Step 2	Step 2
Step 1	Step 1	Step 1	Step 1
Minimum	Minimum	Minimum	Minimum

New recruits must complete probation before receiving their first step up the pay band.