

8.19 Private Secretary Allowance

This policy gives guidance on the payment of allowances to staff who act as Private Secretaries in Ministerial Private Offices.

- Eligibility to receive a Private Secretary Allowance is set out in Section 2.1 Definitions
- The rules relating to claiming the allowance are set out in Section 3 Rates of Allowances
- The status of the allowance for pension and other payment purposes is addressed in Section 4 Status of Allowance
- The minimum and maximum sums payable for this allowance are found in Annex 1

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

Private Secretary Allowance, Mark Time and Overtime Grade

You may also be interested in the following policies:

8.30 Starting Pay on Transfer to a new grade, 8.08 Overtime Pay, 8.12 Mark-Time, 8.13 Travelling Time

This policy is version 3.

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

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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8.19 Private Secretary Allowance

1 Introduction

1.1 This section of the Staff Handbook provides guidance on the payment of allowances if you are acting as a Private Secretary in a Ministerial Private Office.

2 Definitions

2.1 Private Secretary Allowance is payable when you are acting as Private Secretary to Ministers and senior officials to compensate for the long and unsocial hours that can be associated with these posts.

2.2 No allowance should be paid if you are filling a Private Secretary post which would normally be held by a more junior member of staff.

2.3 An exception to this may be made where it serves Departmental interests for you as a promoted Private Secretary to remain in post. Such instances should however be relatively short-lived and be required only to meet business need, for example to facilitate periods of staff change-over. In such circumstances the Department may continue to pay existing salary and Private Secretary Allowance receivable prior to promotion on a mark time basis if the total is more favourable than the salary otherwise applicable to your new grade.

2.4 Payment of the allowance ceases immediately when you leave a Private Secretary post for a post which is not a Private Secretary post. However if you are promoted, but have held a Private Secretary Allowance for a period of 12 months or more, you may keep existing pay plus Private Secretary Allowance on a mark-time basis where this is higher than starting pay on promotion.

3 Rates of Allowances

3.1 Departments have the discretion to set the rate of allowance for each Private Secretary post within the specified range. The range currently payable is set out in Annex 1.

3.2 In setting the rate of allowance Departments will take into account the special features which working in Private Secretary posts entails, other than those which have already been taken into account in setting the grading of the post. Where applicable account will also be taken of the likely amount of overtime or ex-gratia payments that would otherwise have been claimed.

3.3 Departments will consult Departmental Trade Union Side when setting the rate of the allowance.

3.4 The rate of allowance payable to a Grade 7 Private Secretary is the maximum of the range.

3.5 Once set, the rate will not normally be reduced while you are in post, other than in the event of a significant relevant change in the duties of the post.

3.6 If you are in an overtime grade, that is Staff Officer and below, you may choose to receive overtime payments in lieu of Private Secretary Allowance. You cannot, however, receive both.

3.7 If you are in a non-overtime grade, that is Deputy Principal and Grade 7, you may choose to claim ex-gratia payments for excess hours worked in lieu of Private Secretary Allowance. You cannot, however, receive both.

4 Status of Allowance

4.1 Private Secretary Allowances are pensionable but do not reckon as part of existing salary and do not reckon in the calculation of starting pay on promotion.

Private Secretary Allowance

Annex 1

Private Secretary Allowance:

An amount not exceeding the current range of:

Minimum
£1,296

Maximum
£5,129