

8.15 ICT Allowance

This policy sets out the rules for payment of an Information and Communications (ICT) allowance to staff in NICS Departments from 1 October 2005, replacing the Automatic Data Processing (ADP) Allowance.

- Section 2 Eligibility sets out the terms for eligibility for the allowance, in other words who is entitled and under what conditions
- Section 4 Rates and Status of ICT Allowance gives information about the rates of ICT Allowance
- Section 5 Treatment of ICT Allowance on Promotion explains what happens to your ICT Allowance when you are promoted.
- Section 7 Mechanism for Review describes how frequently the allowance is reviewed.

The following terms within this policy are defined in the glossary:

There are currently no terms within this policy defined in the glossary.

You may also be interested in the following policies:

There are currently no related policies.

This policy is version 2.0

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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CONTENTS

1	Introduction	3
2	Eligibility	3
3	Payment of Automatic Data Processing Allowance.....	4
4	Rates and Status of ICT Allowance.....	4
5	Treatment of ICT Allowance on Promotion.....	5
6	Treatment of Senior Systems Analysts who are on Mark Time Arrangements	5
7	Mechanism for Review.....	5
8	Enquiries.....	6
	ANNEX 1	7
	Template for the Business Case for paying the ICT Allowance to ICT Level 7s (Grade 7 equivalent) and ICT Level 8s (Grade 6 equivalent)	7
	ANNEX 2	11
	ICT Allowance – Rates Payable from 1 October 2005	11

8.15 ICT ALLOWANCE

1 Introduction

1.1 This policy in the HR Handbook sets out the rules for payment of an Information and Communications (ICT) allowance to staff in NICS Departments from 1 October 2005, replacing the Automatic Data Processing (ADP) Allowance from that date.

1.2 The purpose of the ICT allowance is to recognise the skills and competences that are required of and exercised by staff in the ICT discipline and reflect the need to have ICT skills available in order to meet service requirements for ICT availability outside normal office hours if required (the current NICS on-call arrangements would continue to apply).

2 Eligibility

2.1 The ICT Allowance is paid exclusively to staff occupying posts within the ICT discipline and require the postholder to exercise particular ICT skills and competences as an integral feature of the job.

2.2 The allowance is payable to all eligible staff occupying ICT posts in the ICT discipline at the following levels –

- ICT Level 2 (Technician)
- ICT Level 3 (Programmer)
- ICT Level 4 (Programmer Analyst)
- ICT level 5 (Systems Analyst)
- ICT Level 6 (Senior Systems Analyst)
- ICT Level 7 (Grade 7) *
- ICT Level 8 (Grade 6) *

* On approval of a business case

2.3 ICT Level 7 and 8 posts are not automatically eligible for the allowance. Payment of the ICT Allowance at these levels should be considered on an individual basis and will be conditional on the acceptance of a justifiable business case which has been agreed and counter-signed by the Grade 5 responsible for the post. A template form for the completion of a business case for ICT Level 7 and 8 is attached at Annex 1.

2.4 The ICT HR Management Board oversees the ICT Allowance award process for ICT Level 7 and 8 posts, and is responsible for ensuring that the eligibility criteria are being applied consistently across Departments.

2.5 Information Systems (IS) Personnel will inform the Grade 5 responsible for the post of the decision of the ICT HR Management Board in respect of the eligibility of ICT level 7 and 8 posts for ICT allowance. IS Personnel will also notify the Departmental Personnel Branch to arrange payment if successful. Payment of the ICT Allowance at this level will be subject to review should there be any changes to the post. IS Personnel will maintain a record of the number of posts for which the ICT Allowance is being paid at ICT Levels 7 & 8.

3 Payment of Automatic Data Processing Allowance

3.1 Payment of ADP Allowance to all ICT grade staff ceased from the date of the introduction of the ICT Allowance.

3.2 General Service posts that were previously eligible for ADP allowance will be reviewed as quickly as possible after the introduction of the ICT allowance to determine if they should more appropriately be re-classified as ICT posts. Departments should undertake these reviews in consultation with Departmental Trade Union Side. Management shall use its best endeavours to complete this work within 12 months of the introduction of the ICT allowance, subject to the availability of the necessary resources. Departmental Management Services Units or Heads of ISU should be the first points of contact for advice in this area.

3.3 If the outcome of the review is that the post should not be re-graded as an ICT post, but should remain a General Service post, then the post will not be eligible for receipt of an ICT allowance. As post holder you will retain your existing ADP allowance on a mark time basis from the date the outcome of the review of the post is determined.

3.4 If the post is re-graded as an ICT post then appropriate steps will be taken to fill the post (see policy 1.05 Career Opportunities and Promotion).

4 Rates and Status of ICT Allowance

4.1 The ICT allowance will be paid in recognition of defined ICT skills, and cannot be reduced from the levels set out in Annex 2.

4.2 The payment of the ICT Allowance is not staged. It is paid in full to everyone who is eligible from the first day of eligibility. However external recruits and those who transfer into ICT posts from non-ICT grades will be required to complete a satisfactory 6-month qualifying period before becoming eligible for the allowance.

4.3 The Allowance for you if you are part-time should be calculated on a pro-rata basis.

4.4 The ICT Allowance is reckonable for overtime, Superannuation and Widows and Dependents' pension.

5 Treatment of ICT Allowance on Promotion

5.1 ICT staff promoted within the ICT discipline and who were in receipt of ICT allowance in the old grade will receive the rate of ICT allowance appropriate to the new grade from the first day of the new posting (for posts at ICT Level 7 and 8 this will be subject to those posts being eligible for ICT allowance). For example, where an ICT Level 5 (Systems Analyst) is promoted to ICT Level 6 (Senior Systems Analyst), the new rate of £2,080 would apply from the date of the promotion. More generally, and as a guiding principle, this policy will be applied on the basis that no officer will suffer a financial detriment as a result of their promotion.

5.2 In order to encourage staff to remain within the ICT discipline, when you leave the ICT discipline for whatever reason, the ICT allowance will be lost immediately without mark-time arrangements being applied. The exception to this is when you leave the ICT discipline on promotion and the new salary at the higher grade is less than your existing salary plus ICT allowance at the lower grade. In this circumstance the higher rate of pay in payment at the lower grade may be retained on a mark-time basis. When determining starting pay on promotion the ICT allowance is disregarded and pay on promotion is calculated on your basic salary.

6 Treatment of Senior Systems Analysts who are on Mark Time Arrangements

6.1 Senior Systems Analysts (SSAs) (ICT Level 6) were not eligible to receive ADP allowance. Under an arrangement introduced in 2001, newly promoted SSAs were allowed to retain their ADP allowance from the lower grade on a mark-time basis at the maximum of the SSA pay scale.

6.2 If you were an SSA you will, as from the effective introduction date of the allowance (1 October 2005), retain your right to any element of the ADP allowance that you are currently in receipt of that is above the value of the ICT allowance for your grade (in other words £2,080). The resulting balance of the ADP allowance in payment at the date of the introduction of the ICT allowance will be retained on a mark-time basis within the maximum of the pay scale.

7 Mechanism for Review

7.1 The ICT HR Management Board shall conduct a biennial review of the local ICT marketplace, the outcome of which will be considered in the context of the need to continue to recruit and retain ICT specialists within the NICS. The Board will use the outcome of its review to make recommendations to Central Personnel Group as they consider necessary on the appropriateness of the prevailing remuneration of ICT staff within the NICS.

7.2 If as a result of the findings of a review by the ICT HR Management Board, CPG considers it appropriate to adjust the remuneration package of any or all NICS grades within the ICT discipline, it shall determine how best to give effect to that decision. The effective date for any increases in rates from the first biennial review will be 1 October 2007.

7.3 Any future change to the rates of the ICT allowance will be subject to negotiation as part of the annual pay negotiations.

8 Enquiries

8.1 Any enquiries about the content or application of the terms of this policy of the HR Handbook should be addressed to your Establishment/Personnel Branch.

ANNEX 1 (Cont'd)

Q1	Please state the purpose and objectives of the post.

STRATEGIC RELATIONSHIPS

Q5	To develop strategic relationships with customers and suppliers to deliver successful ICT solutions.

TRENDS AND DEVELOPMENTS IN IT

Q6	To track trends and developments in information technology and ICT best practice methods to support the Government's reform agenda.

I confirm that this is a fair and accurate representation of the level of ICT Skills and knowledge required for the post.

Signed by Line Manager

Date

Signed by Grade 5 or above

Date

ICT Allowance – Rates Payable from 1 October 2005

The ICT allowance for:

- ICT Level 2 (Technician);
- ICT Level 6 (Senior Systems Analyst); and
- ICT levels 7 and 8 (Grade 7 and Grade 6 respectively) *

will be £2,080.

* On approval of a business case

The ICT allowance for:

- ICT Levels 3 (Programmer)
- ICT level 4 (Programmer Analyst); and
- ICT Level 5 (Systems Analyst)

will be £3,640.