



## Freedom of Information Act Request

**Ref:** FOI 23-24 24

**Date issued:** 12 December 2023

**Subject:** Pay and Pay Settlements

### Question(s):

- 1) The name of unions which are signatories to your main collective agreement covering pay and conditions;
- 2) The number of employees covered by the agreement;
- 3) A list of pay grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:
  - 1) Administrative Assistant (AA)
  - 2) Administrative Officer (AO)
  - 3) Executive Officer (EO)
  - 4) Higher Executive Officer (HEO)
  - 5) Senior Executive Officer (SEO)
  - 6) Grade 7
  - 7) Grade 6
- 4) A copy of your latest pay settlement. Please also provide the following information on how any pay increase has been applied:
  - a) Is the paybill increase based on pay guidance set by the Treasury?
  - b) Have there been any changes to the pay scales? If so, what were the changes?
  - c) Were performance-related bonuses paid? If so, what were the arrangements for performance-related bonuses?
  - d) Were any other non-consolidated payments made? If so, what were the arrangements for these payments?

### Response:

- 1. The name of unions which are signatories to your main collective agreement covering pay and conditions;**  
PCS is recognised as the union which will negotiate, inform and consult on matters which effect all GLAA employees.
- 2. The number of employees covered by the agreement;**

The Bargaining Unit comprises all employees up to and including Band 6, in respect of changes to terms and conditions determined following collective bargaining. As at 27/11/23, there are 110 employees covered under the agreement.

**3. A list of pay grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:**

- 1) Administrative Assistant (AA)**
- 2) Administrative Officer (AO)**
- 3) Executive Officer (EO)**
- 4) Higher Executive Officer (HEO)**
- 5) Senior Executive Officer (SEO)**
- 6) Grade 7**
- 7) Grade 6**

Effective from 01/10/2023:

<b>Pay Band</b>	<b>New Min</b>	<b>New Max</b>
<b>Pay Band AA</b>	N/A – don't have at the GLAA	
<b>Band 1 (AO)</b>	£23,570.00	
<b>Band 2 (EO)</b>	£24,000.00	£28,500.00
<b>Band 3 (HEO)</b>	£30,500.00	£36,500.00
<b>Band 4 (SEO)</b>	£39,000.00	£46,000.00
<b>Band 5 (G7)</b>	£50,000.00	£57,500.00
<b>Band 6 (G6)</b>	£62,000.00	£71,000.00

**4. A copy of your latest pay settlement.**

Below outlines our Pay settlement:

**GLAA Pay Awards for 2023/24:**

- Pay Band 1 (AO) = average of 5.0% increase, with a flat rate award of £1,120
- Pay Band 2 (EO) = average of 5.2% increase, with a flat rate award of £1,300

- Pay Band 3 (HEO) = average of 5.5% increase, with a flat rate award of £1,730
- Pay Band 4 (SEO) = average of 4.1% increase, with a flat rate award of £1,730
- Pay Band 5 (G7) = average of 3.3% increase, with a flat rate award of £1,730
- Pay Band 6 (G6) = average of 2.6% increase, with a flat rate award of £1,730

**Non-Pay Award provision included in pay remit costings:**

- Increases to paid Special Leave Provision
  - Carers' Leave (5 days per year)
  - Time off for Dependents (3 days per year)
  - Volunteering (5 days per year)
  - Foster Care Leave (5 days per year)
  - Compassionate Leave (3 days per year or 5 in the event of end-of-life care)
- Revalorisation of the existing Skills Allowance Range maximum to £8,000

**Non-consolidated awards**

- Non-consolidated awards were paid to individuals whose salary is over the maximum of the pay scale

**Please also provide the following information on how any pay increase has been applied:**

**a) Is the paybill increase based on pay guidance set by the Treasury?**

Yes.

**b) Have there been any changes to the pay scales? If so, what were the changes? Yes, table included below:**

Effective from 01/10/2022:

	2022/23		2023/2024	
Pay Band	New Min	New Max	New Min	New Max
Pay Band AA	N/A – don't have at the GLAA		N/A – don't have at the GLAA	
Band 1 (AO)	£22,450		£23,570.00	
Band 2 (EO)	£23,690	£28,222	£24,000.00	£28,500.00
Band 3 (HEO)	£29,439	£35,970	£30,500.00	£36,500.00
Band 4 (SEO)	£38,450	£45,510	£39,000.00	£46,000.00
Band 5 (G7)	£48,604	£57,070	£50,000.00	£57,500.00
Band 6 (G6)	£61,752	£70,376	£62,000.00	£71,000.00

**c) Were performance-related bonuses paid? If so, what were the arrangements for performance-related bonuses?**

Yes - the bonus in May 2023 was paid as an equal split between the Effective and Highly Effective bands, based on the End-of-Year Performance and Development Review (PDR) ratings for the period April 2022-March 2023. The Bonus is performance related and is in place to recognise the role we all play in the success of the organisation achieving.

**d) Were any other non-consolidated payments made? If so, what were the arrangements for these payments?**

Yes - £1500 payment for Civil Servants. £1500 award was paid to all eligible individuals (pro-rata for part time colleagues) in July 2023's payroll. To be eligible, you must have been in post on 31st March 2023 and also in post on the date that the payment is made, which was the 27th July 2023. The payment was subject to tax and NI deductions. The payment was not pensionable. A consistency checking panel approve any rating of 'Requires Improvement', where an employee would not then be eligible.