

1) Annex A outlines the pay rates for civil servants at Grade 6 and below.

(2) The rates for London Location Allowances are:

- Inner London - £2,915
- Intermediate London (incl. Croydon) - £1,650
- Outer London (incl. Heathrow) £1,190

(3) The rules for granting IND staff time off for undertaking local political activities can be found in the extract of Home Office Notice 166/2001 (Annex B).

(4) The maximum of 18 days special leave with pay can be applied for to undertake political activities within a 12 month period.

Avenues for Promotions

01-07-2006 – 30-06-2007

<u>London Salary</u> (1/7/06 – 30/6/07)	<u>Grade Code</u> <u>LLA</u>	<u>Grade Code</u> <u>National</u>	<u>National Salary</u> (1/7/06 – 30/6/07)
(17) £13,350-£15,079 (29)	(91841)	Administrative Assistant (91842)	(11) £12,561-£14,188 (23)
(17) £13,350-£15,079 (29)	(2161)	Administrative Assistant @ Gatwick	
↓			
(31) £15,388-£17,918 (46)	(91843)	Administrative Officer (91844)	(24) £14,333-£16,690 (39)
(31) £15,388-£17,918 (46)	(2162)	Administrative Officer @ Gatwick	
(31) £15,388-£17,918 (46)	(91851)	Assist Immigration Officer (91852)	(24) £14,333-£16,690 (39)
(31) £15,388-£17,918 (46)	(91853)	Assist Immigration Officer @ Gatwick	
↓			
(55) £19,632-£23,566 (73)	(91888)	Executive Officer (91889)	(51) £18,851-£22,629 (69)
(53) £19,237-£23,093 (71)	(2163)	Executive Officer @ Gatwick	
(59) £20,445-£25,301 (80)	(91979)	Immigration Officer (91980)	(57) £20,034-£24,793 (78)
(59) £20,445-£25,301 (80)	(91981)	Immigration Officer @ Gatwick	
↓			
(77) £24,543-£29,462 (95)	(91858)	Higher Executive Officer (91859)	(73) £23,566-£28,290 (91)
(75) £24,050-£28,870 (93)	(2164)	Higher Executive Officer @ Gatwick	
(77) £24,543-£30,372 (98)	(91973)	Chief Immigration Officer (91974)	(75) £24,050-£29,762 (96)
(77) £24,543-£30,372 (98)	(91975)	Chief Immigration Officer @ Gatwick	
↓			
(102) £31,631-£37,970 (120)	(91932)	Senior Executive Officer (91933)	(98) £30,372-£36,459 (116)
(100) £30,995-£37,207 (118)	(2167)	Senior Executive Officer @ Gatwick	
(102) £31,631-£37,970 (120)	(91976)	Immigration Inspectors (91977)	(98) £30,372-£36,459 (116)
(100) £30,995-£37,207 (118)	(91978)	Immigration Inspectors @ Gatwick	
↓			
(130) £42,026-£55,273 (157)	(86349)	Grade 7 (86340)	(126) £40,354-£53,074 (153)
(128) £41,181-£54,162 (155)	(2171)	Grade 7 @ Gatwick	
(150) £51,483-£67,711 (177)	(59519)	Grade 6 (59510)	(146) £49,435-£65,017 (173)

Publication date: 05 Oct 01

EXTRACT FROM HOME OFFICE NOTICE 166/2001

Special Leave with Pay for Non-Domestic Reasons (including Voluntary Work)

Replaces:	HON 225/1995
Date of Issue:	5 October 2001

SPECIAL LEAVE WITH PAY FOR NON-DOMESTIC REASONS

Introduction

In 1988, Heads of Divisions/Units were given delegated authority to grant up to 5 days special leave with pay for domestic circumstances. In 1995, Heads of Divisions/Units were given delegated authority to grant special leave with pay for certain non-domestic reasons which, in the main, have clearly set limits. These limits are set out at **ANNEX B**.

The purpose of this Notice is to re-iterate those limits and highlight the availability of 5 days special leave to undertake voluntary work within the community.

The Prime Minister's Challenge

2. On 2 March 2000, the Prime Minister made a speech at the Active Community Unit Convention.

He said:

"I want to challenge employers to give their employees paid time off - the equivalent of one day's paid time in the next 18 months - to work in the community. Today, five trailblazer companies are announcing their commitment to this - GE Electrics, the Family Assurance Company, Dresdner Kleinwort Bensons, Hasbro and Sainsburys. And today I'm particularly pleased that the head of the Civil Service, Sir Richard Wilson, has told me that he will be encouraging all government departments to give their staff a day each year to volunteer."

The Home Office have already exceeded the Prime Minister Challenge. Heads of Divisions/Units have discretion to grant up to 5 days special leave with pay for all kinds of voluntary work. **ANNEX A** gives additional information on this and suggests points which Heads of Divisions/Units should address when considering requests.

The Home Office takes the lead on these issues for the whole of government through the Active Community Unit. It aims to promote all forms of voluntary activity and community involvement and to support a healthy and cost effective voluntary and community sector.

Approval to undertake external activities and applications for special leave

3. Before committing themselves to any of the activities listed at Annexes A or B, which may lead to a request for special leave, staff should first seek the approval of their Head of Division/Unit. (It is appreciated that staff may have no choice when court attendance or jury service is concerned). In cases involving the Auxiliary or Reserve Armed Forces, or where there may be a conflict of interest with official duties and responsibilities, applications should also be referred, by the Head of the Unit, to the relevant Personnel Unit.

4. Applications for special leave should be made, in writing, **in advance** to the Head of Division/Unit via line management. Staff should be aware that special leave with pay is not an entitlement and requests will be considered in the light of the needs of the office at that time.

Keeping a record of special leave

5. Staff should keep a record of any special leave granted on their annual leave sheet (preferably on the back) and take it with them when they transfer to a new Division. Line managers should also keep a record and initial their staff member's leave sheet.

Further Information

6. The Staff Handbook: Chapter 8 : Special Leave.

Guide for Line Managers: Chapter 11: Annual Leave, Special Leave and Sick Leave.

Special leave requests to be referred to Personnel Units

7. Staff are reminded that requests for special leave not covered by this Notice or the above, or requests for special leave without pay, should continue to be referred to the relevant Personnel Unit for consideration.

Appeals

8. Special leave is not an entitlement and any disagreement between individuals and managers about whether it can be granted in a particular case is best resolved locally. If staff feel that any particular factor has not properly been taken into account, then they can ask their Head of Division/Unit to reconsider the matter. If they remain dissatisfied they may appeal using the grievance procedure which is set out in the Staff Handbook.

GUIDELINES FOR SPECIAL LEAVE WITH PAY

FOR VOLUNTARY WORK

Heads of Divisions/Units have discretion to grant up to 5 days special leave with pay for public/private sector voluntary work with special leave granted for certain post holders. This initiative aims to encourage closer partnership between voluntary organisations and the public sector.

2. In view of the large number of voluntary organisations (small local organisations to large charities), it is not possible to give a comprehensive list of those for which special leave would be considered. However, staff and Heads of Divisions/Units may wish to take into account the following points when making or considering an application for special leave:

- there should be no conflict of interest between Home Office work and the work of the voluntary organisation involved;
- volunteers should be able to provide details of the aims and objectives of the organisation;
- volunteers should be able to demonstrate what their role would be, and how their time will be spent;
- organisations whose prime objective is campaigning or lobbying should be avoided;

the volunteer should be able to provide an account of how their time was spent during their period of special leave (oral report to line management, or a more formal written account).

VOLUNTARY PUBLIC SERVICE

9. Staff have a statutory right to time off to undertake voluntary public service. Although there is no statutory right for this time off to be paid, special leave with pay may be granted within the following limits. It is for Heads of Divisions/Units to decide whether it is desirable for a member of staff to serve on any such body where there is a special relationship between the Department and the body concerned, or where there may be a conflict in the public view between the official function of the member of staff and his/her unofficial duties. If there is any doubt about the propriety of the proposed arrangement, advice should be sought from the appropriate Personnel Unit.

10. Staff who are members of a local authority **and** a member of other authorities, eg a Regional, District or Area Health Authority, Community Health Council, etc may be allowed an overall maximum of special leave with pay of 24 days in any leave year. Any requests for unpaid special leave in addition to paid special leave should be referred to the appropriate Personnel Unit for consideration.

Public Service Annual Limit

Magisterial duties - 18 days

Justice of the Peace (plus reasonable time for travelling, to permit up to 26 attendances). –
18 days

Local Government work - 18 days

Elected member of a local authority including Mayors in their Mayoral year and Chairman of Councils. This total may be increased to 24 days if the Department is satisfied that the duties equate to those of a Lord Mayor.

Lord Mayor and Lord Provost in Mayoral 24 days year.

Attendance at meetings and other essential business of bodies such as:

National Health Service (eg. Health Authorities and Family Practitioner Committees) -
6 days

Prison Visiting Committees and Boards of Visitors - 6 days

Committees of Local Authorities - 6 days

Managing or Governing Body of Educational Establishment School or College Council
- 6 days

Attendance at meetings of fee paying bodies, such as Industrial Tribunals, provided an undertaking is given not to claim or accept any compensation other than for travel or subsistence purposes - 3 days

Consideration will be given to granting paid special leave for other public services not listed above.

VOLUNTARY PUBLIC SERVICE - TRAINING COURSES

11. Initial training course for members of the Special Constabulary, Auxiliary Coastguard Service and the Royal Navy Lifeboat Institution -5 days