**Pay flexibility pro forma**

**Name of organisation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please indicate the type of pay business case you are seeking approval for:** | | | | | |
| Pay transformation |  | Recruitment and retention |  | Reallocation of non-consolidated pot |  |

|  |  |
| --- | --- |
| **Checklist before submitting a case** | |
| **Action** | **Complete?** |
| Business case contains supporting data and evidence to support proposals |  |
| Proposals have been signed off by your HR and Finance Director |  |
| Business case has been signed off by the relevant Secretary of State |  |
| Business case contains an equality impact assessment and legal advice |  |
| Business case includes detail on a negotiating strategy with trade unions if proposals are agreed |  |

**Section A: Executive Summary**

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| A summary of the proposals including headline increase in remuneration cost and the remit years the proposals will be in effect from and to |

**Section B: Context and Background of Organisation**

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| Provide an outline of any forthcoming pressures that may be facing the organisation and how these will impact on the pay bill. (e.g. a new Act of Parliament coming into force).    Note: Organisations should explain what areas of staffing these pressures will affect and how you intend to use the paybill to address these pressures.    Current & future business pressures |

**Section C: Pay Remit Proposals**

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| Provide a summary explanation of what the Pay Remit will be spent on, and provide a breakdown of the Remit, in terms of Increase for Staff in Post; eg increases to minima, maxima, and target rates; basic awards to staff including underpins; proposed increases to allowances; other proposed increases to non-pay awards (annual leave); including pay coherence; etc |

**Section D: Affordability, Funding and Productivity**

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| Provide confirmation that the proposals demonstrate how the proposals are cost neutral, delivering workforce savings and efficiencies, and benefit the service delivery of the organisation. In addition, confirmation that these costs will not generate future paybill pressures and have been approved by responsible ministers and sponsor departments, where applicable.  Details should include cost of the deal in cash terms and increase in remuneration cost as percentage for each year of the deal and cumulatively.  For proposals which address recruitment and retention issues, provide data including benchmarking with other government departments, specific professions, and the wider labour market.    Please complete the following table, making reference to the figures. If the deal is multi-year please add columns appropriately. |

|  |  |  |  |
| --- | --- | --- | --- |
| **REMIT YEAR** | **2020/21** | **2021/22** | **2022/23 (add/delete as appropriate)** |
| **Total net paybill** | £ | £ | £ |
| **Direct wages and salary (i.e. pensionable pay)** | £ | £ | £ |
| **Pension contributions** | £ | £ | £ |
| **NI employer contributions** | £ | £ | £ |
| **TOTAL PAYBILL (£k)** | £ | £ | £ |
| **Increase in Remuneration Cost (%)** | % | % | % |
|  |  |  |  |
| **Consultants/interim/agency staff costs** | £ | £ | £ |
| **Non-consolidated performance pot (% gross paybill)** | % | % | % |
| **Number of Employees on the NLW[[1]](#footnote-0)** |  |  |  |
| **Cost of the NLW** | £ | £ | £ |

**Section E: Supporting Evidence**

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| Please include detail on supporting evidence on the proposals. This may include, but not limited to:   * Recruitment and retention data (e.g. vacancy and turnover rates) * Pay benchmarking of roles in scope, taking into account of the current labour market context * Details of any pay anomalies within the delegated grades * Productivity gains and efficiency savings * Equality impact assessment and, where relevant, legal advice |

**Section F: Pay and allowances**

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| Please indicate if there are additional factors not covered above that should be considered against your Pay Remit proposals. |

**Section G: Implementation Proposals**

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| Please outline how you would plan to implement the pay award, including contingency plans for if your preferred option cannot be achieved.  Information should be included on monitoring the success of the pay proposals.  Include a detailed plan on engagement with Trade Unions. |

1. The National Living Wage (NLW) is the statutory minimum wage payable to workers aged 25 and over. As of April 2021 the rate will be £8.91 an hour and will become available to people aged 23 and above. [↑](#footnote-ref-0)