

**Central Personnel Group
Pay and Development Division**

3rd Floor, Royston House
34 Upper Queen Street
Belfast BT1 6FD
Tel No: 028 905 72366
Fax No: 028 905



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CSC 1/07

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

**PAY OF ALL NON-INDUSTRIAL STAFF BELOW THE SENIOR CIVIL
SERVICE 1 AUGUST 2006**

Introduction

1. This circular reflects the detail of the 2006 pay settlement. It applies to all non-industrial staff below the Senior Civil Service except those staff in the Northern Ireland Office pay group. While the settlement does not apply directly to staff in the Social Security Agency and Child Support Agency, those Agencies have decided to mirror the NICS settlement.
2. The terms of this circular have been agreed with the Trade Union Side of the Central Whitley Council (NI) without prejudice to further representations by Trade Union Side on the issues referred to in paragraph 8 below. Any changes to the terms and conditions of service of staff as a result of this circular will be incorporated into the relevant staff handbook chapters.

Terms of the Settlement

3. The pay deal covers each of the three years from 2006/07 to 2008/09, and is in respect of the reporting years 1 April 2005 to 31 March 2006, 1 April 2006 to 31 March 2007 and 1 April 2007 to 31 March 2008. The award is payable at 1 August each year following the end of the respective reporting periods. The first year's elements will therefore be payable from 1 August 2006.

4. The main elements within the settlement are as follows:

- a) Restructuring of the pay scales;
- b) One-step progression for all eligible, fully satisfactory or better performers;
- c) Annual Leave changes:

Year 1 - Staff 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 AA-EO1 receive 30 days after 17 years;

Year 2 - At 1 February 2008 AA-EO1 receive 30 days after 16 years;

Year 3 - At 1 February 2009 AA-DP receive 30 days after 10 years;

- d) Removal of redundant pay scales (see Annex 6);
- e) The qualifying period for entitlement to pay increases for recent entrants, promotees and those returning to work reduced from six months to three months;
- f) London weighting allowance increased by £2,224 and residual pay leads removed;
- g) Cleaners moved onto AA pay scale;
- h) Graduate trainee linked to EO1 pay scale;
- i) Forest Officer pay leads restored at all levels:

Forest Officer 1 - DP scale plus 7.5%
Forest Officer 2 - SO scale plus 12.5%
Forest Officer 3 - EO1 scale plus 17.5%

- j) Auditor SO pay leads re-set at:

£1,100 for Auditor SO (MIIA or BATS)
£2,200 for Auditor SO (MIIA and BATS)
£4,000 for Auditor SO IT (MIIA or BATS)
£5,000 for Auditor SO IT (MIIA and BATS)

- k) Pay leads re-set on EO11 and EO1 Accountant scales, at £3,000;
- l) Pay lead re-set on Accountant Staff Officer scale, at £3,000;

- m) Remains of DP Accountant & Auditor pay leads removed, to be replaced with an arrangement that allows the SO Accountant/Auditor pay lead to be taken into account in pay on promotion calculations to DP Accountant/Auditor;
- n) Non-consolidated payments for staff receiving less than 2% consolidated pay increase to make up the difference to 2%. In addition, for staff in this category retiring from the Service during the course of the remit period (ie from 1 August 2006 to 31 July 2009 inclusive) the non-consolidated pay element of their pay increase will reckon for pension calculation purposes. Non-consolidated performance bonus payments (see point o below) will not be reckonable for pensionable calculation purposes in any circumstances.
- o) Performance Bonus levels set at Box 1 £150; Box 2 £50 for Year 1;
- p) Pay on Promotion increased to 8% in Year 2, and 9% in Year 3; and
- q) Deputising Allowance increased to 9% in Year 3.

Sequencing of the Settlement

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

- All eligible fully satisfactory or better performers (i.e. box 1, 2 or 3) will be awarded a one-point increase on the current (2005) payscale.
- All staff will then move across to the point with the next highest monetary value on the new (2006) pay scale, with effect from 1 August 2006.
- All eligible fully satisfactory or better performers at the maximum of the 2005 pay scale prior to 1 August 2006 will move across to the point with the next highest monetary value. If this point is not the maximum of the new pay scale staff will move up one point on the new pay scale, as above.

6. The sequence for implementing pay increases in 2007 and 2008 is as follows:

- For the 2007 pay increase, all eligible fully satisfactory or better performers (i.e. box 1, 2 or 3) will be awarded a one-point increase on the 2006 pay scale and then move horizontally across (irrespective of the pay point reference number) to the 2007 pay scale.
- For the 2008 pay increase, all eligible fully satisfactory or better performers (i.e. box 1, 2 or 3) will be awarded a one-point increase on the 2007 pay scale and then move horizontally across (irrespective of the pay point reference number) to the 2008 pay scale.

7. Revised pay scales are shown at Annex 1. To enable eligible staff to calculate their own award the 2005 pay scales have been mapped to the respective points on the new pay scales on the basis of eligible fully satisfactory or better performers (see Annex 2). Annex 2 assumes a box 3 or better performance rating.
8. The pay deal includes provision for:
 - (a) further consideration of Trade Union Side representations for review of the grading of staff in those grades receiving less than a 2% consolidated pay increase in any year;
 - (b) further discussions about the outcome of the Equal Pay Audit of NICS staff below the Senior Civil Service;
 - (c) further consideration of Trade Union Side representations on inconsistencies with regard to the payment of overtime;
 - (d) formal review arrangements at regular intervals during the three year remit period; and
 - (e) amendments to the 2002 Pay Agreement to reflect the 3 year deal.

These matters will be taken forward urgently within the Central and/or Departmental Whitley arrangements as appropriate.

Staff working in London

9. The rate of Local Pay Additions (LPAs) currently in payment remains unchanged, while the London weighting allowance has been increased by £2,224.

Secretarial, Accountancy and ADP allowances

10. 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

11. Any fringe body which normally applies the 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.

Enquiries

12. 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 'K. Jagelman', is positioned above the printed name.

KEITH JAGELMAN
Pay and Grading Unit

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: Typist

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

SKILL SUPPLEMENTS: Senior Personal Secretaries and Personal Secretaries

Lower Rate Skill Supplement	540
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List of redundant pay scales

Grade	Pay scale
Support Grade 1 (Trainee)	371
Nurse Grade E	317
Nurse Grade D	316
Nurse Grade F	236
Senior Examiner	144
Ships Captain	208
Senior Inspector (TSB) (OBSOL)	205
Ships First Engineer	263
Brucella Tester	328
Ships 2 nd Engineer/Mate	273