

Department for Environment, Food and Rural Affairs

## Human Resources

# Pay Related Allowances and Supplements

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## Introduction

You may be entitled to receive certain allowances and/or supplements depending on the type of work you do and the post you occupy.

## Allowances - Definition

Allowances are paid in addition to your basic salary to compensate you for additional duties or unsocial conditions. They are not usually included in pay on promotion calculations.

## Supplements - Definition

Supplements are paid in recognition of specific skills (when you are in a designated post (see Audit and IT paragraphs) and/or to enable the department to compete in the local job market. The treatment of supplements on transfer or promotion is explained in Annex A: Additional Information.

## Temporary Additional Responsibility Allowance (TARA)

Previously known as Temporary Promotion or Substitution, TARA is payment for duties, normally in the next higher grade, undertaken on a temporary basis. This may occur when the officer in the higher grade is absent or when the higher-grade post is vacant.

You will retain your substantive grade salary. Any allowances in receipt in the substantive grade will be treated so that they mirror precisely the substantive promotion calculation. Staff receiving TARA are generally not eligible for allowances paid in the higher grade post. However, the Audit supplement may be paid to staff in Pay Range C on TARA to Pay Range D posts.

### **Mark-Time Allowance**

The MTA is an arrangement to withdraw pay to which you are no longer entitled.

The allowance applies when you move to a lower basic salary and there is provision for you to keep your higher salary, for example if you transfer from London to National rate, on Permanent and Compulsory terms (see Pay: Appointments and Transfers). The MTA is the difference between the lower and the higher salary. It is eroded by the value of each year's pay award until the lower salary catches up with the higher salary. The allowance then ends.

MTA is not included in pay on promotion calculations.

Some allowances can also be converted to a MTA. The effect of individual allowances and entitlement to MTA is explained below.

### **Environment Allowance**

An Environmental Allowance may be payable to staff undertaking work which is required to be carried out in uncomfortable or, unsocial conditions as part of their every-day duties.

Eligibility cannot be defined in specific terms. Each case will be considered on its merits by the Reward and Employee Relations Team. Where salary already includes an element for working in particular conditions, the allowance will not be paid.

These allowances are normally calculated on an hourly basis and are withdrawn immediately i.e. without Mark Time Allowance (see above) when you move to a post that does not attract the allowance. The allowance does not count when calculating pay on promotion.

## **Night Duty Allowance**

Details of the Night Duty Allowance can be found in the Staff Handbook section on Pay: Payment for Shift and Night Working.

## **On-call allowance**

The on-call allowance is paid if you are required to be available outside your normal hours of work for a continuous period of more than 12 hours. You are eligible to claim overtime if you are required to work whilst on-call (see Pay: Overtime).

To claim these allowances complete form "Start or Stop payment of Defra Allowances" and email it to your line manager for authorisation. They can then submit the approved claim using the functionality in the form.

- to find the form search myHub for 'NTWK68'
- to submit the form, once it is completed the approving manager should click the 'save and send' button in the form to submit for payment.

## **Private Secretary Allowance**

The Private Secretary's Allowance is payable to officers acting as private secretaries to Ministers and senior officers.

Payment of the allowance will end when you transfer to a non-private secretary post. If you have been paid the allowance for more than 12 months and are promoted to a nonprivate secretary post, you can retain your existing pay, plus the allowance on a mark-time basis if this is more favourable than promotion salary.

You are not eligible for any payments of excess hours (i.e. overtime and travelling time) while in receipt of private secretary allowance but can choose to receive these payments instead.

The latest rates for the Private Secretary Allowance can be found in the 2013 pay settlement page on the Human Resources/Pay website).

## **Supervisory Allowance**

There may be cases where postholders have a clear and appreciable responsibility for organising and overseeing the work of other members of staff of the same grade.

Payment of the supervisory allowance is to a maximum of 5% of basic salary and applications should be put in writing to your HR adviser and supported by your Head of Branch. The allowance is withdrawn immediately without conversion to Mark Time

Allowance when the extra responsibilities end. The allowance counts for pension purposes but not for calculation of pay on promotion.

Applications for a Supervisory Allowance must be submitted to the Defra HR Reward team ([defra.reward@Defra.gov.uk](mailto:defra.reward@Defra.gov.uk))

### **Scottish Distant Islands Allowance**

The Scottish Distant Islands Allowance is an allowance which is payable to staff who work on one of the following islands and do not have a free travel pass to the Scottish mainland:

- Orkneys
- Shetlands
- Outer Hebrides
- Islay, Tiree and Jura.

Different rates are payable according to marital status and the island on which you work. The latest rates for payment can be found in the 2013 pay settlement page on the Human Resources/Pay website.

Where a married couple both qualify for the allowance, the single rate is payable to both parties. In the event of a change in marital status, the rate of allowance changes from the date of the change of status.

The allowance is not payable to single officers and married unaccompanied officers in respect of periods when they are away from the island on detached duty.

The allowance is withdrawn immediately and without conversion to Mark Time Allowance on transfer to a non-qualifying post and is not reckonable for pay on promotion.

### **Shift Disturbance Allowance**

Details of the Shift Disturbance Allowance can be found in the Staff Handbook section on Pay: Payment for Shift and Night Working

### **State Veterinary Service Fieldsman Allowance**

This allowance is paid to Support Grade Band 1 field staff and Field Supervisors undertaking specific duties. The latest rate for the allowance is shown in the 2013 pay settlement page on the Human Resources/Pay website. Staff who transfer to a nonqualifying post will have the allowance withdrawn immediately from the date of transfer and Mark Time Allowance will not apply. The allowance does not count for pay on promotion calculations.

### **Wildlife Unit Allowance**

This allowance is paid for administrative staff located at the State Veterinary Service (SVS) Wildlife Units in Polwhele and Aston Down in recognition of the particular problems associated with working from these sites. It is to cover increased insurance premia and additional travelling costs.

### **State Veterinary Service Veterinary Meat Hygiene Advisor Allowance and Veterinary Field Advisors Allowance**

Veterinary Officers appointed as Veterinary Meat Hygiene Advisors or Veterinary Field Advisors receive the appropriate allowance.

The rate is published in the Office Notice (see the allowances table in 2013 pay settlement page on the Human Resources/Pay website). The amount of allowance plus basic salary is normally restricted to the maximum of pay range G (see Human Resources, Pay website: pay structure). As part of the 2002 Pay Award, interim arrangements were put in place to cover the treatment of the Veterinary Field Advisors Allowance for existing VAs. Full details can be found in the Final Pay Offer of 2013 on the Human Resources/Pay website.

You may only be paid one of these allowances at any one time, but a Veterinary Officer transferring out of a Veterinary Advisor post, into a Veterinary Field Advisor post, may keep the difference between the Veterinary Advisor Allowance and the Field Advisor Allowance as a Mark Time Allowance (see above).

Veterinary Officers who transfer to non-qualifying posts retain the allowance as a Mark Time Allowance providing they have been in the qualifying post for the duration required by the terms of the transfer into the VA post (normally three years).

Staff on detached duty, receive the allowances only for as long as they are in the qualifying post and subject to the maximum of the pay range. The allowance is withdrawn immediately and without conversion to the Mark Time Allowance on return to the permanent station.

The allowances count for pension purposes but not for pay on promotion calculations.

### **Audit and Accountancy Supplement - General Principles**

The Audit and Accountancy supplements and trainee Accountancy supplements are payable to staff in designated posts in pay ranges F, D and C. Staff with dual qualifications in a designated post will only be paid the supplement applicable to that post.

Supplements are paid in addition to basic pay, to new staff and promotees who meet the qualifying criteria. Existing qualified staff who have already benefited from Audit and Accountancy pay enhancement, including higher maxima retained on a reserved rights basis (some staff appointed before 1.12.97), may choose to switch to the standard pay range plus the supplement, **though the decision may not be reversed.**

If you request such a change, you will have your current salary split into basic pay plus supplement (e.g. with a £1000 supplement, a salary of £22,000 would become £21,000 plus £1,000 supplement, or if greater, the pay range minimum plus £1,000).

### **Audit Supplements - Designated Posts**

Audit posts in pay ranges F and D (and staff in pay range C on Temporary Additional Responsibility Allowance) which require qualified staff.

Supplements may be paid to eligible new appointees but will normally be withdrawn if any probation period is not completed satisfactorily (see Probation). See detailed instructions in Annex A: Additional Information for qualifying criteria.

### **IT Audit Supplements - Designated Posts**

Audit posts in pay ranges F and D that require computer audit skills and some specialist IT knowledge.

Supplements may be paid to eligible new appointees but will normally be withdrawn if any probation period is not completed satisfactorily (see Probation). Detailed instructions etc in Annex A: Additional Information for qualifying criteria.

### **Accountancy Supplements - Designated Posts**

Accountant posts in pay ranges F, D and C which require CIMA (Chartered Institute of Management Accountants) / ICAEW (Institute of Chartered Accountants in England and Wales) or ICAI (Institute of Chartered Accountants in Ireland) / CACA (Chartered Association of Chartered Accountants) or CIPFA (Chartered Institute of Public Finance and Accountancy) qualified staff.

Supplements may be paid to eligible new appointees, but will normally be withdrawn if any probation period is not completed satisfactorily. Detailed instructions etc for qualifying criteria are contained in Annex A: Additional Information.

### **Information Technology Supplement - Designated Posts**

Posts in pay ranges F, E, D, C and B may be designated. A post must meet the definition: "A post whose main purpose is the provision of IT specialist services" to be considered for designation in the context of the IT specialist supplement.

For eligibility, and portability see IT Specialist Supplements Key Features document.

### **Welsh Language Allowance**

The Welsh Language Allowance is payable to staff in designated posts at sites in England where a clear requirement has been established for communications to be conducted in Welsh.

Agreement has been reached to pay the allowance to qualifying staff at the State Veterinary Service (SVS) in Worcester. The allowance can be extended to other staff, where a clear requirement has been demonstrated.

Posts in pay ranges A to J (AA to Grade 6 level and equivalent) may be designated as qualifying for the allowance. For the latest rates, see the 2013 pay settlement page on the Human Resources/Pay website.

For information on qualifying criteria, treatment of allowance on promotion, contact the Pay and Reward Team.

### **Rates for IT, Audit, IT Audit and Accountancy Supplements and the Welsh Language Allowance**

You will be notified of any revised rates by Office Notice. Supplements may be increased, frozen or removed through negotiations with the Department's trade unions. They are payable to part-timers on a pro-rata basis.



## Pay: Pay Related Allowances and Supplements Annex A - Additional Information

### Audit Supplements - Qualifying criteria

- Audit G supplement: Certified attainment of the Practitioner of the Institute of Internal Auditors (PIIA) or Certified Internal Auditor and a minimum of two years practical experience. Payable from the date of certification by the IIA.
- Audit GM supplement: Certified attainment of the Chartered Membership of the Institute of Internal Auditors (UK and Ireland). Payable from the date of certification.

### IT Audit Supplements - Qualifying criteria

- Audit (IT) 1 supplement: Attainment of IT competence equivalent to that required for Level 1 of the IT Specialist supplement. Payable from the date authorised by the Head of Internal Audit or a designated officer.
- Audit (IT) 1/G supplement: As above, plus attainment of the Government Internal Audit Standard (GIAS) following a minimum of two years work experience and passing the practitioner level examinations (PIIA). Payable from the date of certification by the Head of Internal Audit or a designated officer.
- Audit (IT) 2/G supplement: Attainment of IT competence equivalent to that required for Level 2 of the IT Specialist supplement plus GIAS qualification. Payable from the date of certification by the Head of Internal Audit or a designated officer.
- Audit (IT/GM) supplement: As Audit (IT) 2/G supplement, plus award of MIIA by examination. Payable with effect from the award of the qualification (based on examinations for practical experience).

### Accountancy Supplements Qualifying criteria

- Accountancy (PQ1/PQ2/Q) supplements:

Pass in the professional examinations as shown in the table below. <b>Professional Bodies:</b>	<b>PQ1 Part Qualified Accountant</b>	<b>PQ2 Part Qualified Accountant</b>	<b>Q Qualified Accountant</b>
<b>CIMA</b>	Foundation (Stage 1) plus completion of intermediate paper at 4 levels (Stage 2)	Completion of remaining 4 papers at intermediate stage (Stage 2)	Completion of 4 papers at final stage and qualified
<b>ICA: England, Wales or Scotland</b>	Foundation Examination	Intermediate Examination	Final Examination

<b>ICA: Ireland</b>	Professional Examination I	Professional Examination II	Professional Examination III
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