



Access to Public Information Request

Date of receipt: 15 October 2019

Date of response: 30 October 2019

Request regarding annual pay review for public sector employees

Request for information:

- 1] Please state the effective date (day, month and year) of your organisation's 2019/20 pay review.
- 2] If the 2019/20 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.
- 3] Please state the employee group/s covered by the 2019/20 pay review.
- 4] Please state the total number of employees covered by the 2019/20 pay review.
- 5] Please provide a copy of your 2019/20 pay agreement (if applicable) or generic pay circular sent to employees (that is one that does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations.
- 6] Was the latest pay review concluded under the remit of the 2019/20 Civil Service Pay Guidance?
- 7] Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review.
- 8] Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents if applicable:

a] Administrative Assistant (AA)

b] Administrative Officer (AO)

c] Executive Officer (EO)

d] Higher Executive Officer (HEO)

e] Senior Executive Officer (SEO)

f] Grade 6

g] Grade 7

9] If an employee's annual pay award is determined solely according to an assessment of their individual performance (commonly known as a merit increase) as opposed to an across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these awards, the range of increases and whether or not the awards are consolidated.

10] If any employees were eligible for individual performance-related payments or bonuses over and above the general pay rise please state the range of increases (either as a percentage of their base salary or a cash amount as applicable), whether or not they were consolidated into basic pay and please state the overall % of the paybill allocated to fund these awards.

11] Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.

12] Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.

13]. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.

14] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.

Response (provided by the Office of the Policy & Resources Committee):

1] Please state the effective date (day, month and year) of your organisation's 2019/20 pay review.

There are more than 15 different pay groups across the States of Guernsey. Most pay review dates are 1 January but Teachers are 1 September and hospital doctors are 1 April.

2] If the 2019/20 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.

All pay negotiations are on-going aside from the Public Sector Employee Group (manual workers, skilled and unskilled trades) who settled in August.

3] Please state the employee group/s covered by the 2019/20 pay review.
Established Staff (Civil Servants)

Main pay groups:

Public Sector Employees (Manual workers, skilled and unskilled trades etc)

Police

Prison Service

Guernsey Fire Service

Joint Emergency Services Control Centre/Home Support staff

Airport Fire Service

Teachers

Learning Support Assistants

Agenda for Change (hospital, health and social care including some Allied Health professionals)

Hospital Drs

4] Please state the total number of employees covered by the 2019/20 pay review.

5360 (as at 30/9/19)

5] Please provide a copy of your 2019/20 pay agreement (if applicable) or generic pay circular sent to employees (that is one that does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations.

Not Applicable

6] Was the latest pay review concluded under the remit of the 2019/20 Civil Service Pay Guidance?

Not applicable

7] Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review.

2.6% - the pay group that has settled contains the lowest adult pay point in our organisation

8] Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents if applicable:

a] Administrative Assistant (AA)

b] Administrative Officer (AO)

c] Executive Officer (EO)

d] Higher Executive Officer (HEO)

e] Senior Executive Officer (SEO)

f] Grade 6

g] Grade 7

Not applicable

9] If an employee's annual pay award is determined solely according to an assessment of their individual performance (commonly known as a merit increase) as opposed to an

across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these awards, the range of increases and whether or not the awards are consolidated.

Not applicable

10] If any employees were eligible for individual performance-related payments or bonuses over and above the general pay rise please state the range of increases (either as a percentage of their base salary or a cash amount as applicable), whether or not they were consolidated into basic pay and please state the overall % of the paybill allocated to fund these awards.

Not applicable

11] Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.

With the majority of pay settlements outstanding at the current time, it is not yet possible to provide this figure.

12] Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.

In the case of the pay group that has reached a settlement, there have not been any changes to terms and conditions.

13]. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.

The unions who are party to collective negotiations vary depending on pay group.

Active nationally-recognised unions are:

**Unite
Prospect
RCN**

**RCM
NASUWT
NEU
ASCL
NAHT
UCU
BMA**

14] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.

Toni Airley – Senior HR Manager - Pay, Reward and Employee Relations