

**PERSONNEL SERVICES NOTICE: 57/07**

**DATE OF ISSUE: 10 MAY 2007**

**PAY AWARD FOR 06/07, 07/08 AND 08/09**

Introduction

This note sets out the proposed pay settlement for people in grades D2 to A in the core NIO, legal offices and agencies. We have issued a formal pay offer to the trade unions and they will now consult their members. Pay Service will write to you with your new salary details in advance of the pay award being paid.

Overall value

The pay award is worth 10.74% across the three years (06/07, 07/08, 08/09). This amount was achieved after prolonged negotiations with the Treasury, including interventions from the Secretary of State and Jonathan Phillips. The Treasury had initially proposed a 1 year deal for 2006 somewhere in the range 2-3.5%. The Chancellor has recently confirmed that overall headline settlements for public sector workforces in 07/08 are to be less than the 2% inflation target. In this context of public sector pay restraint, a three year remit amounting to 10.74% represents a very good deal for us.

Many of you will be aware of the "no less favourable treatment" or "Fell" agreement. This dates back to 1996 and was contained in correspondence between the then head of the Northern Ireland Civil Service, David Fell, and the trade union, NIPSA. It addressed the union's concerns regarding pay delegation for the NIO and consisted of an undertaking that NICS staff in the NIO should "in the round" be treated no less favourably than those people covered by the DFP agreement. We made sure in our discussions with the Treasury that they were aware of the Fell agreement. Conscious of the agreement, the Treasury have stated that the basic awards for DFP and the NIO are comparable. The additional monies allocated to DFP relate to the restructuring of pay scales which is enabling DFP to reduce from 105 to 44 pay scales (in comparison the NIO has 7 pay scales).

## **SECTION A: PAY AND RELATED MATTERS**

### Eligibility

The pay award covers 3 years, 06/07, 07/08 and 08/09. It applies as follows:

- Year 1: Those people with a satisfactory performance rating for the period 1 April 2005 to 31 March 2006 will receive the 2006 pay award backdated to 1 August 2006. The unions are commencing ballots of their members so we cannot confirm the payment date at present, but we would hope to be able to meet the deadlines necessary to enable payment by the end of July.
- Year 2: Those people with a satisfactory performance rating for the period 1 April 2006 to 31 March 2007 will receive the 2007 pay award. It is our intention to pay this as close to the settlement date of 1 August 2007 as possible.
- Year 3: Those people with a satisfactory performance rating for the period 1 April 2007 to 31 March 2008 will receive the 2008 pay award. It is our intention to pay this as close to the settlement date of 1 August 2008 as possible.

### The new pay scales

We are moving away from equity shares and introducing a spine step system. The purpose of a spine step system is to allow everyone with a satisfactory rating to progress one step up the scale (subject to band maximum) each year. Each point on the pay scale will also increase in value each year. For the three year duration of this pay deal, we are reducing the steps progressively; so for instance the B2 scale reduces from 40 pay points in 2005, to 15 spine steps in 2006, 13 in 2007 and 12 in 2008. For the first year, the numerous pay points will be assimilated into far fewer spine steps. Each person will then move up one step on the 2006 scale. The reduction in steps means that you will not necessarily move up a step in each subsequent year but the increasing value of each step

will ensure that your pay continues to rise. And the time it takes to progress through the pay scale will continue to reduce.

We have also greatly reduced overlapping pay bands and closely aligned many of our pay band maxima with DFP.

Annex 1 sets out the pay ranges for the three year period and Annex 2 sets out the percentage increases. **If you find your current salary in the 2005 column of Annex 2 and then read across in the same line, you will find your new salary for each of the following three years.**

#### Accountancy allowances

From 1 April 2007, all accountants will receive an accountancy allowance. On completion of foundation qualifications, accountants will receive £616 and a further £616 on completion of intermediate qualifications. Once fully qualified, accountants will instead receive an allowance based on grade: grade C £1,500, grade B2 £2,000, grade B1 £2,500 and grade A £3,000.

#### Auditor allowances

From 1 April 2007, a B2 auditor with MIIA or BATS will receive an allowance of £1,100 and a B2 auditor with MIIA and BATS will receive an allowance of £2,200.

#### Buyer allowances

From 1 April 2007, when a trainee buyer becomes a buyer they will receive £1,200 consolidated into their salary, subject to band maximum.

#### London weighting

London weighting is increasing from the 2005 rate of £4,000 to £4,100 in year 1 to £4,300 in year 2 and £4,400 in year 3.

### Deputising rates

The daily rates for deputising will go up by 3.6% in year 2. In year 3 the methodology changes and the deputising rate will be 9% of the lower grade pay scale maximum.

Current grade	Deputising grade	Year 1 daily rate	Year 2 daily rate
D2	D1	£4.41	£4.57
D1	C	£5.31	£5.50
C	B2	£7.61	£7.88
B2	B1	£8.78	£9.10
B1	A	£11.66	£12.08

### Prison emergency allowances

In 2006, a number of Prison Service allowances will increase by 3.6% as follows:

	2005 Rate	2006 Rate
Emergency allowance A	£1,811	£1,875
Emergency allowance B	£759	£785
Environmental teachers allowance	£952	£985
Civilian instructors responsibility allowance	£2,446	£2,535
Inconvenience in locality allowance	£113	£117

### Starting pay on promotion

Starting pay on promotion remains at 10% on top of the lower grade salary or the new band minimum, whichever is more beneficial.

### Underpin

We are providing a minimum payment to everyone in 2006 and 2007. If your consolidated pay increase is worth less than £500 in either of these two years, we will provide a non-consolidated payment to bring you up to this level. This will be paid on a pro rata basis for

part-time staff. No decision has been reached in relation to year 3, but we will keep this under review.

Non-consolidated performance bonuses (NCPBs)

There was an under-spend in the NCPB pot in 2006 and this has been used to create the underpin in year 1. In order to create an underpin for 2007, we have diverted monies from the non-consolidated pot and this means that the value of the 2007 NCPBs will be as follows:

Grade	£
A	1,330
B1	1,180
B2	1,030
C	855
ASO	775
D1	730
D2	630

Please note that NCPBs will also be paid on a pro rata basis for part-time staff.

## **SECTION B: ANNUAL LEAVE**

We are reducing the qualifying periods for an increase to annual leave. The changes are as follows:

- Year 1
  - People with less than 1 year's service at 1 February 2007 receive 25 days
  - New entrants after 1 February 2007 receive 25 days on entry
  - At 1 February 2007 people at grades D2 to C receive 30 days after 17 years
  
- Year 2
  - At 1 February 2008 people at grades D2 to C receive 30 days after 16 years
  
- Year 3
  - At 1 February 2009 people at grades D2 to B2 receive 30 days after 10 years

People at grades B1 and A already receive 30 days annual leave after 10 years.

## Re-opening clauses

The pay deal includes provision for:

- Further discussions about the outcome of the equal pay review of grades D2 to A address any equal pay issues;
- Further discussions in relation to potential equal pay issues within the Northern Ireland Prison Service;
- Formal review arrangements at regular intervals during the 3 year remit period to take account of further increases in the rate of inflation;
- Further consideration of trade union side representations on inconsistencies with regard to the payment of overtime;
- Further discussions about the outcome of the legal pay and grading review;
- Further discussions about the NCPB arrangements to include a review of the NCPB system prior to the 2009 pay award, which will need to take into consideration the impact devolution would have on these arrangements;
- Further discussions about the transfer of people to the new devolved department to include how to assimilate staff and how to protect existing staff; and
- A comprehensive review of prison service allowances which will take into consideration the work carried out by people in general service grades employed in prison establishments and the circumstances and environment in which they are undertaken.

We will be writing to the unions separately in relation to these re-opening clauses to agree the terms of reference and timetables for their conclusion.

## Further information

I have added below some frequently asked questions. If you require any further information about the contents of this note, please contact me (028 905 28542), Mairaid McMahon (028 905 28520), or Sheila Ward (028 905 28585).

**Chris Flatt**

**Head of Pay and Personnel Policy**

## 2006 – Year 1

A	B1	B2	C	ASO	D1	D2	
35,800	26,980	21,816	16,344	1	14,180	13,138	12,040
36,794	27,654	22,347	16,802	2	14,665	13,411	12,254
37,788	28,328	22,878	17,260	3	15,150	13,684	12,468
38,782	29,002	23,409	17,718	4	15,635	13,957	12,682
39,776	29,676	23,940	18,176	5	16,120	14,230	12,896
40,770	30,350	24,471	18,634	6	16,605	14,503	13,110
41,764	31,024	25,002	19,092	7	17,090	14,776	13,324
42,758	31,698	25,533	19,550	8	17,575	15,049	13,538
43,752	32,372	26,064	20,008	9	18,060	15,322	13,752
44,746	33,046	26,595	20,466	10	18,545	15,595	13,966
45,740	33,720	27,126	20,924	11	19,030	15,868	14,180
46,734	34,394	27,657	21,382	12	19,515	16,141	
47,728	35,068	28,188	21,840	13	20,000	16,414	
48,722	35,742	28,719	22,298	14	20,485		
49,716	36,416	29,250	22,756	15	20,970		
50,710	37,090		23,214	16	21,455		
51,704			23,672	17	21,940		
52,698			24,130	18	22,425		
			24,588	19			
			25,046	20			

## 2007 – Year 2

A	B1	B2	C	ASO	D1	D2	
37,923	28,649	23,016	17,043	1	14,639	14,063	12,615
38,913	29,316	23,589	17,544	2	15,153	14,400	12,880
39,903	29,983	24,162	18,045	3	15,667	14,737	13,145
40,893	30,650	24,735	18,546	4	16,181	15,074	13,410
41,883	31,317	25,308	19,047	5	16,695	15,411	13,675
42,873	31,984	25,881	19,548	6	17,209	15,748	13,940
43,863	32,651	26,454	20,049	7	17,723	16,085	14,205
44,853	33,318	27,027	20,550	8	18,237	16,422	14,470
45,843	33,985	27,600	21,051	9	18,751	16,759	
46,833	34,652	28,173	21,552	10	19,265		
47,823	35,319	28,746	22,053	11	19,779		
48,813	35,986	29,319	22,554	12	20,293		
49,803	36,653	29,892	23,055	13	20,807		
50,793	37,320		23,556	14	21,321		
51,783	37,987		24,057	15	21,835		
52,773			24,558	16	22,349		
53,763			25,059	17	22,863		
			25,560	18			



2008 - Year 3

A	B1	B2	C	ASO	D1	D2
39,823	30,142	24,089	17,668	15,049	14,890	13,130
40,824	30,871	24,674	18,194	15,601	15,206	13,401
41,825	31,600	25,259	18,720	16,153	15,522	13,672
42,826	32,329	25,844	19,246	16,705	15,838	13,943
43,827	33,058	26,429	19,772	17,257	16,154	14,214
44,828	33,787	27,014	20,298	17,809	16,470	14,485
45,829	34,516	27,599	20,824	18,361	16,786	14,756
46,830	35,245	28,184	21,350	18,913	17,099	
47,831	35,974	28,769	21,876	19,465		
48,832	36,703	29,354	22,402	20,017		
49,833	37,432	29,939	22,928	20,569		
50,834	38,161	30,520	23,454	21,121		
51,835	38,893		23,980	21,673		
52,836			24,506	22,225		
53,837			25,032	22,777		
54,838			25,558	23,329		
			26,086			

Trainee Forensic Psychologist Payscale

C scale	2.50%
17,668	18,109.70
18,194	18,648.85
18,720	19,188
19,246	19,727
19,772	20,266
20,298	20,805
20,824	21,345
21,350	21,884
21,876	22,423
22,402	22,962
22,928	23,501
23,454	24,040
23,980	24,580
24,506	25,119
25,032	25,658
25,558	26,197
26,086	26,738

Annex 2

Grade A

2005 pt	2005 Salary	2006 Salary	2007 Salary	2008 Salary	Yr 1 %	Yr 2 %	Yr 3%	Overall
6-11	34,124 - 35,750	36,794	38,913	40,824	2.9 - 7.8	5.8	4.9	14.2 - 19.6
12-14	36,075 - 36,724	37,788	38,913	40,824	2.9 - 4.7	3.0	4.9	11.2 - 13.2
15-17	37,049 - 37,699	38,782	39,903	41,825	2.9 - 4.7	2.9	4.8	10.9 - 12.9
18-20	38,025 - 38,674	39,776	40,893	42,826	2.8 - 4.6	2.8	4.7	10.7 - 12.6
21-23	38,999 - 39,649	40,770	41,883	43,827	2.8 - 4.5	2.7	4.6	10.5 - 12.4
24-26	39,974 - 40,624	41,764	42,873	44,828	2.8 - 4.5	2.7	4.6	10.3 - 21.1
27-29	40,949 - 41,599	42,758	43,863	45,829	2.8 - 4.4	2.6	4.5	10.2 - 11.9
30-32	41,924 - 42,574	43,752	44,853	46,830	2.8 - 4.4	2.5	4.4	10.0 - 11.7
33-35	42,899 - 43,549	44,746	45,843	47,831	2.7 - 4.3	2.5	4.3	9.8 - 11.5
36-38	43,874 - 44,524	45,740	46,833	48,832	2.7 - 4.3	2.4	4.3	9.7 - 11.3
39-41	44,849 - 45,499	46,734	47,823	48,832	2.7 - 4.2	2.3	2.1	7.3 - 8.9
42-44	45,824 - 46,474	47,728	48,813	49,833	2.7 - 4.2	2.3	2.1	7.2 - 8.7
45-47	46,799 - 47,449	48,722	49,803	50,834	2.7 - 4.1	2.2	2.1	7.1 - 8.6
48-50	47,774 - 48,424	49,716	50,793	51,835	2.7 - 4.1	2.2	2.1	7.0 - 8.5
51-53	48,749 - 49,399	50,710	51,783	52,836	2.7 - 4.0	2.1	2.0	7.0 - 8.4
54-57	49,724 - 50,698	51,704	52,773	53,837	2.0 - 4.0	2.1	2.0	6.2 - 8.3
58-60	51,024 - 51,674	52,698	53,763	54,838	2.0 - 3.3	2.0	2.0	6.1 - 7.5

**Grade B1**

2005 pt	2005 Salary	2006 Salary	2007 Salary	2008 Salary	Yr 1 %	Yr 2 %	Yr 3%	Overall
6-11	25,663 - 26,885	27,654	29,316	30,871	2.9 - 7.8	6.0	5.3	14.8 - 20.3
12-14	27,128 - 27,618	28,328	29,316	30,871	2.6 - 4.4	3.5	5.3	11.8 - 13.8
15-16	27,862 - 28,107	29,002	29,983	30,871	3.2 - 4.1	3.4	3.0	9.8 - 10.8
17-19	28,351 - 28,840	29,676	30,650	31,600	2.9 - 4.7	3.3	3.1	9.6 - 11.5
20-22	29,084 - 29,573	30,350	31,317	32,329	2.6 - 4.4	3.2	3.2	9.3 - 11.2
23-25	29,817 - 30,306	31,024	31,984	33,058	2.4 - 4.0	3.1	3.4	9.1 - 10.9
26-27	30,550 - 30,795	31,698	32,651	33,787	2.9 - 3.8	3.0	3.5	9.7 - 10.6
28-30	31,039 - 31,528	32,372	33,318	34,516	2.7 - 4.3	2.9	3.6	9.5 - 11.2
31-33	31,772 - 32,262	33,046	33,985	35,245	2.4 - 4.0	2.8	3.7	9.2 - 10.9
34-36	32,505 - 32,995	33,720	34,652	35,974	2.2 - 3.7	2.8	3.8	9.0 - 10.7
37-38	33,239 - 33,483	34,394	35,319	36,703	2.7 - 3.5	2.7	3.9	9.6 - 10.4
39-41	33,727 - 34,217	35,068	35,986	37,432	2.5 - 4.0	2.6	4.0	9.4 - 11.0
42-44	34,461 - 34,950	35,742	36,653	37,432	2.3 - 3.7	2.5	2.1	7.1 - 8.6
45-47	35,194 - 35,683	36,416	37,320	38,161	2.1 - 3.5	2.5	2.3	6.9 - 8.4
48-49	35,927 - 36,172	37,090	37,987	38,893	2.5 - 3.2	2.4	2.4	7.5 - 8.2

**Grade B2**

2005 pt	2005 Salary	2006 Salary	2007 Salary	2008 Salary	Yr 1 %	Yr 2 %	Yr 3 %	Overall
6-10	20,869 – 21,664	22,347	23,589	24,674	3.2 – 7.1	5.6	4.6	13.9 – 18.2
11-13	21,863 – 22,261	22,878	23,589	24,674	2.8 – 4.6	3.1	4.6	10.8 – 12.9
14-16	22,459 – 22,857	23,409	24,162	25,259	2.4 – 4.2	3.2	4.5	10.5 – 12.5
17-18	23,056 – 23,254	23,940	24,735	25,844	3.0 – 3.8	3.3	4.5	11.1 – 12.1
19-21	23,453 – 23,851	24,471	25,308	26,429	2.6 – 4.3	3.4	4.4	10.8 – 12.7
22-24	24,049 – 24,447	25,002	25,881	27,014	2.3 – 4.0	3.5	4.4	10.5 – 12.3
25-26	24,646 – 24,844	25,533	26,454	27,599	2.8 – 3.6	3.6	4.3	11.1 – 12.0
27-29	25,043 – 25,441	26,064	27,027	28,184	2.4 – 4.1	3.7	4.3	10.8 – 12.5
30-32	25,639 – 26,037	26,595	27,600	28,769	2.1 – 3.7	3.8	4.2	10.5 – 12.2
33-34	26,236 – 26,435	27,126	28,173	28,769	2.6 – 3.4	3.9	2.1	8.8 – 9.7
35-37	26,633 – 27,031	27,657	28,746	29,354	2.3 – 3.8	3.9	2.1	8.6 – 10.2
38-40	27,230 – 27,627	28,188	29,319	29,939	2.0 – 3.5	4.0	2.1	8.4 – 9.9
41-42	27,826 – 28,025	28,719	29,319	29,939	2.5 – 3.2	2.1	2.1	6.8 – 7.6
43-45	28,223 – 28,620	29,250	29,892	30,520	2.2 – 3.6	2.2	2.1	6.7 – 8.2

16802, 1 Step - 17,260, 17544.

**Grade C**

2005 pt	2005 Salary	2006 Salary	2007 Salary	2008 Salary	Yr 1 %	Yr 2 %	Yr 3%	Overall
6-9	15,792 - 16,243	16,802	17,544	18,194	3.4 - 6.4	4.4	3.7	12.0-15.2
10-12	16,394 - 16,694	17,260	18,045	18,720	3.4 - 5.3	4.5	3.7	12.1-14.2
13-15	16,845 - 17,145	17,718	18,546	19,246	3.3 - 5.2	4.7	3.8	12.3-14.3
16-18	17,296 - 17,597	18,176	19,047	19,772	3.3 - 5.1	4.8	3.8	12.4-14.3
19-21	17,747 - 18,048	18,634	19,548	20,298	3.2 - 5.0	4.9	3.8	12.5-14.4
22-24	18,198 - 18,499	19,092	20,049	20,824	3.2 - 4.9	5.0	3.9	12.6-14.4
25-27	18,649 - 18,950	19,550	20,550	21,350	3.2 - 4.8	5.1	3.9	12.7-14.5
28-30	19,101 - 19,401	20,008	20,550	21,350	3.1 - 4.7	2.7	3.9	10.0-11.8
31-34	19,552 - 20,003	20,466	21,051	21,876	2.3 - 4.7	2.9	3.9	9.4-11.9
35-37	20,153 - 20,454	20,924	21,552	22,402	2.3 - 3.8	3.0	3.9	9.5-11.2
38-40	20,604 - 20,905	21,382	22,053	22,928	2.3 - 3.8	3.1	4.0	9.7-11.3
41-43	21,056 - 21,356	21,840	22,554	23,454	2.3 - 3.7	3.3	4.0	9.8-11.4
44-46	21,507 - 21,808	22,298	23,055	23,980	2.2 - 3.7	3.4	4.0	10.0-11.5
47-49	21,958 - 22,259	22,756	23,556	24,506	2.2 - 3.6	3.5	4.0	10.1-11.6
50-52	22,409 - 22,711	23,214	24,057	25,032	2.2 - 3.6	3.6	4.1	10.2-11.7
53-55	22,861 - 23,162	23,672	24,558	25,558	2.2 - 3.5	3.7	4.1	10.3-11.8
56-58	23,312 - 23,613	24,130	25,059	26,086	2.2 - 3.5	3.8	4.1	10.5-11.9
59-61	23,764 - 24,064	24,588	25,560	26,086	2.2 - 3.5	4.0	2.1	8.4-9.8
62-64	24,215 - 24,516	25,046	25,560	26,086	2.2 - 3.4	2.1	2.1	6.4-7.7

**Grade ASO**

2005 pt	2005 Salary	2006 Salary	2007 Salary	2008 Salary	Yr 1 %	Yr 2 %	Yr 3%	Overall
6-8	13,818 - 14,082	14665	15,667	16,705	4.1 - 6.1	6.8	6.6	18.6-20.9
9-12	14,213 - 14,608	15150	15,667	16,705	3.7 - 6.6	3.4	6.6	14.4-17.5
13-16	14,739 - 15,134	15635	16,181	17,257	3.3 - 6.1	3.5	6.6	14.0-17.1
17-19	15,266 - 15,529	16120	16,695	17,257	3.8 - 5.6	3.6	3.4	11.1-13.0
20-23	15,661 - 16,056	16605	17,209	17,809	3.4 - 6.0	3.6	3.5	10.9-13.7
24-27	16,187 - 16,582	17090	17,723	18,361	3.1 - 5.6	3.7	3.6	10.7-13.4
28-30	16,713 - 16,977	17575	18,237	18,913	3.5 - 5.2	3.8	3.7	11.4-13.2
31-34	17,108 - 17,503	18060	18,751	19,465	3.2 - 5.6	3.8	3.8	11.2-13.8
35-38	17,635 - 18,030	18545	19,265	20,017	2.9 - 5.2	3.9	3.9	11.0-13.5
39-41	18,161 - 18,424	19030	19,779	20,569	3.3 - 4.8	3.9	3.9	11.6-13.3
42-45	18,556 - 18,950	19515	20,293	21,121	3.0 - 5.2	4.0	4.0	11.5-13.8
46-49	19,082 - 19,477	20000	20,807	21,673	2.7 - 4.8	4.0	4.0	11.3-13.6
50-52	19,609 - 19,872	20485	21,321	22,225	3.1 - 4.5	4.1	4.1	11.8-13.3
53-56	20,004 - 20,398	20970	21,835	22,777	2.8 - 4.8	4.1	4.1	11.7-13.9
57-60	20,530 - 20,924	21455	22,349	23,329	2.5 - 4.5	4.2	4.2	11.5-13.6
61-64	21,057 - 21,451	21940	22,863	23,329	2.3 - 4.2	4.2	4.2	8.8-10.8
65-67	21,583 - 21,846	22425	22,863	23,329	2.7 - 3.9	2.0	2.0	6.8-8.1
68	21,977	22425	22,863	23,329	2.0	2.0	2.0	6.0

**Grade D1**

2005 pt	2005 Salary	2006 Salary	2007 Salary	2008 Salary	Yr 1 %	Yr 2 %	Yr 3%	Overall
6-12	12,408 - 13,118	13,411	14,400	15,206	2.2 - 8.1	7.4	5.6	15.9-22.5
13-14	13,235 - 13,354	13,684	14,400	15,206	2.5 - 3.4	5.2	5.6	13.9-14.9
15-16	13,472 - 13,590	13,957	14,400	15,206	2.7 - 3.6	3.2	5.6	11.9-12.9
17-19	13,709 - 13,945	14,230	14,737	15,206	2.0 - 3.8	3.6	3.2	9.0-10.9
20-21	14,063 - 14,181	14,503	15,074	15,522	2.3 - 3.1	3.9	3.0	9.5-10.4
22-23	14,299 - 14,417	14,776	15,411	15,838	2.5 - 3.3	4.3	2.8	9.9-10.8
24-26	14,536 - 14,772	15,049	15,411	15,838	1.9 - 3.5	2.4	2.8	7.2-9.0
27-28	14,891 - 15,008	15,322	15,748	16,154	2.1 - 2.9	2.8	2.6	7.6-8.5
29-30	15,126 - 15,245	15,595	16,085	16,470	2.3 - 3.1	3.1	2.4	8.0-8.9
31-32	15,363 - 15,481	15,868	16,422	16,786	2.5 - 3.3	3.5	2.2	8.4-9.3
33-35	15,599 - 15,836	16,141	16,759	17,099	1.9 - 3.5	3.8	2.0	8.0-9.6
36-37	15,953 - 16,071	16,414	16,759	17,099	2.1 - 2.9	2.1	2.0	6.4-7.2

**Grade D2**

2005 pt	2005 Salary	2006 Salary	2007 Salary	2008 Salary	Yr 1 %	Yr 2 %	Yr 3%	Overall
6-10	11,586 - 12,028	12,254	12,880	13,401	1.9 - 5.8	5.1	4.0	11.4-15.7
11-12	12,138 - 12,249	12,468	12,880	13,401	1.8 - 2.7	3.3	4.0	9.4-10.4
13	12,359	12,682	13,145	13,672	2.6	3.7	4.0	10.6
14-15	12,469 - 12,580	12,896	13,410	13,943	2.5 - 3.4	4.0	4.0	10.8-11.8
16-17	12,690 - 12,800	13,110	13,410	13,943	2.4 - 3.3	2.3	4.0	8.9 - 9.9
18-19	12,910 - 13,021	13,324	13,675	14,214	2.3 - 3.2	2.6	3.9	9.2- 10.1
20-21	13,131 - 13,241	13,538	13,940	14,214	2.2 - 3.1	3.0	2.0	7.3 - 8.2
22-23	13,352 - 13,462	13,752	14,205	14,485	2.2 - 3.0	3.3	2.0	7.6 - 8.5
24-25	13,572 - 13,682	13,966	14,420	14,756	2.1 - 2.9	3.6	2.0	7.8 - 8.7
26-27	13,794 - 13,904	14,180	14,420	14,756	2.0 - 2.8	2.0	2.0	6.1 - 7.0



## **Frequently asked questions**

### **What if I have not had my report yet?**

Speak to your line manager immediately. The reports used to calculate awards are those for the report year ending 31 March prior to the settlement date. If your report has not been returned, we cannot pay any increase that is due.

### **Are new entrants during the reporting year eligible for the pay award?**

New entrants are eligible if you have been in post for a period of more than 3 months of the reporting year (that is appointed before 1 January during the reporting year) and have a satisfactory performance rating.

Where a person employed on a casual or fixed term basis is made permanent at any grade, their previous service should count as continuous service provided there is no break in service. A break in service is defined as a period of at least one week.

If you have been appointed on or after 1 January during the reporting year you will not be eligible for progression, however you will be entitled to receive the benefit of any increase of that spine step. If you started on the minimum of the old pay scale, you will move to the minimum of the new pay scale. However, if you started above the minimum, you will be moved to the nearest step on the new pay scale.

### **What about people on statutory maternity leave or sick leave absence on full or half rate of pay?**

For pay progression purposes where you were absent for part of the reporting year due to statutory maternity leave or sick absence on full or half rate of pay you will be awarded a performance rating based on that part of the year when you were in attendance.

If you were on statutory maternity leave or sick absence (except at pension rate) for part of the reporting year, you will be eligible for the full pay award.

If you have been on sick absence for the full reporting period and there is no period of attendance on which performance can be assessed, we will assume a satisfactory rating, provided your immediately preceding report rating is satisfactory, and the pay award will be applied accordingly.

If your immediately preceding report marking is unsatisfactory, you will not receive a pay increase.

**What about people on career breaks?**

People returning from a career break will receive a notional satisfactory rating and pay awards will be applied accordingly.

**What about people on sick absence at pension rate of pay (PROP) and unpaid sick absence?**

If you have been on PROP or unpaid sick absence for a total of 274 days or more, you will not be eligible for a one step pay uplift. However you will move across to the nearest step on the new pay scale. If you have been on PROP for a period of less than 274 days of the reporting period, you will be eligible to receive a one step pay uplift at 1 August (subject to satisfactory performance).

**What if I am on unpaid leave? (Including unpaid maternity leave following statutory maternity leave)**

If you have been on unpaid leave for a total of 274 days or more of the reporting period, you will not be eligible for a one step pay uplift. You will move across to the nearest point on the new pay scale.

If you have been on unpaid leave for less than 274 days of the reporting period, you will be eligible to receive a one point pay uplift at 1 August (subject to satisfactory performance).

**What about people on mark-time pay?**

If you are on mark-time pay, your pay will be progressed eroding the mark time element.

**What about people employed on a temporary contract?**

As a temporary/casual member of staff you will have your existing salary increased to the new pay scale minimum of your grade. However if you have been in post prior to 1 January of the reporting year and are still in post on the settlement date, and have a satisfactory performance rating, you may be entitled to a one step pay uplift.

**What about people who were promoted during the reporting year?**

If you have 3 months service or less in the higher grade during the reporting year or promoted after 1 April (that is if you were promoted on or after 1 January of the reporting year), you will not be eligible for a pay uplift at the higher grade. The annual pay award will instead be based on the lower grade pay scale as you will have served in the lower grade for nine months or more of the reporting period.

Your lower grade pay point at the time of promotion should be established and, if a satisfactory performer, a one step uplift should be applied, your pay on promotion should then be recalculated using the pay on promotion terms and you will be moved across to the appropriate step on the new higher grade scale at 1 August.

If you have more than 3 months service (which includes periods of temporary promotion) in the higher grade during the reporting year (that is promoted before 1 January of the reporting year) and have a satisfactory rating in the higher grade, your performance award should be made on the higher grade pay scale. You should move up one step on the higher grade pay scale.

**What about people who are on temporary promotion on the settlement date?**

If you have been on temporary promotion during the reporting year you will receive a pay award in the higher grade and scale only if the period of temporary promotion was more than 3 months of the reporting period and if you are still on temporary promotion to the higher grade at the pay award date - 1 August.

If you have reverted to your substantive grade by 1 August then this is the grade and scale that is applicable at the pay award date.

When establishing if you have been on temporary promotion for more than 3 months service at the higher grade, all periods of temporary promotion during the reporting year should be taken into account even if there is a break in between.

If you have been on temporary promotion during the reporting year for 3 months service or less at the higher grade during that period and you are also on temporary promotion at the 1 August pay award date, your salary should be increased, based on the substantive grade salary, by one step and then pay on promotion terms will be reapplied.

If you were on temporary promotion during the reporting year for more than 3 months service at the higher grade during this period and you are also on temporary promotion at the pay award date of 1 August, then you should receive your pay award on the higher grade pay scale; that is you should move up the higher grade pay scale by one step (if a satisfactory performer).

**What about people who have worked overtime etc?**

As the pay award is being backdated to 1 August, deputising and overtime rates etc will all be recalculated to take account of the increase, and arrears paid.

**What if I received an unsatisfactory rating?**

If you have received an unsatisfactory performance appraisal rating you are not eligible for a one step progression uplift. You will therefore remain on your existing step. However if you are on the minimum of the old pay scale you will move to the minimum of the new pay scale.

**What if I transfer between NIO and another department?**

Where someone transfers between NIO and another department during the reporting year their pay award will be that of the department in which they have spent the majority of the reporting year. In the event of an even split - that is a transfer with effect from 1 October, the person will receive the pay award of the department into which they have transferred.

**Can the pay deal be reopened?**

Although this is a three-year pay deal covering the period to 31 July 2009, Management and Trade Union Sides have agreed that they will meet on a number of pay related issues during this period. This could result in a request to Treasury to re-open the terms of the settlement, but there are no guarantees that such a request would be acceded to, and therefore there should not be an expectation that the terms of the settlement might be varied in future.