



20 August 2021

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2021/22 PAY OFFER FOR MEDICINES AND HEALTHCARE PRODUCTS REGULATORY AGENCY (MHRA) STAFF IN GRADES AA TO GRADE 6

Following our pay discussions on 19 August 2021, I am writing to set out the 2021/21 pay offer for staff in grades AO to Grade 6 in MHRA.

Context

The Civil Service Pay Guidance for 2021/22 was published on 25 March 2021. It stated that there would be a temporary pause on pay rises for most public sector workforces in 2021/22, including the Civil Service. This was first announced by the Chancellor in November 2020 as part of the Spending Review.

Organisations were allowed to make consolidated pay increases of £250 to protect lower paid staff on a full-time equivalent base pay of under £24,000 per annum. This was discussed at the Agency's People and Culture Committee in May 2020 and approved by the Executive Committee the following month.

The pay remit was approved by the Secretary of State on 26 July 2021.

The Offer

The Civil Service Pay Guidance set out the parameters for pay this year. Within these boundaries, we were keen to utilise the maximum amount available for consolidated pay awards and non-consolidated performance related pay awards, recognising the hard work and sustained contribution of the workforce to the delivery of MHRA outcomes over the last year.

The final offer we can make for staff in 2021/22 is set out below:

- This is a one-year offer, paid from 1 August 2021.

- Consolidated increase of £250 to all staff on a full-time equivalent base salary of under £24,000 per annum.

Consolidated award

- The consolidated award is paid to 44 staff. This covers all staff in grades AA and AO and one EO officer who is on National pay terms.
- The Agency have no staff who have a full-time equivalent base salary of between £24,000 and £24,249 who would qualify for the underpin payment and there is no “leapfrogging” as a result of the pay award.
- The salary minimum and maximum for grades AA and AO increase by £250.

Non-consolidated award

This is the final year that we will be making end of year awards from non-consolidated pay. Our approach for future years is to reward staff solely through in-year awards in line with our new performance management scheme “My Progress Review”.

In July 2021 we gained the agreement of People and Culture Committee to continue with the same approach as in previous years, which was to:

- Reward staff with for a “Excellent” performance only.
- Pay awards at different rates: £850 for staff at AA, AO and EO (an increase from £840 in 2020/21), £970 for staff at HEO and SEO (the same as in 2020/21) and £1,130 for staff and Grade 7 and Grade 6 (the same as in 2020/21).

Eligibility for awards

The general pay award is paid to individuals based on their grade on 31 July 2021.

The non-consolidated award is paid based on the individual’s grade in the performance year, with the following exceptions:

- Only individuals who have at least 3 months service with the Agency at the time the end of year review is due will have a review and receive a validation;
- Individuals who have left in the last 3 months of the performance year should be included in the validation process and given an end of year rating;
- Staff who have been promoted and have been in post for more than 3 months will have their performance based on their promoted post, those that were promoted and have been in post for less than three months will have their performance based on their previous role; and
- Staff who are on temporary promotion and have been in post for more than 6 months will have their performance based on the promoted post, those that are on temporary promotion for less than six months will have their performance based on their previous role.

Next Steps

At the meeting on 19 August you noted this offer. It is my understanding that you will consider the terms of the offer and related communications with your members and then respond formally.

I would be grateful if you could confirm if it is your intention to ballot your members on the terms of this pay offer.

We will implement the consolidated pay award in September pay with arrears of pay to be paid from August 2021. The non-consolidated performance related pay awards will be paid at the same time too.

In conclusion, I would like to express my sincere appreciation to you and your trade union colleagues for the positive and constructive manner in which you have approached these discussions.

Yours sincerely,

[REDACTED]

Director of Human Resources

cc:

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