

BIS Pay Offer for 1 August 2013 to 31 July 2014

Introduction

This pay offer covers all eligible staff in core-BIS, UKTI and NMO, in grades AA (EA for staff on DIUS terms) to Grade 6, including the Fast Stream.

Our primary focus this year is to make an offer that progresses a move to a single pay system for BIS. In order to achieve this we had to get special approval from Treasury to go beyond the 1% limit on pay increases. We are pleased that Treasury have allowed us the opportunity to make this offer to BIS staff this year.

Having a single set of pay arrangements is a key priority for BIS. Currently pay increases vary because of the different pay arrangements in place across the Department. We want to be in a position where we can have a single approach to future increases to pay.

Limits on Civil Service pay have prevented us from being able to address this in previous years. This year's pay offer will enable staff to choose whether they wish to move to a single set of pay arrangements and terms and conditions. This offer will help us achieve this aim.

This year all eligible BIS staff will receive a base pay award in line with the 1% cap on public sector pay. Those who aren't already on the new BIS system will get an additional pay award regardless of their legacy arrangements (capped at the new maxima for their pay range) as an incentive to move across to the new system. Some staff may get some additional non-consolidated payments but this is to 'buy out' specific future contractual entitlements.

We would like staff to move to the new BIS pay system, which currently applies to new entrants and was introduced in 1 April 2013. **This new system has no steps, spine points or target rates and no contractual guarantees of pay progression.**

We hope this offer will put us in a position where the majority of staff are on the new BIS pay system this year and we expect, over time, those remaining on legacy systems to reduce further.

Overview of key aspects of the offer

The general principles of the offer that we propose are:

- Everyone will be able to choose whether they wish to move to the single BIS pay system. No-one will be forced to move
- Those who move to the new system this year will receive a higher total pay award than if they choose to stay on their legacy arrangements. This reflects the fact that some people will be giving up current contractual guarantees about levels of future pay increases;
- Those who choose to move to the new single system will move to the new higher BIS pay ranges. For this group of staff, if once the pay award has been applied they are on a salary which is below the new higher BIS minimum for their grade, they will have their salary increased to this minimum level.
- Specialists will be treated in the same way as generalists i.e. they move to the new BIS base pay ranges and retain their existing pay enhancement on top of their base salary;
- There will be no change to the existing London/National differential of £3,500 and we will not be introducing regional pay ranges;
- People who are substantively promoted after the date of implementation of the award will automatically move to the new pay system (if they are not already on it), but will not receive any additional payments available as part of this offer;
- All legacy pay systems will be frozen – minima and maxima on these systems will not be increased now or in the future;
- Staff who move to the new system will not have the option of moving back to their legacy arrangements in future years;
- The additional payments that are available this year to 'buy out' contractual pay progression or other terms and conditions are only available this year
- We have made a commitment not to link performance with base pay increases for the reporting years 2013/14 and 2014/15 where possible. If staff choose to remain on legacy arrangements then their contractual arrangements are currently linked to performance levels in the former BERR pay system. However, those who stay on former BERR terms this year and receive a Category 3 performance marking in the 2013/14 and/or 2014/15 reporting years will be treated as a Successful performer for pay purposes and in terms of any future contractual pay increases during the 2014/15 and 2015/16 pay rounds. We will also consider the link between performance and base pay awards beyond this period as part of the usual negotiation process with Trade Unions.
- Therefore for this year Partially Successful performers (under the old 2012/13 performance management system) on BERR terms who stay on the BERR system will get the same level of increase this year as those with a Successful performance marking.

Annex B

BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

- Anyone who decides not to move to the BIS pay system this year, but who then changes their mind, will be able to do so, but will not receive any additional payments as a result.

Changes to new BIS pay ranges

We have proposed increases to minima and maxima in the new BIS system at certain grades where we could afford to do so. This will give people that are already at the top of their pay range access to increases to their base salary this year if they choose to move to the new BIS pay system. The grades affected include:

- **AA** - The introduction of a single spot rate for this grade of £19,925 (London) and £16,425 (National). This rate will give all AA staff who move a consolidated increase in base pay this year.
- **AO (BERR)/EA (DIUS)** – The minima for these grades will be increased to £20,409 (London) and £16,909 (National). The maxima for these grades will be increased to £22,710 (London) and £19,210 (National).
- **EO** – The maxima for this grade will be increased to £27,961 (London) and £24,461 (National).

Future pay increases

The former BERR pay approach indicated the rate at which someone's salary was expected to move from the minimum to the maximum of their pay range on an annual basis, depending on their position in the scale relative to the target rate. It is not possible to give a commitment that people's salaries will move from the minimum to the maximum of these new BIS pay scales at the same rate. If people choose to move to the new BIS pay system, pay increases between minima and maxima will be applied to salaries as determined on an annual basis during negotiations up to the maxima of the new scales. It also remains our intention to try and reduce the length of pay scales and we will consider this during annual pay negotiations.

Annex B
BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

This document outlines the pay offer for all staff in post on 1 August 2013 as follows:

- Section 1: staff on former BERR pay terms
- Section 2: staff on former DIUS pay terms
- Section 3: staff who have transferred into BIS with other Terms and Conditions
- Section 4: staff who are already on the new BIS pay arrangements
- Section 5: staff who have received a “Highly Successful” performance marking on their Annual Report.

Annex B
BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

SECTION 1: 2013 Pay Award for Staff on former BERR terms

Staff on former BERR pay arrangements currently have a contractual entitlement to pay progression up to the maximum of their pay scale (or a non-consolidated payment of equivalent value if they are at the maximum). This year we seek to offer this group the option of moving across to the new BIS pay system (if still in BIS on 1 December 2013). This system has higher minima and maxima than the current BERR pay system. However, we recognise that staff will relinquish their contractual entitlements to pay progression upon moving to the new system so we are offering an additional non-consolidated payment to compensate for this. Therefore the options for staff are:

1. Moving to the new BIS system

As a result of moving to the new pay system these staff will receive the following levels of payments with effect from 1 August 2013 regardless of their performance marking in the 2012/13 reporting year:

Grade	Consolidated increase* (equivalent of 2 BERR steps)	Plus a Non consolidated payment (equivalent of 4 BERR steps)	Total award (in cash terms)
AA	£504	£1,008	£1,512
AO	£584	£1,168	£1,752
EO	£680	£1,360	£2,040
HEO	£828	£1,656	£2,484
SEO	£940	£1,880	£2,820
Grade 7	£1,264	£2,528	£3,792
Grade 6	£1,530	£3,060	£4,590
Faststream	£1,000	£2,000	£3,000

*Any consolidated increases that take salaries above the new BIS maxima will be converted to a non-consolidated one-off payment.

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013. All non-consolidated payments will also be pro-rated.

These staff would then move to the new BIS London or National pay ranges in Annex A, depending on their location.

Where the total of their existing salary and the consolidated increase gives them a salary lower than the new BIS minima for their grade they will receive an additional uplift to

Annex B BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

increase their salary to the same level as the new minima. For AA staff this will mean they will have their salary increased to the London or National new spot rate.

As a result of moving these staff will effectively change their contractual status and will no longer have an entitlement to former BERR progression arrangements. Future pay increases from 2014 onwards will be determined annually during negotiations. The 1% cap on pay bill increases will apply for the next two years but how available funds (subject to affordability) are distributed amongst the grades will be the subject of future negotiations.

All other terms and conditions for existing staff will remain the same because terms and conditions in the new BIS pay system are aligned with former BERR terms and conditions.

Anyone that has left or is about to leave BIS before 1 December 2013 will not be eligible to move to the new BIS system but will receive any contractual pay award due to them (see part 2 below) backdated to 1 August 2013.

2. Opting out and remaining on legacy BERR arrangements

These staff will remain on their existing pay scales - minima, maxima and pay points remain unchanged and will not be increased in the future (see Annex B). Pay progression for staff on former BERR terms is a contractual obligation and we will continue to honour this for those who wish to stay on their legacy arrangements. As these staff are not relinquishing any contractual entitlements, they will not be eligible for the buy-out payments that are available to those on former BERR terms who move to the new BIS system this year. This also applies to those staff who have left BIS before 1 December 2013.

Progression from the minimum to maximum will be as set out below and in the same way as in previous years. Any payments in lieu of progression above the former BERR maximum will be in the form of a non-consolidated, non-pensionable lump sum payment, as in previous years. For this year Partially Successful performers (under the old 2012/13 performance management system) on BERR terms who stay on the BERR system will get the same level of increase this year as those with a Successful performance marking.

We have made a commitment not to link performance with base pay increases for the reporting years 2013/14 and 2014/15. If staff opt to remain on BERR arrangements then their contractual arrangements are currently linked to performance levels in the former BERR pay system. However, this means that those who stay on former BERR terms this year and receive a Category 1 performance marking in either the 2013/14 or 2014/15 reporting years will be classed as a Highly Successful performer in pay terms until 2016. Those receiving Category 2 or 3 performance markings in these years will be treated as a

Annex B
BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

Successful performer in terms of contractual pay increases. This also applies to those on the maximum of their pay ranges who would get the equivalent level of payment as a non-consolidated payment. We cannot give commitments on the link between performance markings and contractual pay increases beyond 2016. However, whilst we have these new performance distributions, it is our intention that there will be a similar approach towards these performance categories and their link with BERR contractual increases as highlighted above but this will be subject to negotiations in 2016.

Staff on these terms will automatically move to the new BIS system upon future promotion as all posts will be advertised on the new BIS arrangements.

- If staff are on former BERR terms they will receive the following pay increases with effect from 1 August 2013 (these amounts will be pro-rated for part-time staff):

If they are below the target rate (details of pay increases are contained in Annex C):

Performance mark in the 2012/13 reporting period	Highly Successful (HSP)	Successful (HS)	Partially Successful
Award	2 steps consolidated	2 steps consolidated	2 steps consolidated

If they are just below the target rate their new salary will be capped at the target rate as a result of their pay award. If their award brings them to the target rate, they will receive any balance of the award as a non-consolidated, non-pensionable lump sum payment.

If they are at the target rate or above (pay scales are contained in Annex B):

Performance mark in the 2012/13 reporting period	Highly Successful (HSP)	Successful (SP)	Partially Successful
Award	2 steps consolidated. If award takes you over the max, 1 step will be non-consolidated	1 step consolidated, 1 step non-consolidated	1 step consolidated, 1 step non-consolidated

Annex B BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

The step values at each grade are as follows:

AA	£252
AO	£292
EO	£340
HEO	£414
SEO	£470
Grade 7	£632
Grade 6	£765
Fast Stream	£500

If they are on the maximum of their pay scale or on a personal maximum above the BERR maximum

Their award will be non-consolidated, one-off payment. Regardless of performance they will receive 2 steps worth of pay. This will be the case for 2013, 2014 and 2015 pay award years to match the commitment not to link base pay to performance. Beyond this period we cannot give commitments on the link between performance markings and contractual pay increases above the maximum beyond 2016. However, whilst we have these new performance distributions, it is our intention that there will be a similar read across between these performance categories and the BERR contractual payments as highlighted above but this will be subject to negotiations in 2016.

3. Additional information that applies to staff on former BERR terms - whether they move to new system or remain on legacy arrangements

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013.

If staff were promoted during the 2012/13 appraisal year or since then, they will have the award paid at the grade they were in on 1 August 2013. If they were promoted after 1 August 2013 then their promotion calculations will be reassessed.

Anyone who undertook temporary cover during the appraisal year (or is currently doing so), will have their award paid at their substantive grade as at 1 August 2013. This will include any non-consolidated award for achieving a Highly Successful Box mark. However, if they spent more than 6 months of the 2012/13 reporting period at the higher grade, additionally, they will get the difference between the annual base pay award (and performance award, if appropriate) at their substantive grade and the higher grade award as a non-consolidated, one-off payment. The buy out payment for those who move to the new system will not be included for these purposes as these payments will be in line with their substantive grade.

Tables are provided in Annex C for to calculate individual pay awards.

Annex B BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

SECTION 2: 2013 Pay Award for Staff on former DIUS Terms

This year we seek to offer this group the option of moving across to the new BIS pay system (if still in BIS on 1 December 2013) to help rationalise the different pay arrangements in the Department. This pay system is similar to the former DIUS pay system in that it has minima, maxima and no steps or spine points in between. The new system has higher minima than the current DIUS pay system and higher maxima for EA and EO grades this year. However, we recognise that some staff on former DIUS/DfES terms and conditions do have enhanced levels of leave and childcare support than those on offer in new BIS arrangements. As a result we are offering a higher level award than would usually be allowed under the current 1% public sector pay increase cap, to compensate for changes to these terms and conditions. There will also be some reserved rights for some terms. Therefore the options for staff are:

1. Moving to the new BIS system

As a result of moving to the new pay system, these staff will receive the following levels of payments with effect from 1 August 2013 (pro-rated for part time staff) regardless of their performance marking in the 2012/13 reporting year. This offers all BIS staff the opportunity to receive the same level of consolidated pay increase that those on legacy BERR systems are entitled to through their contractual progression arrangements.

If they are below the BIS maximum for their grade they will receive the following consolidated increases to their pay capped at the BIS maximum for their pay range:

Grade	Pay award
EA	£584
EO	£680
HEO	£828
SEO	£940
Grade 7	£1,264
Grade 6	£1,530
Fast Stream	£1,000

Any payments that take their salary above the current BIS maximum will be converted to non-consolidated, one-off payments.

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013. All non-consolidated payments will also be pro-rated.

Those staff at the BIS maximum or above will receive the same amounts as a non-consolidated, one-off lump sum payment.

Annex B BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

This arrangement forms part of the 2013 BIS pay award only. Future pay increases from 2014 onwards will be determined annually during negotiations. The 1% cap on pay bill increases will apply for the next two years but how available funds (subject to affordability) are distributed amongst the grades will be the subject of future negotiations.

These staff would then move to the new BIS London or National pay ranges in Annex A, depending on their location.

As a result of moving these staff will change their contractual status and will no longer have an entitlement to former DIUS terms and conditions. They will move onto the new BIS terms and conditions which are aligned with former BERR terms apart from pay. This will not represent a change in terms and conditions for DIUS staff who transferred into DIUS on former DTI terms.

We recognise this move will mean changes to terms and conditions for those staff on former DIUS staff who transferred into DIUS on former DfES terms. Therefore this group of staff will retain some reserved rights to the following enhanced terms and conditions for set periods. Details of these reserved rights can be found in Annex E.

Anyone that has left or is about to leave BIS before 1 December 2013 will not be eligible to move to the new BIS system. This group will receive the pay award due to them as outlined in part 2 below backdated to 1 August 2013.

2. Opting out and remaining on legacy DIUS arrangements (or staff who have left/leave BIS before 1 December 2013)

These staff will remain on their existing pay scales – minima and maxima remain unchanged and will not be increased in the future (see Annex D). They will receive the following levels of payments with effect from 1 August 2013 (pro-rated for part time staff) regardless of their performance marking in the 2012/13 reporting year. These payments have been calculated at the maximum levels permitted under the 1% public sector cap on pay increases and equate to 1% of the median salary of the pay range.

If they are below the current DIUS maximum for their grade they will receive the following consolidated increases to their pay capped at the maximum of their pay range:

Grade	Pay Award
EA	£218
EO	£253
HEO	£302
SEO	£361
Grade 7	£496
Grade 6	£593

Annex B

BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

Any payments that take their salary above the DIUS maximum will be converted to non-consolidated, one-off payments.

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013.

Staff whose salaries are at the DIUS maximum or above will receive the same amounts as a non-consolidated, one-off lump sum payment.

3. Additional information that applies to all staff on former DIUS terms whether they move to the BIS pay system or remain on legacy arrangements

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013.

If staff were promoted during the 2013/13 appraisal year or since then, they will have the award paid at the grade they were in on 1 August 2013. If they were promoted after 1 August 2013 then their promotion calculations will be reassessed.

Anyone who undertook temporary cover during the appraisal year (or is currently doing so), will have their award paid at their substantive grade as at 1 August 2013. This will include any non-consolidated award for achieving a Highly Successful Box mark. However, if they spent more than 6 months of the 2012/13 reporting period at the higher grade, additionally, they will get the difference between the annual base pay award (and performance award, if appropriate) at their substantive grade and the higher grade award as a non-consolidated, one-off payment.

SECTION 3: 2013 Pay Award for Staff on Other Terms and Conditions in BIS

BIS has other groups of staff who have joined the Department as a result of Machinery of Government changes. This year we seek to offer this group the option of moving across to the new BIS pay system (if still in BIS on 1 December 2013) to help rationalise the different pay arrangements and terms and conditions in the Department. Most of these groups of staff do not have contractual pay progression but we wish to align other terms and conditions and pay. As a result we are offering a higher level award than would usually be allowed under the current 1% public sector pay increase cap, to compensate for this. The only exception is former DETR staff and some former South West RDA staff who have contractual entitlements to different levels of pay increases. We will write to these people individually setting out their options. Therefore the options for the majority of these staff are:

1. Moving to the new BIS system

As a result of moving to the new pay system these staff will receive the following levels of payments with effect from 1 August 2013 (pro-rated for part time staff) regardless of their performance marking in the 2012/13 reporting year. This offers all BIS staff the opportunity to receive the same level of consolidated pay increase that those on legacy BERR systems are entitled to through their contractual progression arrangements.

If they are below the BIS maximum for their grade they will receive the following consolidated increases to their pay capped at the maximum of their pay range:

Grade	Pay award
EA	£584
EO	£680
HEO	£828
SEO	£940
Grade 7	£1,264
Grade 6	£1,530
Fast Stream	£1,000

Any payments that take their salary above the current BIS maximum will be converted to non-consolidated, one-off payments.

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013. All non-consolidated payments will also be pro-rated.

Those staff on a salary at the same level of the BIS maximum or above will receive the same amounts as a non-consolidated, one-off lump sum payment.

Annex B BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

These staff would then move to the new BIS London or National pay ranges in Annex A, depending on their location.

Where the total of their existing salary and the consolidated increase gives them a salary lower than the new BIS minima for their grade they will receive an additional uplift to increase their salary to the same level as the new minima.

This arrangement forms part of the 2013 BIS pay award only. Future pay increases from 2014 onwards will be determined annually during negotiations. The 1% cap on pay bill increases will apply for the next two years but how available funds (subject to affordability) are distributed amongst the grades will be the subject of future negotiations.

As a result of moving these staff will change their contractual status and will no longer have an entitlement to their legacy terms and conditions. They will move onto the new BIS terms and conditions which are aligned with former BERR terms apart from pay.

Anyone that has left or is about to leave BIS before 1 December 2013 will not be eligible to move to the new BIS system. This group will receive the pay award due to them as outlined in part 2 below backdated to 1 August 2013.

2. Opting out and remaining on legacy arrangements

These staff will remain on their existing pay scales and existing terms and conditions – minima and maxima remain unchanged and will not be increased in the future. They will receive the following levels of payments with effect from 1 August 2013 (pro-rated for part time staff) regardless of their performance marking in the 2012/13 reporting year. These payments have been calculated at the maximum levels permitted under the 1% public sector cap on pay increases and equate to 1% of the median salary of each of the former DIUS pay ranges.

If they are below the current BIS maximum for their grade they will receive the following consolidated increases to their pay capped at the maximum of the equivalent BIS pay range:

Grade	Pay Award
EA	£218
EO	£253
HEO	£302
SEO	£361
Grade 7	£496
Grade 6	£593

Annex B

BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

Any payments that take their salary above the maximum BIS pay scales will be converted to non-consolidated, one-off payments.

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013. All non-consolidated payments will also be pro-rated.

Staff whose salaries are at the BIS maximum or above for their equivalent grade will receive the same amounts as a non-consolidated, one-off lump sum payment.

3. Additional information that applies to staff (on terms other than former BERR/DIUS) who move to the BIS pay system or remain on legacy arrangements

If staff were promoted during the 2012/13 appraisal year or since then, they will have the award paid at the grade they were in on 1 August 2013. If they were promoted after 1 August 2013 then their promotion calculations will be reassessed.

Anyone who undertook temporary cover during the appraisal year (or are currently doing so) will have their award paid at their substantive grade as at 1 August 2013. This will include any non-consolidated award for achieving a Highly Successful Box mark. However, if they spent more than 6 months of the 2012/13 reporting period at the higher grade, additionally, they will get the difference between the annual base pay award (and performance award, if appropriate) at their substantive grade and the higher grade award as a non-consolidated, one-off payment.

Ex-LBRO Staff

- The pay offer set out above in this section will apply to this group once they have had their jobs evaluated and their posts have been aligned with a BIS grade.

Ex Government Office staff

- Those staff on these terms and conditions that choose to move to the new pay system and are currently in receipt of employer funded childcare vouchers at the date of publication of this offer will have a reserved right to receive them until 31 July 2016 or up to the date that eligibility expires under the current policy, whichever is the earliest.

Annex B BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

SECTION 4: 2013 Pay Award for Staff already on the new BIS terms (who joined BIS between 1 April and 31 July 2013)

These staff are already on the new BIS pay system so will remain on their existing higher pay scales. Those who have joined BIS and have not completed twelve months service from their date of entry to BIS until 31 July 2013 will be eligible for an award (rather than waiting twelve months as was previously the case). These staff will receive the levels of payments below with effect from 1 August 2013 (pro-rated for part time staff) regardless of their performance marking in the 2012/13 reporting year.

Staff who have transferred in from other Government Departments/Agencies and were in post on or before 1 August 2013 will also receive the awards below regardless of performance as long as they have not already received a pay award for 2013 in their previous Department/Agency.

If they are below the current BIS maximum for their grade (see Annex A for pay ranges) they will receive the following consolidated increases to their pay capped at the maximum of their pay range:

Grade	Pay Award
AA	£194
AO	£218
EO	£253
HEO	£302
SEO	£361
Grade 7	£496
Grade 6	£593
Fast Stream	£297

Any payments that take their salary above the BIS maximum will be converted to non-consolidated, one-off payments.

Part-time staff will have their award applied to their full-time equivalent salary then pro-rated to reflect their contracted working hours on 1 August 2013. All non-consolidated payments will also be pro-rated.

Staff whose salaries are at the BIS maximum or above will receive the same amounts as a non-consolidated, one-off lump sum payment.

Additional information

If staff were promoted during the 2012/13 appraisal year or since then, they will have the award paid at the grade they were in on 1 August 2013. If they were promoted after 1 August 2013 then their promotion calculations will be reassessed.

Annex B
BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

Anyone who undertook temporary cover during the appraisal year (or are currently doing so), will have their award paid at their substantive grade as at 1 August 2013. This will include any non-consolidated award for achieving a Highly Successful performance mark. However, if they spent more than 6 months of the 2012/13 reporting period at the higher grade, additionally, they will get the difference between the annual base pay award (and performance award, if appropriate) at their substantive grade and the higher grade award as a non-consolidated, one-off payment.

SECTION 5: Performance Awards 2013 – all staff

- All staff regardless of their legacy terms and conditions or whether they move to the new BIS system or not who received a 'Highly Successful Performance' rating in the 2012-13 performance year, will be eligible for a non-consolidated, non-pensionable, lump sum performance award of:

	Performance Award
AA	£1,350
AO	£1,350
EA	£1,350
EO	£1,620
HEO	£1,620
SEO	£1,620
Grade 7	£1,800
Grade 6	£1,800
Fast Stream	£1,620

These amounts will be pro-rated for part-time staff.

Those staff promoted during the 2012/13 appraisal year or since then, will have the award paid at the grade they were on 1 August 2013. If they were promoted after 1 August 2013 then their performance award will be based upon the grade they were on 1 August 2013.

Anyone who undertook temporary cover during the appraisal year (or is currently doing so), will have their award paid at their substantive grade as at 1 August 2013. However, if they spent more than 6 months of the 2012/13 reporting period at the higher grade, they will get the higher grade performance award.

Anyone who transferred into BIS on or before 1 August 2013 who has received the equivalent of a Highly Successful performance marking in their previous department/agency for the 2012/13 reporting period will also be eligible for a performance award as long as they have not already received a pay award for 2013 in their previous Department/Agency.

Annex B
BIS Pay Offer for non-SCS staff - 1 August 2013 to 31 July 2014

Detailed Information

The following Annexes give greater detail on 2013 Pay Award and the BIS Single Pay System:

Annex A: BIS Pay Ranges

Annex B: Former BERR Pay Scales

Annex C: Former BERR Pay Award Tables

Annex D: Former DIUS Pay Scales

Annex E: Reserved rights for people who transferred into DIUS on former DfES terms

Annex F: Questions and answers (to be developed during negotiations)

Annex A – BIS 2013 Pay Ranges

LONDON		
GRADE	MIN	MAX
Gd 6	£56,272	£67,714
Gd 7	£47,095	£55,882
SEO	£34,729	£40,917
HEO	£28,939	£33,027
EO	£23,869	£27,961
EA/AO	£20,409	£22,710
AA	Spot rate of £19,925	
FS	£27,000	£33,000

NATIONAL		
GRADE	MIN	MAX
Gd 6	£52,772	£64,214
Gd 7	£43,595	£52,382
SEO	£31,229	£37,417
HEO	£25,439	£29,527
EO	£20,369	£24,461
EA/AO	£16,909	£19,210
AA	Spot rate of £16,425	
FS	£27,000	£33,000

Annex B – Former BERR Pay Scales - London

	AA	AO	EO	HEO	SEO	Grade 7	Grade 6	Fast Stream (1)
Step Size	£252	£292	£340	£414	£470	£632	£765	£500
					£40,701	£55,562	£67,313	
			£27,023	£32,866	£40,231	£54,930	£66,548	
	£18,617	£21,869	£26,683	£32,452	£39,761	£54,298	£65,783	£31,800
	£18,365	£21,577	£26,343	£32,038	£39,291	£53,666	£65,018	£31,300
Target Rate	£18,113	£21,285	£26,003	£31,624	£38,821	£53,034	£64,253	£30,800
	£17,861	£20,993	£25,663	£31,210	£38,351	£52,402	£63,488	£30,300
	£17,609	£20,701	£25,323	£30,796	£37,881	£51,770	£62,723	£29,800
	£17,357	£20,409	£24,983	£30,382	£37,411	£51,138	£61,958	£29,300
	£17,105	£20,117	£24,643	£29,968	£36,941	£50,506	£61,193	£28,800
		£19,825	£24,303	£29,554	£36,471	£49,874	£60,428	£28,300
			£23,963	£29,140	£36,001	£49,242	£59,663	£27,800
			£23,623	£28,726	£35,531	£48,610	£58,898	£27,300
			£23,283	£28,312	£35,061	£47,978	£58,133	£26,800
			£22,943	£27,898	£34,591	£47,346	£57,368	£26,300
			£22,603	£27,484	£34,121	£46,714	£56,603	£25,800
			£22,263	£27,070	£33,651	£46,082	£55,838	
					£33,181	£45,450	£55,073	
					£32,711	£44,818	£54,308	
					£32,241	£44,186	£53,543	

	AA	AO	EO	HEO	SEO	Grade 7	Grade 6	Fast Stream (1)	For mer BER R Pay Scales – National
Step Size	£252	£292	£340	£414	£470	£632	£765	£500	
					£37,201	£52,062	£63,813		
			£23,523	£29,366	£36,731	£51,430	£63,048		
	£15,117	£18,369	£23,183	£28,952	£36,261	£50,798	£62,283	£28,300	
	£14,865	£18,077	£22,843	£28,538	£35,791	£50,166	£61,518	£27,800	
Target Rate	£14,613	£17,785	£22,503	£28,124	£35,321	£49,534	£60,753	£27,300	
	£14,361	£17,493	£22,163	£27,710	£34,851	£48,902	£59,988	£26,800	
	£14,109	£17,201	£21,823	£27,296	£34,381	£48,270	£59,223	£26,300	
	£13,857	£16,909	£21,483	£26,882	£33,911	£47,638	£58,458	£25,800	
	£13,605	£16,617	£21,143	£26,468	£33,441	£47,006	£57,693	£25,300	
		£16,325	£20,803	£26,054	£32,971	£46,374	£56,928	£24,800	
			£20,463	£25,640	£32,501	£45,742	£56,163	£24,300	
			£20,123	£25,226	£32,031	£45,110	£55,398	£23,800	
			£19,783	£24,812	£31,561	£44,478	£54,633	£23,300	
			£19,443	£24,398	£31,091	£43,846	£53,868	£22,800	
			£19,103	£23,984	£30,621	£43,214	£53,103	£22,300	
			£18,763	£23,570	£30,151	£42,582	£52,338		
					£29,681	£41,950	£51,573		
					£29,211	£41,318	£50,808		
					£28,741	£40,686	£50,043		

(1) In 2010, we introduced a single pay scale for fast streamers based on the former BERR London pay scale.

Annex C - 2013 former BERR Pay Award Tables

To find your pay award for 2013 look up your 2012 base pay in the left hand column and then look along that row until you get to the column for your overall performance appraisal assessment

Pay Award 2013- AA				
	Partially Successful/Successful		Highly Successful	
2012 Base Pay- AA	Base Pay	Non Consolidated Payments (1)	Base Pay	Non Consolidated Payments (1)
London				
£19,421	£19,421	£504	£19,421	£504
£19,217	£19,217	£504	£19,217	£504
£19,121	£19,121	£504	£19,121	£504
£18,917	£18,917	£504	£18,917	£504
£18,665	£18,665	£504	£18,665	£504
£18,617	£18,617	£504	£18,617	£504
£18,413	£18,617	£300	£18,617	£300
£18,365	£18,617	£252	£18,617	£252
£18,161	£18,413	£252	£18,617	£48
£18,113	£18,365	£252	£18,617	
£17,861	£18,113	£252	£18,113	£252
£17,909	£18,113	£300	£18,113	£300
£17,657	£18,113	£48	£18,113	£48
£17,609	£18,113		£18,113	
£17,405	£17,909		£17,909	
£17,357	£17,861		£17,861	
£17,105	£17,609		£17,609	
National				
£15,717	£15,717	£504	£15,717	£504
£15,417	£15,417	£504	£15,417	£504
£15,165	£15,165	£504	£15,165	£504
£15,117	£15,117	£504	£15,117	£504
£14,913	£15,117	£300	£15,117	£300
£14,865	£15,117	£252	£15,117	£252
£14,661	£15,117	£48	£15,117	£48
£14,613	£14,865	£252	£15,117	
£14,409	£14,613	£300	£14,613	£300
£14,361	£14,613	£252	£14,613	£252
£14,157	£14,613	£48	£14,613	£48
£14,109	£14,613		£14,613	
£13,905	£14,409		£14,409	
£13,857	£14,361		£14,361	
£13,605	£14,109		£14,109	

Note

(1) Non-consolidated payments are non-pensionable payments made in lieu of pay progression to those at or above the target rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

Pay Award 2013- AO

2012 Base Pay- AO	Partially Successful/Successful		Highly Successful	
	Base Pay	Non Consolidated Payments (1)	Base Pay	Non Consolidated Payments (1)
London				
£22,126	£22,126	£584	£22,126	£584
£21,869	£21,869	£584	£21,869	£584
£21,577	£21,869	£292	£21,869	£292
£21,293	£21,585	£292	£21,869	£8
£21,285	£21,577	£292	£21,869	
£21,001	£21,285	£300	£21,285	£300
£20,993	£21,285	£292	£21,285	£292
£20,709	£21,001	£292	£21,285	£8
£20,701	£21,285		£21,285	
£20,417	£21,001		£21,001	
£20,409	£20,993		£20,993	
£20,125	£20,709		£20,709	
£20,117	£20,701		£20,701	
£19,825	£20,409		£20,409	
National				
£18,969	£18,969	£584	£18,969	£584
£18,669	£18,669	£584	£18,669	£584
£18,377	£18,377	£584	£18,377	£584
£18,369	£18,369	£584	£18,369	£584
£18,085	£18,369	£300	£18,369	£300
£18,077	£18,369	£284	£18,369	£284
£17,793	£18,085	£292	£18,369	£8
£17,785	£18,077	£292	£18,369	
£17,501	£17,785	£300	£17,785	£300
£17,493	£17,785	£292	£17,785	£292
£17,209	£17,785	£8	£17,785	£8
£17,201	£17,785		£17,785	
£16,909	£17,493		£17,493	
£16,625	£17,209		£17,209	
£16,617	£17,201		£17,201	
£16,325	£16,909		£16,909	

Notes

- (1) Non-consolidated payments are non-pensionable payments made in lieu of progression for those at or above the Target Rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

Pay Award 2013- EO

2012 Base Pay- EO	Partially Successful/Successful		Highly Successful	
	Base Pay	Non Consolidated Payments (1)	Base Pay	Non Consolidated Payments (1)
London				
£27,281	£27,281	£680	£27,281	£680
£27,023	£27,023	£680	£27,023	£680
£26,683	£27,023	£340	£27,023	£340
£26,343	£26,683	£340	£27,023	
£26,003	£26,343	£340	£26,683	
£25,663	£26,003	£340	£26,003	£340
£25,323	£26,003		£26,003	
£24,983	£25,663		£25,663	
£24,643	£25,323		£25,323	
£24,303	£24,983		£24,983	
£23,963	£24,643		£24,643	
£23,623	£24,303		£24,303	
£23,283	£23,963		£23,963	
£22,943	£23,623		£23,623	
£22,603	£23,283		£23,283	
£22,263	£22,943		£22,943	
National				
£23,781	£23,781	£680	£23,781	£680
£23,523	£23,523	£680	£23,523	£680
£23,183	£23,523	£340	£23,523	£340
£22,843	£23,183	£340	£23,523	
£22,503	£22,843	£340	£23,183	
£22,163	£22,503	£340	£22,503	£340
£21,823	£22,503		£22,503	
£21,483	£22,163		£22,163	
£21,143	£21,823		£21,823	
£20,803	£21,483		£21,483	
£20,463	£21,143		£21,143	
£20,123	£20,803		£20,803	
£19,783	£20,463		£20,463	
£19,443	£20,123		£20,123	
£19,103	£19,783		£19,783	
£18,763	£19,443		£19,443	

Notes

- (1) Non-consolidated payments are non-pensionable payments made in lieu of progression for those at or above the Target Rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

Pay Award 2013- HEO

2012 Base Pay- HEO	Partially Successful/Successful		Highly Successful	
	Base Pay	Non Consolidated Payments (1)	Base Pay	Non Consolidated Payments (1)
London				
£33,027	£33,027	£828	£33,027	£828
£32,866	£32,866	£828	£32,866	£828
£32,452	£32,866	£414	£32,866	£414
£32,038	£32,452	£414	£32,866	
£31,624	£32,038	£414	£32,452	
£31,210	£31,624	£414	£31,624	£414
£30,796	£31,624		£31,624	
£30,382	£31,210		£31,210	
£29,968	£30,796		£30,796	
£29,554	£30,382		£30,382	
£29,140	£29,968		£29,968	
£28,726	£29,554		£29,554	
£28,312	£29,140		£29,140	
£27,898	£28,726		£28,726	
£27,484	£28,312		£28,312	
£27,070	£27,898		£27,898	
National				
£29,527	£29,527	£828	£29,527	£828
£29,366	£29,366	£828	£29,366	£828
£28,952	£29,366	£414	£29,366	£414
£28,538	£28,952	£414	£29,366	
£28,124	£28,538	£414	£28,952	
£27,710	£28,124	£414	£28,124	£414
£27,296	£28,124		£28,124	
£26,882	£27,710		£27,710	
£26,468	£27,296		£27,296	
£26,054	£26,882		£26,882	
£25,640	£26,468		£26,468	
£25,226	£26,054		£26,054	
£24,812	£25,640		£25,640	
£24,398	£25,226		£25,226	
£23,984	£24,812		£24,812	
£23,570	£24,398		£24,398	

Notes

- (1) Non-consolidated payments are non-pensionable payments made in lieu of progression for those at or above the Target Rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

Pay Award 2013- SEO

2012 Base Pay- SEO	Partially Successful/Successful		Highly Successful	
	Base Pay	Non Consolidated Payments (1)	Base Pay	Non Consolidated Payments (1)
London				
£40,917	£40,917	£940	£40,917	£940
£40,701	£40,701	£940	£40,701	£940
£40,231	£40,701	£470	£40,701	£470
£39,761	£40,231	£470	£40,701	
£39,291	£39,761	£470	£40,231	
£38,821	£39,291	£470	£39,761	
£38,351	£38,821	£470	£38,821	£470
£37,881	£38,821		£38,821	
£37,411	£38,351		£38,351	
£36,941	£37,881		£37,881	
£36,471	£37,411		£37,411	
£36,001	£36,941		£36,941	
£35,531	£36,471		£36,471	
£35,061	£36,001		£36,001	
£34,591	£35,531		£35,531	
£34,121	£35,061		£35,061	
£33,651	£34,591		£34,591	
£33,181	£34,121		£34,121	
£32,711	£33,651		£33,651	
£32,241	£33,181		£33,181	
National				
£37,417	£37,417	£940	£37,417	£940
£37,201	£37,201	£940	£37,201	£940
£36,731	£37,201	£470	£37,201	£470
£36,261	£36,731	£470	£37,201	
£35,791	£36,261	£470	£36,731	
£35,321	£35,791	£470	£36,261	
£34,851	£35,321	£470	£35,321	£470
£34,381	£35,321		£35,321	
£33,911	£34,851		£34,851	
£33,441	£34,381		£34,381	
£32,971	£33,911		£33,911	
£32,501	£33,441		£33,441	
£32,031	£32,971		£32,971	
£31,561	£32,501		£32,501	
£31,091	£32,031		£32,031	
£30,621	£31,561		£31,561	
£30,151	£31,091		£31,091	
£29,681	£30,621		£30,621	
£29,211	£30,151		£30,151	
£28,741	£29,681		£29,681	

Notes (1) Non-consolidated payments are non-pensionable payments made in lieu of progression for those at or above the Target Rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

Pay Award 2013- Grade 7

		Partially Successful/Successful		Highly Successful	
2012 Base Pay- G7	Base Pay	Non Consolidated Payments (1)	Base Pay	Non Consolidated Payments (1)	
London					
£55,882	£55,882	£1,264	£55,882	£1,264	
£55,562	£55,562	£1,264	£55,562	£1,264	
£54,930	£55,562	£632	£55,562	£632	
£54,298	£54,930	£632	£55,562		
£53,666	£54,298	£632	£54,930		
£53,034	£53,666	£632	£54,298		
£52,402	£53,034	£632	£53,034	£632	
£51,770	£53,034		£53,034		
£51,138	£52,402		£52,402		
£50,506	£51,770		£51,770		
£49,874	£51,138		£51,138		
£49,242	£50,506		£50,506		
£48,610	£49,874		£49,874		
£47,978	£49,242		£49,242		
£47,346	£48,610		£48,610		
£46,714	£47,978		£47,978		
£46,082	£47,346		£47,346		
£45,450	£46,714		£46,714		
£44,818	£46,082		£46,082		
£44,186	£45,450		£45,450		
National					
£52,382	£52,382	£1,264	£52,382	£1,264	
£52,062	£52,062	£1,264	£52,062	£1,264	
£51,430	£52,062	£632	£52,062	£632	
£50,798	£51,430	£632	£52,062		
£50,166	£50,798	£632	£51,430		
£49,534	£50,166	£632	£50,798		
£48,902	£49,534	£632	£49,534	£632	
£48,270	£49,534		£49,534		
£47,638	£48,902		£48,902		
£47,006	£48,270		£48,270		
£46,374	£47,638		£47,638		
£45,742	£47,006		£47,006		
£45,110	£46,374		£46,374		
£44,478	£45,742		£45,742		
£43,846	£45,110		£45,110		
£43,214	£44,478		£44,478		
£42,582	£43,846		£43,846		
£41,950	£43,214		£43,214		
£41,318	£42,582		£42,582		
£40,686	£41,950		£41,950		

Notes

(1) Non-consolidated payments are non-pensionable payments made in lieu of progression for those at or above the Target Rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

Pay Award 2013- Grade 6

2012 Base Pay- G6	Partially Successful/Successful		Highly Successful	
	Base Pay	Non Consolidated Payments (1)	Base Pay	Non Consolidated Payments (1)
London				
£67,714	£67,714	£1,530	£67,714	£1,530
£67,313	£67,313	£1,530	£67,313	£1,530
£66,548	£67,313	£765	£67,313	£765
£65,783	£66,548	£765	£67,313	
£65,018	£65,783	£765	£66,548	
£64,253	£65,018	£765	£65,783	
£63,488	£64,253	£765	£64,253	£765
£62,723	£64,253		£64,253	
£61,958	£63,488		£63,488	
£61,193	£62,723		£62,723	
£60,428	£61,958		£61,958	
£59,663	£61,193		£61,193	
£58,898	£60,428		£60,428	
£58,133	£59,663		£59,663	
£57,368	£58,898		£58,898	
£56,603	£58,133		£58,133	
£55,838	£57,368		£57,368	
£55,073	£56,603		£56,603	
£54,308	£55,838		£55,838	
£53,543	£55,073		£55,073	
National				
£64,214	£64,214	£1,530	£64,214	£1,530
£63,813	£63,813	£1,530	£63,813	£1,530
£63,048	£63,813	£765	£63,813	£765
£62,283	£63,048	£765	£63,813	
£61,518	£62,283	£765	£63,048	
£60,753	£61,518	£765	£62,283	
£59,988	£60,753	£765	£60,753	£765
£59,223	£60,753		£60,753	
£58,458	£59,988		£59,988	
£57,693	£59,223		£59,223	
£56,928	£58,458		£58,458	
£56,163	£57,693		£57,693	
£55,398	£56,928		£56,928	
£54,633	£56,163		£56,163	
£53,868	£55,398		£55,398	
£53,103	£54,633		£54,633	
£52,338	£53,868		£53,868	
£51,573	£53,103		£53,103	
£50,808	£52,338		£52,338	
£50,043	£51,573		£51,573	

Notes (1) Non-consolidated payments are non-pensionable payments made in lieu of progression for those at or above the Target Rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

Pay Award 2013 - Faststream

		Partially Successful/Successful		Highly Successful	
2012 Base Pay-Faststream	Base Pay	Non Consolidated Payments (1)		Base Pay	Non Consolidated Payments (1)
London					
£32,800	£32,800	£1,000		£32,800	£1,000
£32,300	£32,300	£1,000		£32,300	£1,000
£31,800	£31,800	£1,000		£31,800	£1,000
£31,300	£31,800	£500		£31,800	£500
£30,800	£31,300	£500		£31,800	
£30,300	£30,800	£500		£30,800	£500
£29,800	£30,800			£30,800	
£29,300	£30,300			£30,300	
£28,800	£29,800			£29,800	
£28,300	£29,300			£29,300	
£27,800	£28,800			£28,800	
£27,300	£28,300			£28,300	
£26,800	£27,800			£27,800	
£26,300	£27,300			£27,300	
£25,800	£26,800			£26,800	
National					
£29,300	£29,300	£1,000		£29,300	£1,000
£28,800	£28,800	£1,000		£28,800	£1,000
£28,300	£28,300	£1,000		£28,300	£1,000
£27,800	£28,300	£500		£28,300	£500
£27,300	£27,800	£500		£28,300	
£26,800	£27,300	£500		£27,300	£500
£26,300	£27,300			£27,300	
£25,800	£26,800			£26,800	
£25,300	£26,300			£26,300	
£24,800	£25,800			£25,800	
£24,300	£25,300			£25,300	
£23,800	£24,800			£24,800	
£23,300	£24,300			£24,300	
£22,800	£23,800			£23,800	
£22,300	£23,300			£23,300	

Notes (1) Non-consolidated payments are non-pensionable payments made in lieu of progression for those at or above the Target Rate.

The Target Rate for the Grade is shown in **bold italics** and the Maximum is shown in **bold**.

The national pay scale only applies to Fast Stream staff who joined BIS or BERR before August 2010. The award for fast streamers who joined BIS on or after 1 August 2011 can be calculated from the London scale.

Annex D - Former DIUS Pay Ranges

Generalist Pay Ranges

LONDON		
GRADE	MIN	MAX
Gd 6	£55,715	£67,714
Gd 7	£46,629	£55,882
SEO	£34,385	£40,917
HEO	£28,652	£33,027
EO	£23,633	£27,281
EA	£20,017	£22,126
FS	£28,652	£40,917

NATIONAL		
GRADE	MIN	MAX
Gd 6	£52,215	£64,214
Gd 7	£43,129	£52,382
SEO	£30,885	£37,417
HEO	£25,152	£29,527
EO	£20,133	£23,781
EA	£16,517	£18,626
FS	£25,152	£37,417

Annex E : Reserved rights for people who transferred into DIUS on former DfES terms and move to the new BIS pay system

Paid maternity/adoption leave: Staff will retain their right to an additional 2 weeks paid contractual maternity/adoption leave (28 in total, rather than 26) if they become pregnant/adopt their child and start their paid contractual maternity/adoption leave up to and including 31 July 2016. This is subject to the existing qualifying conditions for people on these terms in the [BIS maternity policy](#).

Paid paternity leave: Staff will retain their right to an additional 1 weeks paid contractual paternity leave (3 weeks in total, rather than 2), per child if they take it up to and including 31 July 2016.

Long service award: Staff will retain their entitlement (subject to eligibility criteria) to apply for their long service award until 31 July 2014.

1 day's paid special leave for child's first day at school: Staff will retain this entitlement until 31 July 2016.

Employer funded childcare vouchers (under the former DfES scheme): Those staff currently in receipt of employer funded childcare vouchers at the date of publication of this offer and any additional eligible staff who make a successful claim for them on or before 31 July 2014 will have the following reserved rights:

- **Those based in London in receipt of vouchers for children of school age** will retain their right to receive them until 31 July 2015 or up to the date that eligibility expires under the current policy, whichever is the earliest. These staff will have access to subsidies provided as part of the Westminster Holiday playscheme. This eligibility will apply whilst the subsidies and the scheme are still in operation.
- **Those based nationally in receipt of vouchers for children of school age** will retain their right to receive them until the month prior to their child starting secondary school or up to the date that eligibility expires under the current policy, whichever is the earliest.
- **Those in receipt of vouchers for children below school age** will retain their right to receive them in line with the criteria in the policy until 31 July 2016 or until that eligibility expires under the current policy, whichever is the earliest. Any parent that is in receipt of vouchers for children below school age and any additional eligible staff who make a successful claim for them on or before 31 July 2014 will also be eligible for the lower level of vouchers for that child for the first two years of school up until the child's 7th birthday.
- **Those staff in grades EA and EO** will fully retain their right to receive vouchers until that eligibility expires under the current policy. If these

individuals are promoted to HEO or above then their rights will change. In these cases they will continue to receive vouchers (in line with the levels in the current policy) until the child's 11th birthday or up to the date that eligibility expires under the current policy, whichever is the earliest.

- All of the above reserved rights and eligibility to receive any employer funded childcare vouchers will cease upon promotion to SCS.