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An Roinn

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FROM: JILL MINNE

DATE: 4 JUNE 2021

TO: ALL NON-INDUSTRIAL STAFF

2020 AND 2021 NON-INDUSTRIAL PAY AWARDS

Following communication to you on 20 April detailing the 2020 and 2021 pay offers, the recognised trades unions have consulted their members. The First Division Association (FDA) accepted the terms of the offer, but NIPSA has rejected the offer.

As the offer was the maximum amount available taking account of current financial pressures, the Finance Minister has decided to implement the pay award. The overall award is worth around 4.8% over two years on the paybill for non-industrial staff at a cost of £42 million. This includes contractual progression as well as revalorisation and non-consolidated payments for eligible staff.

NICS HR is therefore liaising with HR Connect to make payment of the 2020 pay award, including any backdated pay. It is planned that this will be paid in July 2021 salaries.

2020 Pay Award

The 2020 pay award remunerates staff for the reporting year 1 April 2019 to 31 March 2020 and applies from 1 August 2020.

All elements of entitlement in this award detailed at (a) to (h) are in respect of a one year period with effect from 1 August 2020 and do not establish any future contractual entitlements. The elements are as follows:

- (a) all eligible satisfactory performers to receive one step progression, subject to band maximum, with effect from 1 August 2020;
- (b) all points on all pay scales, excluding non-civil service retained pay scales, from minimum to maximum to be revalorised by 1%;

- (c) any staff receiving less than a 1% consolidated increase to receive an additional non-consolidated, non-pensionable payment to bring them up to the equivalent value of 1% of their salary (for those in civil service grades in receipt of a salary in excess of the maximum, the 1% would be based on the scale maximum. For those on non-civil-service pay scales the 1% would be limited to 1% of the equivalent civil service general service scale maximum);
- (d) AA and analogous pay scale to be extended to two pay points through the introduction of a new scale minimum point below the pre-existing revalorised scale point;
- (e) all other pay scales (AO and analogous to SCS inclusive, excepting non-civil service pay scales) will be shortened by the removal of the minimum pay point;
- (f) a 3% non-consolidated, non-pensionable payment to staff eligible for the pay award at AA and analogous;
- (g) a 1% non-consolidated, non-pensionable payment to staff eligible for the pay award at all other grades; and
- (h) a 1% increase to apply to all fixed-rate pay leads as well as percentage based pay leads with effect from 1 August 2020.

2021 Pay Award

As part of the overall two-year package, the 2021 pay award remunerates staff for the reporting year 1 April 2020 to 31 March 2021 and will apply from 1 August 2021.

All elements of entitlement in this award detailed at (a) to (e) are in respect of a one year period with effect from 1 August 2021 and do not establish any future contractual entitlements. The elements are as follows:

- (a) all eligible satisfactory performers to receive one step progression, subject to band maximum, with effect from 1 August 2021;
- (b) all points on all pay scales, excluding non-civil service retained pay scales, from minimum to maximum to be revalorised by 1%;
- (c) any staff receiving less than a 1% consolidated increase to receive an additional non-consolidated, non-pensionable payment to bring them up to the equivalent value of 1% of their salary (for those in civil service grades who are in receipt of a salary in excess of the maximum, the 1% would be based on the scale maximum. For those on non-civil service pay scales the 1% would be limited to 1% of the equivalent civil service general service scale maximum);
- (d) a 3% non-consolidated, non-pensionable payment to staff eligible for the pay award at AA and analogous; and

- (e) a 1% increase to apply to all fixed rate pay leads as well as percentage based pay leads with effect from 1 August 2021.

Other pay-related issues

As part of this pay award the following commitments have also been made:

- a) a commitment to the Civil Service becoming a Living Wage Foundation employer¹;
- b) standardising working hours for pay purposes for non-industrial staff at 37 hours net per week in the calculation of hourly basic rates of pay and overtime, in line with all other time-related policies and amending the Hours and Attendance policy to make it clear that regular full time staff work standard net hours of 37 per week (except where otherwise agreed) excluding meal breaks;
- c) an increase of 5% to standard on-call and standby allowances (i.e. those allowances set out in the current version of HR Handbook Chapter 8.18), the percentage increase to be based on the rates set out in Judith Black's bulletin of 18 June 2019²;
- d) currently the civil service pays all eligible colleagues, who choose to take either one week or two consecutive weeks' statutory paternity leave following the birth or adoption of a child, full contractual pay for the first two days and, if they satisfy the qualifying criteria, statutory paternity pay for the remainder. This will be increased to two weeks at full pay, after the relevant qualifying period, to encourage colleagues with parental responsibilities to take time off to bond with, and assist in the care of, the child in the important early days;
- e) to enable Grade 6 and analogous staff to avail of overtime arrangements as standard (i.e. not only for Covid-related working) in Overtime Band 2 in line with staff at Staff Officer to G7, and the HR Handbook Chapter on overtime (HR Handbook Chapter 8.08) will be amended to reflect this.

Not all these changes can be brought in at the same time as the pay award as some may take time to implement through our payroll provider, but we will keep you informed as to when these improvements can be scheduled.

NICS HR is working with the payroll provider towards implementation of the 2021 pay award in the autumn. We currently expect payment for non-industrial pay award for 2021 will be made in November but will update you on implementation nearer the time.

This bulletin will be made available on the Employee Services Portal and online on the DoF pay website [Working in NICS – Pay](#). Frequently asked questions (FAQs) relating to the 2020 pay award along with revised pay scales for 2020 and 2021, in advance of 2021 pay award implementation, will be on the website shortly.

¹ [Living Wage Foundation | For the real cost of living](#)

² [Non industrial fixed rate allowances - August 2018 \(finance-ni.gov.uk\)](#)

Your contact point for any specific queries regarding your own pay remains HR Connect.

Jill Minne

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