

**Central Personnel Group
Pay and Development Division**

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CSC 07/05

TO: ALL DEPARTMENTS AND AGENCIES (EXCLUDING NIO PAY GROUP)

**PAY OF ALL NON-INDUSTRIAL STAFF BELOW THE SENIOR CIVIL SERVICE
1 AUGUST 2005**

Introduction

1. This circular reflects the detail of the 2005 pay award. It applies to all non-industrial staff below the Senior Civil Service except those staff in the Northern Ireland Office pay group. While the award does not apply directly to staff in the Social Security Agency and Child Support Agency, those Agencies have decided to mirror the NICS award.
2. The terms of this circular have not been agreed with the Trade Union Side of the Central Whitley Council (NI).

Terms of the Award

3. The overall package, which rewards staff for the reporting year 1 April 2004 to 31 March 2005 and is payable from the settlement date 1 August 2005, is worth an earnings growth of 3.49%. The pay award also includes 0.76% in respect of non-consolidated bonuses, giving an overall value of 4.25%.
4. The elements within the award are as follows:
 - (a) A one point increase for all eligible satisfactory or better performers (i.e. box 1, 2 or 3) who are below the maximum of their pay scale;

- (b) The majority of pay scales will have the minimum point removed;
- (c) The majority of pay scales will have an additional point created 2.48% above the current maxima;
- (d) The Cleaner, Support Grade Band 1 (trainee) and O Level Trainee minima will be increased to the new minimum of the Administrative Assistant scale, whilst the maxima will be increased by 2.48%;
- (e) The points of the Graduate Trainee pay scale and the remaining points on the O Level Trainee payscale will be increased by 2.48%;
- (f) An increase of 0.2% on all pay points on all pay scales; and
- (g) Box 2 performers will receive an additional non-consolidated bonus of £200 and Box 1 performers will receive an additional non-consolidated bonus of £400.

Sequencing of the Award

5. The sequence for implementing the award is as follows:

- The additional pay points 2.48% above the current maxima will be created.
- All eligible fully satisfactory or better performers (i.e. box 1, 2 or 3) will be awarded a one-point increase.
- The minimum pay points on pay scales will be removed.
- The increases to the Cleaner, Support Grade Band 1 (trainee) and O Level Trainee and Graduate Trainee pay scales.
- All pay points will be increased by 0.2%.

Revised pay scales for 2005 are shown at Annex 1. To enable staff to calculate their own award some worked examples are shown at Annex 2.

Staff working in London

6. The rate of Local Pay Additions (LPAs) currently in payment remains unchanged. If an officer transfers out of the London area at the behest of management, the officer may retain the London rate of pay on a mark time basis. If, however, the transfer is of a voluntary nature the officer will lose the

London rate and will assimilate to the corresponding point on the general NICS pay scale.

Secretarial, Accountancy and ADP allowances

7. The rates of accountancy, ADP allowances and proficiency payments and skills supplements remain unchanged and are set out in Annexes 3, 4 and 5.

Controlled Fringe Bodies

8. Any fringe body which has introduced the new NICS pay arrangements and whose sponsor Department controls rates of pay may apply the terms of this circular, subject to the normal requirements of any procedural agreement, to staff whose pay customarily follows Civil Service pay.

Enquiries

9. Any enquiries about the content or application of the terms of this circular should be addressed to Departmental Establishment/Personnel Branches (NICS Code Paragraph 1029 refers).

A handwritten signature in blue ink, appearing to read 'Keith Jagelman', is positioned above the typed name.

KEITH JAGELMAN
Pay and Grading Unit

2005 Pay Award

HOW TO CALCULATE YOUR ANNUAL PAY INCREASE

GENERAL

1. Under the pay award the majority of pay scales will have their minima removed (see CSC paragraph 4b). On those scales where the scale minimum will be removed, then Point 2 on the 2004 scale will become the new Minimum 1 on the 2005 scale; Point 3 on the 2004 scale will become Point 2 on the 2005 scale and so on (with a 0.2% increase in the value of each point to take account of the increase in value of pay points).
2. On those scales where the minimum will be removed, staff appointed on or after 1 October 2004 on the minimum of the 2004 pay scales will move automatically to Minimum 1 on the 2005 scale with effect from 1 August 2005.
3. On those pay scales where the minimum will not be removed, the 2004 Minimum will remain Minimum 1 of the 2005 pay scale; Point 2 on the 2004 scale will remain Point 2 of the 2005 scale, and so on (with the agreed increases in the value of each point to take account of increase to rates of pay).
4. Examples of how to calculate your annual pay award are set out below. These examples assume you were in post at your existing grade for more than 6 months at 31 March 2005.

Example 2: Administrative Officer – Satisfactory Performer (Box 1, 2, 3)

Pay scale minimum **has been removed** see paragraph 2 above.

2004 AO Pay scale	
Point	£
Max	15,691
8	15,341
7	14,998
6	14,500
5	14,017
4	13,552
3	12,953
2	12,244
Min 1	11,572

2005 AO Pay scale	
Point	£
Max	16,112
8	15,722
7	15,372
6	15,028
5	14,529
4	14,045
3	13,579
2	12,979
Min 1	12,268

New point

2004 Min removed

An AO on Point 4 of the AO scale at 31 July 2005 with a satisfactory performance mark - **£13,552** moves on progression to Point 4 on the 2005 AO scale - **£14,045**.

Difference between salary at 31 July and new salary is **£14,045 - £13,552 = £493 - i.e. 3.6%**

**Plus non-consolidated bonus £200 for Box 2
 £400 for Box 1**

Example 3: Professional and Technical Officer - Satisfactory Performer (Box 1, 2, 3)

Pay scale minimum **has been removed** see paragraph 2 above.

2004 PTO Pay scale	
Point	£
Max	23,938
12	23,246
11	22,573
10	21,918
9	21,280
8	20,665
7	20,065
6	19,105
5	18,192
4	17,323
3	16,489
2	15,672
Min 1	14,859

2005 PTO Pay scale	
Point	£
Max	24,581
12	23,986
11	23,292
10	22,618
9	21,962
8	21,323
7	20,706
6	20,105
5	19,143
4	18,228
3	17,358
2	16,522
Min 1	15,703

New point

2004 Min removed

If the minimum of your pay scale has not been removed

Step 1 Establish your current salary

Step 2 If you are below the maximum of the pay scale and your performance has been assessed as Box 3 or better, your one point progression will take you to a point which on the 2005 scale is 1 numerical point above your existing 2004 point.

Subject to eligibility, if you are a Box 1 or Box 2 performer you will also receive a non-consolidated performance bonus as set out below:

Box 1 £400

Box 2 £200

Example 4: 'O' Level Trainee - Satisfactory Performer (Box 1, 2, 3)

Pay scale minimum **has not been removed** (see paragraph 3 above).

2004 O Level Trainee Pay scale	
Point	£
Max	14,026
3	12,401
2	11,421
Min 1	10,816

2004 O Level Trainee Pay scale	
Point	£
Max	14,403
3	12,734
2	11,728
Min 1	11,209

An 'O' Level Trainee on Point Min 1 of the 'O' Level Trainee scale at 31 July 2005 with a satisfactory performance mark - **£10,816** moves on progression to Point 2 on the 2005 'O' Level Trainee scale - **£11,728**.

Difference between salary at 31 March and new salary is **£11,728 – £10,816 = £912**
i.e. 8.4%

Plus non-consolidated bonus

£200 for Box 2
£400 for Box 1

ACCOUNTANCY ALLOWANCES FOR EOII, EOI AND STAFF OFFICER

Allowances for partly qualified accountants - 1.4.95

£616

Accountancy Body	Allowance Payable		Fully Qualified Rates*
	£616	Additional £616	
Chartered Institute of Management Accountants	Foundation	Intermediate	Final
Institute of Chartered Accountants:			
England, Wales or Scotland	Foundation ** Education	Professional Stage	Advanced Stage
Ireland	Foundation ** Education	Professional Two Examination	Final Admitting Examination
Association of Chartered Certified Accountants	Part 1	Part 2	Part 3
Chartered Institute of Public Finance and Accountancy	Certificate Level	Diploma Level	Final Test

* With effect from 1.10.89 the final stage accountancy allowance for EOII, EOIs and SOs was subsumed into separate scales. This was authorised by CSC 26/91 dated 7 June 1991. Staff who enter an accountancy grade pay band will have their pay determined by moving from their existing generalist grade pay point to the equivalent pay point on the relevant accountancy scale.

** In order to be eligible to sit the professional stage examination students must satisfy the Institute that they meet the Foundation Education requirements; they must be registered with the Institute; and they must meet the minimum educational standard and other eligibility requirements for entering a training contract.

Providing these conditions are met, this stage of the allowance is payable from the latest date on which a candidate can register for the professional stage examinations; i.e. three months before the first day of the month in which the examination takes place.

AUTOMATIC DATA PROCESSING ALLOWANCES

Officers who have been certified by reporting and countersigning officers to have attained an appropriate standard of competence and who have the necessary qualifying service or experience will be paid allowances at the following rates:-

Grade		1 April 1994
		£
Assistant Programmer	on being graded as Assistant Programmer	1,753 pa
Programmer	after one year on qualifying duties	1,497 pa
	(after 2 years on qualifying duties)	1,465 pa
	(Obsol Rate)	
	after 3 years on qualifying duties	2,994 pa*
Programmer/ Analyst	after one year on qualifying duties	1,497 pa
	after 2 years on qualifying duties	2,994 pa
Systems Analyst	after one year on qualifying duties	1,497 pa
	after 2 years on qualifying duties	2,994 pa
Administrative Assistant		1,753 pa
Administrative Officer		1,753 pa
EOII	after one year on qualifying duties	1,497 pa
	after 3 years on qualifying duties	2,994 pa*
EOI	after one year on qualifying duties	1,497 pa
	after 2 years on qualifying duties	2,994 pa
SO	after one year on qualifying duties	1,497 pa
	after 2 years on qualifying duties	2,994 pa

* payment of the increased rate of allowance to Programmers or EOII's after 3 years on qualifying duties may be recommended by the Head of Branch/ Division if he/she is satisfied that the officer's performance is above the normal requirements for the grade.

PROFICIENCY ALLOWANCES

Typists and Personal Secretaries	1.4.94
	£
Proficiency Class C	404
Proficiency Class B	602
Proficiency Class A	902

In each case the higher level of proficiency payment subsumes a lower level payment for the same skill. In addition to a typing proficiency an officer can only hold one other proficiency.

SKILL SUPPLEMENTS:

Lower Rate Skill Supplement	540
Higher Rate Skill Supplement	1,083
Phototypesetting and Composing Supplement	1,701