

**Notice to Staff**

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|            | Prison grade staff | NS 42/14      |
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|            |                    | REPLACES      |
|            |                    |               |

**2014 PAY AWARD FOR PRISON GRADES**

Normally, the Prison Service Pay Review Body (PSPRB) make recommendations to the Minister of Justice on the pay of prison governors, prison officers, night custody officers, prisoner custody officers and operational support grades in the Northern Ireland Prison Service. This year, Prison Service Management met with the PGA and POA and negotiated the terms of the pay settlement for 2014. The Chair of the PSPRB and the NI Member met separately with Management and the two trade unions on 23 April in Dundonald House. Subsequently, the full membership of the PSPRB held an internal meeting on 8 May to discuss the outcome of the negotiations between Prison Service Management and the PGA and POA. We have been told informally that the Pay Review Body is reassured that the agreement will deliver positive outcomes both for staff and management.

2. There are a number of steps remaining in the process before the pay award can be implemented. Once we receive the formal written response from the Pay Review Body, the Minister of Justice will write to the Finance Minister and to the Assembly and while this is ongoing, staff in Central Pay will work on preparations for implementation of the award. It is envisaged that payment will be made in June salaries.

3. Set out below are the details of the 2014 pay settlement. Subject to Ministerial clearance as set out above, the changes will all be effective from 1 April 2014 and backdated accordingly.

**Increase to Basic Pay**

Governor 1

4. The maximum point on the pay scale will be revalorised by 1% (from £80,550 to £81,356). Once the grading review has been completed, Management will discuss with the PGA how the Governor 1 post (Maghaberry) will be remunerated in future. One option Management wish to explore is the introduction of a non consolidated, but pensionable, allowance while a Governor in charge occupies this post. It is envisaged that, in these circumstances, the allowance would be removed immediately upon leaving the post.

Governor in Charge

5. A new Governor in Charge pay scale is being introduced for former Governor 2 and Governor 3 grades. Staff will move from their existing salary to the nearest point on the 2014 scale and then receive a one step increase, subject to satisfactory performance. The pay award will be implemented as set out below (reading from left to right):

| <b>2013</b> | <b>2014 Assimilation</b> | <b>2014 Progression</b> |
|-------------|--------------------------|-------------------------|
| 72,183      | 72,200                   | 72,900                  |
| 71,823      | 72,200                   | 72,900                  |
| 71,465      | 72,200                   | 72,900                  |
| 71,109      | 72,200                   | 72,900                  |
| 70,755      | 70,900                   | 72,200                  |
| 70,402      | 70,900                   | 72,200                  |
| 70,051      | 70,900                   | 72,200                  |
| 69,702      | 69,900                   | 70,900                  |
| 69,355      | 69,900                   | 70,900                  |
| 69,009      | 69,900                   | 70,900                  |
| 68,665      | 68,900                   | 69,900                  |
| 68,323      | 68,900                   | 69,900                  |
| 67,983      | 68,900                   | 69,900                  |
| 62,766      | 63,900                   | 64,900                  |

6. After the pay award, the minimum point will be removed creating the following pay scale:

| <b>2014 Pay Scale (after pay award)</b> |
|---|
| 72,900                                  |
| 72,200                                  |
| 70,900                                  |
| 69,900                                  |
| 68,900                                  |
| 67,900                                  |
| 66,900                                  |
| 65,900                                  |
| 64,900                                  |

7. This 9 point scale allows progression from minimum to maximum in 8 years. We have asked the Pay Review Body to note that we wish to work towards a 6 point scale in future, but Management and the trade unions agree there is currently a business need for a longer scale at present to motivate and reward staff as they gain the necessary skills and experience gained over several postings across the prison establishments at this level.

#### Head of Function

8. A new Head of Function pay scale is being introduced for the former Governor 4 grade. Staff will move from their existing salary to the nearest point on the 2014 scale and then receive a one step increase, subject to satisfactory performance. The pay award will be implemented as set out below (reading from left to right):



| <b>2013</b> | <b>2014 Assimilation</b> | <b>2014 Progression</b> |
|-------------|--------------------------|-------------------------|
| 55,407      | 55,550                   | 56,300                  |
| 55,131      | 55,550                   | 56,300                  |
| 54,857      | 55,550                   | 56,300                  |
| 54,584      | 54,800                   | 55,550                  |
| 54,312      | 54,800                   | 55,550                  |
| 54,042      | 54,045                   | 54,800                  |
| 53,773      | 54,045                   | 54,800                  |
| 53,505      | 54,045                   | 54,800                  |
| 53,239      | 53,300                   | 54,045                  |
| 52,974      | 53,300                   | 54,045                  |
| 52,710      | 53,300                   | 54,045                  |
| 52,448      | 53,300                   | 54,045                  |
| 52,187      | 53,300                   | 54,045                  |
| 51,927      | 53,300                   | 54,045                  |
| 51,669      | 53,300                   | 54,045                  |
| 51,412      | 53,300                   | 54,045                  |
| 51,156      | 53,300                   | 54,045                  |

9. After the pay award, the pay scale is:

| <b>2014 Pay Scale (after pay award)</b> |
|---|
| 57,050                                  |
| 56,300                                  |
| 55,550                                  |
| 54,800                                  |
| 54,045                                  |
| 53,300                                  |

#### Head of Unit

10. A new Head of Unit pay scale is being introduced for the former Governor 5 and former Principal Officer grades. Staff will move from their existing salary to the nearest point on the 2014 scale and then receive a one step increase, subject to satisfactory performance. The pay award will be implemented as set out below (reading from left to right):

| <b>2013</b> | <b>2014 Assimilation</b> | <b>2014 Progression</b> |
|-------------|--------------------------|-------------------------|
| 50,396      | 50,550                   | 51,055                  |
| 49,896      | 50,550                   | 51,055                  |
| 49,401      | 49,850                   | 50,550                  |
| 48,910      | 49,160                   | 49,850                  |
| 48,425      | 48,480                   | 49,160                  |
| 47,944      | 48,480                   | 49,160                  |
| 47,468      | 47,810                   | 48,480                  |
| 46,997      | 47,150                   | 47,810                  |
| 46,530      | 47,150                   | 47,810                  |
| 46,069      | 46,500                   | 47,150                  |
| 45,612      | 46,500                   | 47,150                  |
| 44,934      | 46,500                   | 47,150                  |

11. After the pay award, the minimum point will be removed creating the following pay scale:

| <b>2014 (after pay award)</b> |
|-------------------------------|
| 51,055                        |
| 50,550                        |
| 49,850                        |
| 49,160                        |
| 48,480                        |
| 47,810                        |
| 47,150                        |

12. This 7 point scale allows progression from minimum to maximum in 6 years. We have asked the Pay Review Body to note that we wish to work towards a 6 point scale in future, but Management and the trade unions agree there is currently a business need for a longer scale at present to motivate and reward staff as they gain the necessary skills and experience at this first Governor level.

#### Senior Officer

13. From 1 April 2014, there will be one pay scale for Senior Officers. Staff currently on the pre 2002 SO scale will receive a 1% increase from £40,831 to £41,239. We will need to review the position of those staff on £41,239 in future to determine whether they will receive non consolidated payments until

they are incorporated within the pay scale maximum. As the £41,239 salary contains an element of the Northern Ireland Prison Service Payment, these staff will **not** be eligible to receive the supplementary risk allowance. Staff on all other points of the scale do qualify for the risk allowance.

14. Post 2002 Senior Officer staff will move from their existing salary to the nearest point on the 2014 scale and then receive a one step increase, subject to satisfactory performance i.e. someone on £32,442 in 2013 would assimilate to £32,770 and then receive a step increase to £33,400 from 1 April 2014.

| <b>2014 Pay Scale (after pay award)</b> |
|---|
| 41,239 (pre 2002) no risk allowance     |
| 38,000 (band maximum)                   |
| 37,300                                  |
| 36,650                                  |
| 36,000                                  |
| 35,350                                  |
| 34,700                                  |
| 34,050                                  |
| 33,400                                  |
| 32,770                                  |

15. After the pay increase has been implemented for 2014, the minimum point will be removed to create a 8 point scale, with progression from minimum to maximum in 7 years. We have asked the Pay Review Body to note we wish to work towards a 6 point scale in future, but Management and the trade unions agree that there is currently a business need for a longer scale at present to motivate and reward staff as they gain the necessary skills and experience at this first management level.

#### Staff on Principal Officer Pay Point

16. The Principal Officer grade was closed in 2013. A number of staff are currently delivering training and have been placed on the former pay point for Principal Officer. These staff will be eligible for a 1% consolidated increase in 2014. However, they do not hold the grade of Principal Officer and therefore the Starting Pay on Promotion rules will not apply to their current temporary

salary level. If these staff are promoted in future, pay will be determined in reference to their substantive grade and salary.

#### Main Grade Officer

17. The pre 2002 pay scale is currently £35,724 to £37,364, and staff will receive a 1% consolidated increase. The new scale is therefore £36,083 to £37,739.

18. The post 2002 pay point of £30,105 increases by 1% to £30,406.

#### Night Custody Officer

19. Staff will receive a 1% consolidated increase from £21,859 to £22,078.

#### Operational Support Grade

20. Staff will receive a 1% consolidated increase from £20,096 to £20,297.

#### Custody Officer – new entrant

21. As part of the pay settlement, we have costed the increment upon successful completion of the Certificate of Competence. The minimum of the scale will increase for new entrants by 3%. All other points will increase by 1%, staff will progress in future years in line with pay policy subject to satisfactory performance. This produces the following pay scale.

| <b>2014 Pay Scale</b> |
|-----------------------|
| 23,230                |
| 22,725                |
| 22,220                |
| 21,715                |
| 21,210 (certificate)  |
| 18,725                |



### Custody Officer – re-grade

22. As part of the pay settlement, we have costed the increment upon completion of the Certificate of Competence. Staff will receive a 1% increase from £22,078 to £22,299. Upon successful completion of the Certificate staff will move to the new band maximum of £23,230.

### Principal Prisoner Custody Officer

23. Staff will receive a 1% consolidated increase from £23,230 to £23,462.

### Senior Prisoner Custody Officer

24. Staff will receive a 1% consolidated increase of £0.10 per hour.

### Prisoner Custody Officer

25. Staff will receive a 1% consolidated increase of £0.09 per hour.

## **Allowances**

### Supplementary Risk Allowance

26. We have agreed the supplementary risk allowance, payable to those staff not in receipt of a consolidated element of the Northern Ireland Prison Service Payment, should increase from £1,320 per annum to £2,000 per annum from 1 April 2014. This increase is being included as a remit cost. However the cost of this increase is being met from an agreement not to implement the move from a 39 hour week to a 37 hour week for uniformed grades. The position will be reviewed again during the course of the 2016/17 financial year.



27. We are currently working to correct the issue of the pro rating of the allowance to some groups of staff and hope to implement and backdate the difference in June salaries.

## **Pay Policy**

### Governor Pay Policy

28. In future years, there will be revalorisation of pay scales and satisfactory performers receive one step progression (subject to band maximum). This is subject to Government pay policy. There will no longer be any differential progression or bonuses payable in relation to performance pay.

29. All staff on the 2013 Governor pay scales have the right to remain on these scales. These scales will not be revalorised in future and will be frozen at the 2013 rates.

30. All Governor grades will be asked to confirm in writing if they wish to move to the 2014 pay scales. If staff do not reply, they will remain on the 2013 scale. They may choose to transfer at a later date, but this will not be retrospective i.e. they would only receive assimilation to the scale from the date of transfer. Progression on the pay scale would be from the following April.

### Closed Grades

31. In 2013, a number of grades were closed. However, Management has agreed with the trade unions that these decisions should be taken following the result of the grading review, and the consequences of closing grades will be discussed at that time.

## Starting Pay on Promotion

32. Under the current pay on promotion policy, staff can leapfrog others on the pay scale for the grade they are being promoted to, despite having less experience and service at that level. We have, therefore, agreed that from 1 April 2014 staff will be promoted to the band minimum.

33. There will be the following exceptions to this rule in line with the Northern Ireland Civil Service HR Handbook:

- where your existing pay exceeds the new substantive scale minimum, you will move to the point on the pay scale that is the same or next highest monetary value.
- where you are substantively promoted to a grade in which you are currently temporarily promoted (TP) you should not be disadvantaged in financial terms. You may therefore retain your existing TP rate of pay on a substantive basis if this is more favourable than recalculation of starting pay on promotion
- where you are substantively promoted into a grade in which you previously served in a temporary promotion basis, but you have reverted to your lower grade salary prior to the substantive promotion, then starting pay on re-promotion to that grade (whether substantive promotion to the grade or a further period of temporary promotion) is at least the salary you previously received in the higher grade. Thus if the salary reached previously is more favourable than using the current promotion rules, re-promotion will be to a point that is the same or next highest monetary value.

34. This circular has been agreed with the Prison Governors Association and the Prison Officers Association.

*Mark Adam*

**MARK ADAM**  
**Change Manager and Director of HR**