



**The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers**

National Chair: Mark Fairhurst
General Secretary: Steve Gillan

Headquarters:
Cronin House
245 Church St.
Edmonton
London N9 9HW

t. 020 8803 0255
f. 020 8803 1761
e. general@poauk.org.uk
w. www.poauk.org.uk

North Regional Office
1 Linden House
Sardinia St.
Leeds
LS10 1BH

t. 01132 428833
f. 01132 429075
e. adminnro@poauk.org.uk

Northern Ireland
Castell House
116 Ballywalter Rd.
Millisle Co Down
BT22 2HS

t. 02891 861928
f. 02891 861839
e. adminni@poauk.org.uk

Scotland
21 Calder Rd.
Edinburgh
Scotland
EH11 3 PF

t. 0131 443 8105
f. 0131 444 0657
e. adminscot@poauk.org.uk

POA Circular 008/2019

Action		Information	
England/Wales	<input checked="" type="checkbox"/>	England/Wales	<input type="checkbox"/>
Scotland	<input type="checkbox"/>	Scotland	<input checked="" type="checkbox"/>
Northern Ireland	<input type="checkbox"/>	Northern Ireland	<input checked="" type="checkbox"/>
Special Hospitals	<input type="checkbox"/>	Special Hospitals	<input checked="" type="checkbox"/>
Private Sector	<input type="checkbox"/>	Private Sector	<input checked="" type="checkbox"/>
IRC	<input checked="" type="checkbox"/>	IRC	<input type="checkbox"/>

6th February 2019

Dear Colleagues

HMPPS MEMBERS: PROMOTED SINCE APRIL 2018 – LAST CHANCE TO REINSTATE ACHP

HMPPS has identified that staff promoted after 1st April 2018, had to lose their Additional Committed (Pensionable) Hours (ACHP) when moving into F&S or a higher pay band.

The Employer has issued a deadline for members asking to reinstate these hours and established 1st April 2019 as the closing date. Under F&S staff have the right to work their base hours which is 37 hours.

The policy applies to:

Bands 3 to 5 (operational and Industrial roles)

Promoted since 1 April 2018 and required to reduce their hours, and lose ACHP payment

The policy is explained in NTS 35/18 (Changes to Pay on Promotion Policies) paragraph 11 (Attached)

(The NTS refers to Band 2 to 5 Officers, but this also applies to staff in industrial roles who move into / have moved into ACHP eligible roles.)

What do you need to do?

Action: contact SSCL

Deadline: 1st April (for April payroll)

Please draw the contents of this circular to all members.

Thanking you in anticipation of your co-operation.

Yours Sincerely

STEVE GILLAN
General Secretary



FOR ACTION	FOR INFORMATION	ISSUE NUMBER
HR Business Partners and Shared Services	This notice sets out the changes to the pay on promotion policies that will affect all non-NPS staff.	NTS 35/2018
		DATE OF ISSUE
		12 October 2018
CONTACT POINT		EXPIRY DATE
HR Contact Centre Phone : 0845 010 3504 E-mail : MoJ-HR-Enquiries@sscl.gse.gov.uk		11 October 2021 (unless revised sooner)
		SUBJECT
		CHANGES TO PAY ON PROMOTION POLICIES
CHANGES TO PAY ON PROMOTION POLICIES		

1. We are committed to recognising and rewarding staff who demonstrate the necessary professional skills and capability to achieve promotion and move to a higher band. To do this, we have introduced several changes to incentivise you to apply for promotion opportunities.
2. We also want to ensure that wherever possible when you successfully achieve a promotion, you are able to gain financially. For promotions **within** the Fair and Sustainable (F&S) pay arrangements, your earnings will increase unless you:
 - Change pay zone, moving from
 - Inner/Outer London to the National pay zone, or
 - Inner to Outer London pay zone;
 - Reduce your working hours
 - Cease to work unsocial hours or RHA if these are payable in your existing role but not available in the new one
 - Have bespoke additional payments (e.g. mark-time balances) that are not factored into promotion calculations
3. For promotions **from** closed grades, earnings for staff will never reduce (and will almost always increase) unless they reduce their working hours or lose an allowance (excluding Local Pay Allowances) or bespoke payment which is not payable in F&S or factored into promotion calculations.
4. This revised policy sets the principle that operational staff promoted into Bands 3, 4, and 5 roles who would currently lose the option to work more than 37 hours, as a result

of transitional Additional Committed Hours arrangements coming to an end, will now be able to retain these hours subject to any limit of the number of hours that can be worked in any qualifying role.

5. The terms of this NTS, aside from paragraph 9 with regards additional allowances for staff undertaking periods of cover and paragraphs 10 and 11 which relate to retaining ACHP, apply retrospectively to 1 April 2018. Any promotions that have occurred since 1 April 2018 will be recalculated accordingly. Staff who have already received Local Pay Allowance (LPA) compensation payments under existing terms (paragraph 16) will be given the option to repay the compensation and have their promotion recalculated under the new terms, or to remain subject to their existing arrangements.

Change 1: Staff in Band 2 to 11 roles

6. Staff promoted between Bands 2 to 11 are to receive the full base pay percentage increase (capped at the pay range maxima) of:
 - 10% for a promotion of one band higher
 - 15% for a promotion of two bands or more higher
7. For the purposes of establishing base pay the salary for staff in closed grades, which is all-inclusive of 2 additional hours and unsocial working, is divided by 1.224 to determine the 37 hour basic rate. Percentage increases are calculated from this rate.
8. Staff in Bands 2 to 5 roles will no longer receive a one-off non-pensionable 'underpin'¹ payment as a result of being placed on the nearest higher pay point. Instead, staff will receive the full percentage on base pay, followed by an additional uplift to the nearest higher pay point where necessary. This is capped at the Band maximum and is a permanent and consolidated pensionable increase.
9. The new 10% and 15% values will also be adopted for temporary cover payments at this level and re-grades to a lower role within these Bands. Existing guarantees that the payment that staff receive in addition to their existing base pay on temporary cover is never any less than the difference between the minimum base pay for the higher Band and existing base pay will remain in place. For eligible staff the value of any additional, unsocial hours or RHA payments will now also be calculated on the aggregate of base pay plus the cover allowance, and therefore paid at the rate for the higher Band. The payment of additional allowances at the rate for the higher Band will not be backdated and will only apply going forward. This is because we are introducing this pro-actively, and early, in response to a PSPRB recommendation intended for 2019/20.

Change 2: Retaining Transitional Additional Committed (Pensionable) Hours (ACHP)

10. All Band 2 to 5 Officers who are in receipt of currently transitional ACHP arrangements will now be able to retain these hours subject to any limit on the maximum number of hours that can be worked in any qualifying role, provided that they are promoted into operational roles in Bands 3-5.
11. We are unable to apply this aspect of the policy retrospectively because it would amount to paying staff for hours that have not been worked and this would be contrary to Government Pay Policy. Staff promoted since 1 April who have been required to

¹ An underpin is the difference between the actual promotion base pay salary and the cash value of the relevant percentage increase.

reduce their hours will be entitled to reinstate these hours from the 1 November, or on the first of each subsequent month, until 1 April 2019.

Change 3: Retaining the balance of the Local Pay Allowance (LPA) for staff in closed grades with LPA

12. If you are a member of staff in the closed grades and are receiving LPA, going for a promotion means that you will be opted into our F&S pay arrangements. Since F&S operates a zonal pay structure (National, Inner and Outer London), the payment of allowances such as LPA are no longer paid on promotion. In some occasions, this may mean that your total pay on promotion will actually be less than your total pay before promotion due to the loss of LPA.
13. As of April 2015, you were able to keep the difference between your higher total pay before promotion and lower pay on promotion on a mark-time basis². With effect from 1 April 2017 (although it is not widely known and so is reiterated here), we removed the mark-time restriction and simply added the difference to your new base pay provided that you did not exceed the pay range maximum. Where applicable (Bands 3 to 5) you would also be moved to the next nearest higher pay point.
14. Where there is not an immediate pay increase upon promotion as a result of having to protect an LPA balance, you would also receive a one-off non-consolidated payment. These principles remain in place with non-consolidated payments here necessary now equal to 10% or 15% as applicable of the value of base pay prior to promotion.
15. This new arrangement is preferable to mark-time as it means that if you are below the maximum of your pay range you will be immediately eligible for any future pay progression³ and if you are on the maximum of your pay range, you will immediately benefit from any increases to the F&S pay band maxima due to future pay awards. This is particularly beneficial for staff in operational roles where unsocial and additional hours or RHA are paid as the value of these will now be calculated on the higher base pay⁴.
16. There are currently circumstances where LPA deficits for staff seeking promotion cannot be accommodated within the F&S pay range. Prior to this Notice and the new policy, these staff have therefore incurred a reduction in pay in exchange for existing LPA compensation arrangements.
17. It is recognised that this is an unsatisfactory situation, which the new policy within this Notice changes. As such, the new policy removes LPA compensation arrangements. Instead, staff who cannot protect their LPA deficit within their pay range will be able to carry the full value (not just the deficit) of their LPA payment on an erodible basis. This ensures an immediate and permanent increase in earnings upon promotion (and is therefore favourable to standard mark-time arrangements where there would be no immediate increase). The allowance will, however, then essentially be held on a mark-time basis. There will be no further increase in total earnings until your F&S base pay⁵ has caught up with the total amount payable immediately on promotion (including the retained allowance). **NB: The mark-time element could in some cases be more than the value held above maximum.** This is because the standard promotion calculation will determine your notional salary which may be below maxima. You will not then receive a further increase until your notional salary has completely caught up with your total actual pay on promotion.

² provided that this can be accommodated within the F&S pay range

³ Rather than first having to erode a mark-time balance

⁴ Mark-Time balances are not factored into the calculation of additional payments

⁵ including where appropriate separate ACH / ACHP, RHA and Unsocial Hours Payments

Change 4: Retaining the balance of the additional allowance for Band 3 Prison Officers going on promotion to Band 4

18. Band 3 Prison Officers currently in receipt of an additional allowance (market supplement) will, when promoted into a Band 4 operational role, first have a 10% increase calculated on their pre-promotion base pay. A monetary value based on a percentage of the existing market supplement, as per the matrix below, will then be added followed by a final increase to the nearest higher pay point. This is capped at the Band maximum (although it is not necessary to do this at existing values). The values that are to be applied to base pay after the initial promotion increase is as follows:

Position on Band 3 Pay Range	% of additional allowance that can be retained
Red Site (£5k)	
Pay Point 3 (Midpoint)	60% (£3,000)
Pay Point 4 & 5 (Maximum)	55% (£2,750)
Amber Site (£3k)	
All	50%

19. This change ensures that the total pay for newly promoted Band 4 staff should not decrease on promotion.

Enquiries

20. Enquiries should be referred to the HR Contact Centre on VPN 7190 3504 or **0845 010 3504**.

Email: MoJ-HR-Enquiries@sscl.gse.gov.uk

Martin Beecroft
Executive Director of Human Resources, HMPPS

Changes 1 & 2: Staff in Band 2 to 11 roles – worked examples (standard promotion including retaining ACHP in qualifying roles)

Promotion of one band from F&S Band 3 Prison Officer to Band 4 Supervising Officer, National (remaining on a 39 hour week contract)	
Current F&S Base Pay	£20,565
Unsocial @ 17% of Base	£3,496
ACH (2 additional hours non-pensionable)	£1,334
Total Current Pay	£25,395
Promote (10% increase base)	£22,622
Uplift to Band 4 minimum	£23,501
Add unsocial @ 17% of Band 4 Pay Point	£3,995
Add 2 ACHP (2 additional hours pensionable)	£1,270
Total Pay on Promotion	£28,766
Difference in Pay on Promotion	+ £3,371

Promotion of one band from Closed Grade Prison Officer to Band 4 Supervising Officer, National (remaining on a 39 hour week contract)	
Current Closed Grade Officer Salary (all incl.)	£30,212
Total Current Pay	£30,212
Assimilation Pay (divide Current Salary by 1.224 to remove unsocial and additional hours elements)	£24,683
Promote (10% increase base)	£27,151
Increase on Promotion (either nearest higher pay point or capped at maximum – in this case capped at maximum)	£26,138
Add unsocial @ 17% of Band 4 Pay Point	£4,443
Add 2 ACHP (2 additional hours pensionable)	£1,413
Total Pay on Promotion	£31,994
Difference in Pay on Promotion	+ £1,782

Promotion of one band from Closed Grade Senior Manager D to Band 10 Governor, National	
Current Closed Grade Salary (all incl.)	£68,577
Total Current Pay	£68,577
Assimilation Pay (divide Current Salary by 1.15 to remove RHA)	£59,632
Map onto Band 9	£59,632
+ Consolidated opt-in incentive (2% of assimilation salary = £1,193)	£60,825
Promote (10% increase base)	£66,908
RHA added @ 17%	£75,988
Total Pay on Promotion	£78,282
Difference in Pay on Promotion	+ £9,705

Change 3: Retaining the Balance of the Local Pay Allowance (LPA) for staff in closed grades – worked examples

Promotion of one band from Closed Grade Administrative Assistant in receipt of LPA to Band 3 Administrative Officer, National	
Current Closed Grade Administrative Assistant Salary	£15,911
LPA (Rate 3)	£3,100
Total Current Pay	£19,011
Promote (10% increase base)	£17,502
Increase on Promotion (either nearest higher pay point or capped at maximum – in this case uplift to minimum)	£18,499
Base Pay increase on Promotion	£2,588
Difference in total pay on Promotion	- £512
<i>Although base pay is increased on promotion, there is a reduction in total pay due to the loss of LPA</i>	
Additional Uplift Required (difference in total pay)	£512
F&S pay on promotion + Additional Uplift	£19,011
Uplift to nearest higher pay point	£19,404
Total Pay on Promotion	£19,404
Difference in Pay on Promotion	+ £393

Promotion of one band from Closed Grade Operational Support Grade (OSG) in receipt of LPA to Band 3 Prison Officer, National (remaining on a 39 hour week contract)	
Current Closed Grade Operational Support Salary	£19,730
LPA (Rate 2)	£4,000
Total Current Pay	£23,730
Assimilation Pay (divide Current Salary by 1.224 to remove unsocial and additional hours elements)	£16,119
Promote (10% increase base)	£17,731
Increase on Promotion (either nearest higher pay point or capped at maximum – in this case uplift to minimum)	£18,499
Add unsocial @ 17% of Band 3 Pay Point (£3,145)	£21,644
Add 2 ACHP (2 additional hours pensionable) (£1,000)	£22,644
Base pay increase on Promotion	+ £2,380
Difference in total pay on Promotion	- £1,086
<i>Although base pay has increased on promotion, there is a reduction in total pay due to the loss of LPA</i>	
Additional Uplift Required (difference in total pay)	£1,086
F&S base pay on promotion + Additional Uplift	£19,585
Uplift to nearest higher pay point	£19,783
Add unsocial @ 17% of Band 3 Pay Point (£3,363)	£23,146
Add 2 ACHP (2 additional hours pensionable) (£1,069)	£24,215
Total Pay on Promotion	£24,215
Difference in Pay on Promotion	+ £485

Change 3(a): Carrying Local Pay Allowance (LPA) for staff in closed grades who cannot protect within F&S Pay Range – worked examples

Promotion of one band from Closed Grade Prison Officer in receipt of LPA Rate 2 to Band 4 Supervising Officer, National	
Current Closed Grade Officer Salary (all inc)	£30,212
LPA (Rate 2)	£4,000
Total Current Pay	£34,212
Assimilation Pay (divide Current Salary by 1.224 to remove unsocial and additional hours elements)	£24,683
Promote – 10% increase on base pay	£27,151
Increase on Promotion (either nearest higher pay point or capped at maximum)	£26,138 (max)
<i>This is the maximum and therefore no headroom to protect LPA deficit.</i>	
Add unsocial @ 17% of Band 4 Pay Point (£4,443)	£30,581
2 Hours ACHP (£1,413)	£31,994
Retain £4,000 LPA	£35,994 (£31,994 + £4,000)
Difference in Pay on Promotion compared to Band 3 pay	+£1,782
LPA of £4,000 is then eroded by the cash value of any increase to F&S maximum.	

Promotion of one band from Closed Grade Administration Officer in receipt of LPA Rate 2 to Band 4, National	
Current Closed Grade AO Salary (all incl.)	£22,185
LPA (Rate 2)	£4,000
Total Current Pay	£26,185
Promote – 10% increase on base pay	£24,404
Increase on Promotion (either nearest higher pay point or capped at maximum)	£24,653 (pay point 2/5)
Can the balance of the LPA be accommodated within range?	
Difference between their former total pay (with LPA) and their pay on promotion	-£1,532
Difference between their pay on promotion and the promotion pay range maxima	£1,485
<i>The difference cannot be accommodated because the proposed protected amount (£1,532) would take them above their promotion pay range maxima (exceeds £1,485). Therefore, there is no additional pay rang uplift but the value of the LPA is retained in full.</i>	
Retain £4,000 LPA	£28,653 (£24,653 + £4,000 LPA)
Difference in Pay on Promotion compared to Band 3 AO pay	+ £2,468
LPA of £4,000 is then eroded by the cash value of any progression within the F&S pay range and then by increases to F&S maximum (i.e. employee still has to erode full £4000 LPA value despite total pay not being this far above maximum)	

Change 4: Retaining the balance of the additional allowance for Band 3 prison officers going on promotion to Band 4 – worked examples

Promotion of one band from F&S Band 3 Prison Officer (on the midpoint) in receipt of £5,000 Market Supplement (Red Site) to Band 4 Supervising Officer, National	
Current F&S Base Pay	£19,783
Unsocial @ 17% of Base	£3,363
ACH (2 additional hours non-pensionable)	£1,283
Market Supplement	£5,000
Total Current Pay	£29,429
Promote (10% increase base)	£21,761
Add 60% (£3,000) of additional allowance to base pay	£24,761
Uplift to nearest Band 4 pay point	£25,138
Add unsocial @ 17% of Band 4 Pay Point	£4,273
Add 2 ACHP (2 additional hours pensionable)	£1,359
Total Pay on Promotion	£30,770
Difference in Pay on Promotion	+ £1,341

Promotion of one band from F&S Band 3 Prison Officer (on the maximum) in receipt of £5,000 Market Supplement (Red Site) to Band 4 Supervising Officer, National	
Current F&S Base Pay	£20,565
Unsocial @ 17% of Base	£3,496
ACH (2 additional hours non-pensionable)	£1,334
Market Supplement	£5,000
Total Current Pay	£30,395
Promote (10% increase base)	£22,621
Add 55% (£2,750) of additional allowance to base pay	£25,371
Uplift to nearest Band 4 pay point	£25,633
Add unsocial @ 17% of Band 4 Pay Point	£4,358
Add 2 ACHP (2 additional hours pensionable)	£1,386
Total Pay on Promotion	£31,377
Difference in Pay on Promotion	+ £982

Promotion of one band from F&S Band 3 Prison Officer (on the midpoint) in receipt of £3,000 Market Supplement (Amber Site) to Band 4 Supervising Officer, Inner London	
Current F&S Base Pay	£23,591
Unsocial @ 17% of Base	£4,010
ACH (2 additional hours non-pensionable)	£1,530
Market Supplement	£3,000
Total Current Pay	£32,131
Promote (10% increase base pay)	£25,950
Add 50% (£1,500) of additional allowance to base pay	£27,450
Uplift to nearest Band 4 pay point	£28,389
Add unsocial @ 17% of Band 4 Pay Point	£4,826
Add 2 ACHP (2 additional hours pensionable)	£1,535
Total Pay on Promotion	£34,750
Difference in Pay on Promotion	+ £2,619