

COMPANIES HOUSE

PAY AWARD

1 August 2015 to 31 July 2016



## **1 Introduction**

This document sets out the details of the Companies House pay award for the period – 1 August 2015 to 31 July 2016 for individuals employed, below the Senior Civil Service, on Companies House terms and conditions.

This year's submission was successful in securing a 1% consolidated pay rise for everyone.

We paid our Corporate Efficiency Award in July having obtained the consent of the Secretary of State and our Exemplar award was paid in September's pay.

## **2 Pay Award**

### **2.1 What it means to you**

This year's award is straight forward in that we chose to raise all of our spine points by 1%.

### **2.2 Minimums (SR1s)**

The minimum of each pay band has been increased by 1%.

### **2.3 Maximums (Target Rates)**

The maximum of each pay band has been increased by 1%.

### **2.4 Mark Time**

Employees who are currently paid over the TR for their grade Band will continue to receive salary at their current level on a mark time basis.

### **2.5 Progression**

The removal of contractual progression was successfully negotiated during 2015 with the appropriate payments being made to staff in October 2015. Agreement was reached with PCS to negotiate a replacement for contractual progression. Negotiations are currently ongoing.

### **2.6 Pay on Promotion**

On promotion to the next higher Band an employee would move to whichever is the greater of the minimum of the higher Band or a 10% flat rate increase. Further movement through the pay scale is subject to the negotiations currently underway as outlined in 2.5 above.

If promotion occurs following continuous temporary cover then the date that the temporary cover commenced will be deemed the 'date of promotion'.

### **2.7 IT On-Call Allowance**

These have been increased in line with the 1% increase in our pay award meaning that they have been increased to the following:

Weekday rate of £47.31 and  
Weekend rate of £94.63

## **2.8 Pay Band Salary Structure**

We have maintained our existing grade structure but reduced most of our pay bands down to just two pay points, a minimum and a maximum. The exception to this are our Band A National and Band A London scales which we have reduced to a single rate of pay or spot rate.

## **2.9 Annual Leave**

The current level of annual leave for a full time member of staff is 31.5 days, part time staff would receive a pro rata of this entitlement.

## **2.10 Working Week**

The current working week is fixed at 37 hours a week (36 hours in London)

## **2.11 Retirement Award**

Retirement award on completion of 10 or more years' service remains at £500.

## **2.12 Long Service Award**

No change in the current arrangements which are for:

20 years service - one-off additional week's paid leave; and  
40 years service – a further one-off additional week's paid leave.

The additional award will take full account of 'working patterns' throughout the period of service and must be taken within 3 years of eligibility. This award **cannot** be redeemed for a cash equivalent.

## **2.13 Efficiency Award**

Companies House continue to operate an Efficiency Award for its employees.

Our ability to pay the award is dependent on us achieving our efficiency target. As this payment is based upon our ability to meet this target there is therefore no guarantee we will be in a position to pay an award at the end of the financial year. Further detail will be provided following the end of the financial year and approval of our accounts by the auditors.

NB. Any payment will continue to be non-consolidated and non-pensionable.

### 3 Annex A – CH 2015/2016 Pay Scales

#### 3.1 National

| National | 2014/15 | 2015/16 |
|----------|---------|---------|
| Band A   | £14,781 |         |
|          | £15,996 | £16,156 |
| Band B   | £15,996 | £16,156 |
|          | £17,292 |         |
|          | £19,925 | £20,125 |
| Band C   | £19,925 | £20,125 |
|          | £21,892 |         |
|          | £24,447 | £24,692 |
| Band D   | £24,447 | £24,692 |
|          | £26,891 |         |
|          | £29,180 |         |
|          | £32,440 | £32,765 |
| Band E   | £32,440 | £32,765 |
|          | £33,455 |         |
|          | £36,759 |         |
|          | £40,824 | £41,233 |
| Band F   | £40,824 | £41,233 |
|          | £42,298 |         |
|          | £46,771 |         |
|          | £52,217 | £52,740 |
| Band G   | £52,217 | £52,740 |
|          | £53,089 |         |
|          | £58,332 |         |
|          | £64,781 | £65,429 |

#### 3.2 C1 Accountant

| Accountant  | 2014/15 | 2015/16 |
|-------------|---------|---------|
| Band C1 ACC | £21,892 | £22,111 |
|             | £23,077 |         |
|             | £25,044 |         |
|             | £27,854 | £28,133 |

## 3.3 IT

| IT         | 2014/15 | 2015/16 |
|------------|---------|---------|
| Band C IT  | £24,594 | £24,840 |
|            | £26,560 |         |
|            | £29,115 | £29,407 |
| Band C1 IT | £26,560 | £26,826 |
|            | £27,747 |         |
|            | £29,713 |         |
|            | £32,542 | £32,868 |
| Band D IT  | £29,115 | £29,407 |
|            | £31,216 |         |
|            | £33,848 |         |
|            | £37,164 | £37,536 |
| Band E IT  | £37,164 | £37,536 |
|            | £38,124 |         |
|            | £41,428 |         |
|            | £45,581 | £46,037 |

## 3.4 London

| London | 2014/15 | 2015/16 |
|--------|---------|---------|
| Band A | £18,978 |         |
|        | £20,192 | £20,394 |
| Band B | £20,192 | £20,394 |
|        | £21,439 |         |
|        | £23,599 | £23,835 |
| Band C | £23,599 | £23,835 |
|        | £26,088 |         |
|        | £28,643 | £28,930 |
| Band D | £28,643 | £28,930 |
|        | £30,753 |         |
|        | £33,376 |         |
|        | £36,683 | £37,050 |