

Defra 2019 Pay Review Guidance

This document sets out details of the 2019 pay review for staff at AA to Grade 6 and below in Defra (core-Defra, APHA, VMD and RPA) who meet the eligibility criteria. The pay review is **effective from 1 July 2019 and any payments due, including arrears, will be paid on 29 November 2019.**

Details of the 2019 Pay Review

Base pay increases and additional one-off payments

All eligible staff will receive a payment equivalent to at least 2.5% of their current base pay, and this will be a mixture of a consolidated (base pay increase) and a non-consolidated (one-off, pensionable lump sum) payment. This mixture will be calculated using your position in your pay range – the lower in the pay range you are, the more of the 2.5% will be paid as an increase to base pay.

If you are at the bottom of your pay range prior to the pay review, your payment will consist wholly of an increase to base pay, in order to help you progress through your pay range.

If your current base pay is towards or at the new maximum of your pay range, the majority of the payment that you receive will consist of a one-off payment. If your current base pay is above the maximum for your pay range, then you will receive your pay award as a one-off payment. The majority of staff will receive at least 0.5% of their payment as a base pay increase.

If you are part of the group of staff who transferred into Defra from the EA, or the group of staff who transferred into the RPA from NE, and you remain below your new pay range minimum after the application of the pay review, your pay will be uplifted to the new minimum. This will be effective from 1 July 2019.

If you are part of the group of staff who transferred under TUPE from IBM or CapGemini into core-Defra, you will be contacted by the Defra group Reward Team with information on what the pay review means for you.

The pay calculator will show what you can expect to receive, however it should be used for illustration purposes only.

Pay range adjustments

The table below shows the increases that are being made to pay range minima and maxima:

Grade	A (AA)	B (AO)	C (EO)	D (HEO)	E (FS)	F (SEO)	G (VO/ VIO)	H (G7)	J (G6)
Increase to minima	3%	2%	2%	1%	1%	1%	1%	1%	1%
Increase to maxima	0.5%	0.5%	0.5%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%

Apprentices will remain on a spot rate of 90% of the appropriate pay range minimum and this will be recalculated as part of the pay review. Where they are eligible for a pay award, they will receive the rest of the overall payment as a one-off payment.

Performance payments

For the 2018/19 performance reporting year, there were four overall levels of performance in Defra – Excellent, Good, Growing and Additional Support and Development Required. Performance payments are based on the:

- performance rating received for the 2018/19 performance year,
- the grade you were moderated in, and
- the working pattern as at 1 July 2019.

Performance payments will only be made to those who received an 'Excellent' rating. For former-EA staff who transferred into Defra but remained on their old performance arrangements, performance payments will only be made to those who received an 'Exceeded Expectations' performance decision.

Staff who are eligible for a performance payment will receive a one off, non-pensionable performance payment. Please see the table below for the full time equivalent amounts by grade.

Grade	A (AA)	B (AO)	C (EO)	D (HEO)	E (FS)	F (SEO)	G (VO/ VIO)	H (G7)	J (G6)
Value	£830	£830	£830	£1,200	£1,200	£1,200	£1,200	£1,950	£1,950

The Department will write to former EA staff who transferred into Defra and are eligible for pensionable end of year performance payments to offer the option to retain or relinquish

the right for these to be paid as pensionable payments. The default position will remain that the payment is pensionable unless you formally notify us that you wish to relinquish this right. If you are a former EA member of staff and have yet to receive the letter, please contact the Defra group Reward Team at defra.reward@defra.gov.uk.

People on part-time/part-year working patterns will qualify on the same basis as set out above and the performance payment due will be paid on a pro-rata basis to reflect the contracted hours worked as at 1 July 2019.

For example, an AO who works 30 hours per week would receive a bonus payment calculated as follows:

$(£830 / 37 \text{ hours}) \times 30 \text{ hours} = £672.$

Order of implementation of the pay review outcomes

The outcomes of the pay review will be implemented in the following order:

1. Apply increases to the maximum of the pay range.
2. Apply increases to base pay (up to the limits specified) and pay one-off payments.
3. Apply increases to the minimum of the pay range.
4. Apply any additional payments required due to increases to pay ranges.
5. Pay applicable performance payments.

Fast Stream pay

An additional Fast Stream grade is being introduced through the pay review. It is only for those Fast Stream staff on Defra terms and conditions (i.e. Analytical and HR Fast Stream Schemes), as the other schemes are managed centrally through Cabinet Office. Fast Stream staff will move onto this grade and the associated salary of £34,000 once they have been through their scheme's assessment process.

In-year recognition

The budget available for spending on Defra's in-year recognition scheme has been increased to 0.8% of pay bill, which is an increase of 0.2%.

Allowances

All current schemes across Defra remain in operation. No amendments to allowances are being made through the 2019 Pay Review; they will be reviewed again in 2020.

Annual Leave

There is no change to the current annual leave provision.

Working Hours

There is no change to the standard working week.

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