

HR&OD
Surrey County Council
Woodhatch Place
Cockshot Hill
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15 December 2020

Dear Colleagues

**Surrey Pay 2021-2022
Schools and Non-Schools Final Offer**

Further to recent discussions I am writing, as promised, to summarise the terms of the Surrey Pay offer for schools and non-schools based staff made to you at our meeting today. I can also confirm that this represents an indivisible offer.

Following the meeting of the People, Performance & Development Committee, held on 10 November, this revised final offer has been prepared in light of the Government's Autumn Spending Review announcement on public sector pay for 2021/22 and the need for the council to play its part in reducing public sector spending as a result of the Covid-19 pandemic. However, and as discussed in our meeting, we have not used the national public sector median pay of £24,000 as our cut-off point for 2021/22 pay increases, but have instead applied an increase in pay up to and including the Surrey Pay median salary of £29,333, in acknowledgement of the council's location and proximity to London.

As part of the annual Surrey Pay review (including policy review), consideration has been given to current pay and pay related policy arrangements, what works well and what does not, the need to simplify, as well as to deliver a pay settlement which is affordable to the council. Following representation, we have revised the minimum pay point on Surrey Pay grade PS1/2 to align to the UK voluntary Living Wage Foundation rate for outside London. Full details of the offer, including policy changes, are set out below.

This final offer is made with a view to reaching an agreement on pay effective from 1 April 2021 until 31 March 2022.

SURREY PAY SCALES AND PAY REVIEW

From 1 April 2021, Surrey Pay grade PS1/2 will be increased by £376 pa to £17,833. Surrey Pay grades PS3 to PS7, point 4 will increase by £350 pa. Equivalent salaries on career pay models will also increase by £350. All other pay points will remain as current.

Incremental pay progression to the next pay point within the grade will continue to apply, subject to performance for all eligible staff¹.

		1 April 2021 - 31 March 2022					
Pay Model	Grade Name	Pay Scale					
		Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
Job Family Pay Model	PS1/2	£17,833					
	PS3	£18,013	£18,485	£18,957			
	PS4	£19,422	£19,803	£20,193	£20,589	£20,994	£21,416
	PS5	£21,943	£22,375	£22,815	£23,264	£23,723	£24,184
	PS6	£24,780	£25,269	£25,767	£26,276	£26,794	£27,317
	PS7	£27,991	£28,544	£29,108	£29,683	£29,919	£30,510
	PS8	£31,273	£31,898	£32,536	£33,187	£33,851	£34,519
	PS9	£35,382	£36,089	£36,811	£37,547	£38,298	£39,246
	PS10	£40,227	£41,031	£41,852	£42,689	£43,543	£44,619
	PS11	£45,734	£46,878	£48,050	£49,251	£50,482	£51,725
	PS12	£53,018	£54,344	£55,702	£57,095	£58,522	£59,964
	PS13	£61,463	£62,999	£64,574	£66,189	£67,843	£69,514
	PS14	£71,252	£73,033	£74,859	£76,730	£78,649	£80,586
	Leadership Pay Model	PS15	£80,977				
PS16		£92,279					£114,404
PS17		£114,405					£137,286
PS18		£137,287					£164,744
CEX		£214,184					£237,337

¹ For the Job Family and Social Wellbeing Career Pay Models, to be eligible for pay progression on the 1 April in any year, employees must:

- Not be at the top of the grade for their role, and;
- have been in post and on their same grade from 1 October (or their first working day of the week depending on the working pattern) in the previous year.
- Employees in the Job Family and Social Wellbeing Career pay models who are appointed, regraded, or promoted to their role between the 1 October and 31 March in any year will receive their first increment after six months.
- Pay progression is subject to performance. All assessments are evidence based to maintain consistency.
- All staff have the scope to progress to the maximum of the pay band range for their grade within a reasonable time frame.

1. Unsocial working hours payment

From 1 April 2021, the council will introduce a new annual *Unsocial Working Hours Payment* as follows:

- The *Unsocial Working Hours Payment* is payable to all eligible staff on Surrey Pay grades PS1/2 up to (and including) PS8 across schools and non-schools.
- Staff will receive a payment based on whichever tier their working pattern falls within.
- The value of the annual payment is £1,250 for Tier 1, or £2,750 for Tier 2
- Payments are based on working 36 hours per week and will be paid on a pro-rata basis for part time staff (based on contractual hours).
- The value of the payment will be reviewed on an annual basis as part of the annual review of Surrey Pay.

These payments will not replace the current schools' Lettings Agreement.

The working pattern payment tiers:

Tier 1: FTE £1,250pa (pro-rata for part time staff)

- Working hours between 8.00pm to 10 pm and 6:00am to 8:00 am (weekdays, if not worked as part of a night shift)
- All 24 hours worked on a Saturday
- All 24 hours worked on Sunday, and
- Bank Holidays.

Tier 2: FTE £2,750pa (pro-rata for part time staff)

- Overnight working between 10.00pm to 8.00am
- Shift must commence before midnight and end after midnight
- A minimum of 7 hours must be worked per overnight shift.

Eligibility criteria

- Payments will be made monthly, subject to eligibility:
 - On Surrey Pay grades up to and including PS8
 - Working a minimum of 10% of contractual hours at an unsocial time².
 - The 'tier' unsocial hours worked fall within.
- Part time staff will receive a pro-rata payment based on contractual hours.
- Subject to their working pattern, eligible bank staff will receive the payment a month in arrears, based on hours worked the previous month (up to 36 hours/week).

² Overtime hours (over 36 per week) or additional hours worked (for part time staff) if worked at an unsocial time will not count towards the eligibility criteria.

Impact on staff entitled to 'legacy' enhanced payments

- These payments will replace all existing 'legacy' payments.
- Staff who face a reduction in pay will receive pay protection for losses of up to 10% for a 12-month period; in addition,
- staff who face a pay reduction of more than 10% will receive a one-off additional payment of £1,000.

2. Recognition payment

From 1 April 2021, the definition of honoraria payments will be expanded to include the ability to apply a financial recognition payment to reward:

- excellent, exceptional achievement over a sustained period, or throughout the year in which performance is being assessed
- excellent exceptional achievement for a particular task or project
- innovation that significantly enhances productivity or that notably contributes to organisational effectiveness

Any financial reward will be limited to a maximum of £1,000 per person per annum.

3. Professional fees

From 1 April 2021, the council will reinstate the payment of professional fees for roles where an essential requirement of the role is to hold a professional qualification and be a member of a relevant professional institution.

Service Directors will have the ability to approve individual requests and reimbursement will be funded through service budgets.

The People, Performance & Development Committee (PPDC) will continue to act as the councils' remuneration committee under delegated powers in accordance with the constitution of the county council. All future changes to Surrey Pay terms and conditions, including pay for Chief Officers, will be determined by the PPDC.

As we discussed in our meeting today, this Surrey Pay offer for 2021/22 is made in the context of the extraordinary times the Covid-19 pandemic has brought about; however we believe it will continue to support some of the lowest paid in the Authority, as well as ensure greater consistency and equity for staff required to work at unsocial hours. As such, I would ask you to accept this offer and recommend it to your members.

I look forward to hearing from you in the New Year once you have had the opportunity to consider the offer in detail and ballot your members.

Yours sincerely



Jackie Foglietta
Director of Human Resources & Organisational Development