

DATE: 16th December 2011

MRC Pay and grading – next steps

Throughout October and November Corporate HR visited the regional/Unit HR teams across the MRC to carry out the first stage of mapping MRC employees onto the revised pay and grading structure.

This was a straightforward process of notionally transferring employees, within their current band, to the next equal or higher pay point in the revised structure.

As stated in the MRC Pay and Grading proposal v2.2, for the purposes of mapping, an employee's current pay is classed as their annual full-time equivalent basic pay on the implementation date.

The MRC is currently subject to a 2 year pay freeze meaning that all normal pay increases were suspended with effect from the 1st April 2010. MRC will not be able to populate the new pay band points and give staff their associated pay increase until after April 2012, pending the approval of the pay remit.

A to B promotions

The mapping process undertaken so far has only looked at what pay point employees will transfer to on the new structure and whether employees map onto the A or B section of a band.

The mapping sessions did not look at the specific suitability for promotion of employees who map onto the A section of the band. This is a management decision subject to the process detailed in section 16 of the MRC Pay and Grading proposal v2.2.

Those who have been mapped into the A section of the band, may be eligible for promotion into the B section of the band in early 2012 through the following route.

Discussions on suitability for promotion from A to B will be discussed during PDR meetings between managers and employees. The next step is to look at those individuals who have been initially selected as suitable on a Unit/Institute wide basis. Peers of the line manager will review and decide the cases for promotion. This process will be supported by HR.

This process is expected to be completed by March 2012. However, those staff who are selected for promotion from the A to B section will have this promotion

backdated to 1st January 2012. Promotions are not subject to the success of our pay remit.

For further information please read the Frequently Asked Questions below.

Implementation FAQ

1. What is the implication of the government announcing a 1% pay increase for each of the next two years for the public sector?

The positive implication of the announcement is that we now have permission to put in a pay remit for next year. A pay remit is the process of putting together pay proposals for review and approval of BIS and the Treasury. It therefore means that there won't be another year of full "pay freeze".

In 2009 (the year before the pay freeze started) the MRC only adjusted its paypoints by 1.5% (called revalorisation). The MRC is aware that employees have not received any increments since 2008. We would therefore argue that the MRC has been in pay restraint since 2008.

The MRC will strongly uphold that our three years of restraint are starting to have a negative impact on our ability to recruit staff, to retain current staff, and the costs of replacing highly trained staff.

We will continue the pay and grading restructure project over the next couple of months, with a significant focus on building a strong evidence-based pay remit for the April 2012 pay award that will allow full implementation of the revised pay structure.

2. Will I receive a letter confirming my pay point in the new structure?

No, individual letters confirming new salaries will not be sent at this stage, unless you are promoted as a part of the process. Mapping people onto the structure is a straightforward process whereby employees are notionally mapped within their current band, to the next equal or higher pay point in the new band structure.

Given that we are unable to pay the increases associated with notionally mapping onto the new structure until April at the earliest, employees can review where they will sit on the revised structure by referring to the table attached to this bulletin.

The salary scales that are being used are shown on page 8.

Examples for employees to use to see where they will map on the new structure are also shown on page 9 onwards.

3. Who can I ask speak to if I am not sure what point I am mapped onto?

Having read this document and looked at the examples you can speak to your local HR or admin team if you have a further question.

4. What happens if my mapped point is the point that is the top of section A and the bottom of B?

Those who are in this position will be mapped onto the top point of section A. This will then allow progression into the B section either through the accelerated advancement exercise taking place in early 2012 or through the normal advancement which takes place at the time of the next pay award.

5. How can I discuss with my line manager if I am ready for advancement from A to B?

This will be discussed at your PDR/appraisal meeting in early 2012.

6. If I mapped into B what will happen?

If you are mapped into the B section of the band then you will receive an increase at the next pay award date, due 1st April 2012 (again subject to the success of our pay remit). The MRC considers the B section of the band the correct rate of pay for a person fully carrying out a role at that level.

Due to the pay freeze the MRC will not be able to populate the new pay band points and give staff their associated pay increase until the pay freeze has been lifted and the MRC pay remit for 2012 has been accepted.

7. Why will some people get an increase in January?

Only those staff who are eligible for promotion from the A to B section of the band and whose promotion has been approved receive a pay increase backdated to 1st of January 2012. The MRC considers the B section of the band the correct rate of pay for a person fully carrying out a role at that level. These promotions are not restricted under the pay freeze and can therefore be paid right away.

8. When will new employees start on the new structure?

New employees will continue to be employed on the current payscales (as current employees do) until the new structure is fully implemented; which is expected to be 1st April 2012, or once approved by Treasury. Those who have been promoted from A to B will have a 'personal' salary point, pending the implementation of the full structure.

9. The pay award is due on 1st April 2012, in previous years the pay award sometimes has not been paid until October/November, does this mean some people may not receive a pay increase until next autumn?

The government has a set schedule for the consideration of pay remits which normally includes a requirement to submit in April, followed by a cross civil service review prior to accepting and several other processes. The MRC remit is more complex as we do not follow the Civil Service pay grades and it may take a

while before we know whether our remit has been approved or not. However, we will be working with TUS and BIS so that in April we are ready for submission.

10. If my manager thinks I am ready to be advanced into the B section of the band then what happens next?

Your manager will discuss this with you at your PDR meeting. Following this step, a peer review will take place in line with the pay and grading proposal. The final stage is sign off from the local HR team then the promotion into the B section will be implemented.

11. If I am advanced into the B section in the New Year will I receive the increase in my January salary

This is unlikely due to the need for peer review following your PDR discussion, and the need for Unit/Regional review of all A-B decisions across a Unit/Region for consistency. Hopefully decisions will be confirmed in February and March.

12. If I am advanced into the B section in the New Year when will it be backdated to?

1st January 2012.

13. If my manager tells me I am not ready to be advanced then what happens next?

If your manager does not think you are ready to advance under the accelerated advancement process to the B section then they will go through areas where you need to further develop so that you are ready to advance to B section in the future. You should receive clear guidelines as to what is expected of you to achieve the promotion.

Disputes over A-B promotion should be resolved informally between you and your line manager. Where these cannot be resolved seek advice from your local HR team.

Where disputes cannot be resolved through informal processes, the MRC Grievance Policy can be used.

14. Will Corporate HR be reviewing A-B decisions to ensure different Units are applying the same principles?

Yes, prior to implementation the MRC, and after consultation with the National Trade Union Side, will take a corporate view of A-B decisions with regional/Unit HR Leads to ensure the principles are being applied fairly, consistently and correctly.

15. If I am promoted into the B section of the band in the new year as part of the first phase of A – B promotions will I receive an increment as well as part of the April 2012 award?

No, to ensure that the system is fair for those who are mapped straight into the B section those employees who advance to the B section in January 2012 will not also receive an increment in the April 2012 pay award, but the pay points themselves may be increased if the pay remit is approved.

16. By how much will be the scales be increased in 2012 to reflect a rate that recognises the impact of inflation?

The MRC will not be able to confirm this until the pay remit has been agreed. The level of inflation allowed is subject to approval by the Government, and the Chancellor has said that he expects Government Departments to keep to a 1% inflation figure.

17. How long do I need to have been in my band/working at that level before I can be considered for an increase?

To reflect the 'experienced' nature of the B section of the band, employees will not be expected to move from A to B for at least the first two years and until they become fully competent in all aspects of the role. This is likely to take much longer in the more senior roles.

The following guidelines show the expected minimum number of years working at that level of experience for each band before advancement to the B section of the band.

| | |
|--------|---------|
| Band 7 | 2 years |
| Band 6 | 2 years |
| Band 5 | 2 years |
| Band 4 | 3 years |
| Band 3 | 3 years |
| Band 2 | 4 years |

The PDR will continue to play a key role in discussions with managers and employees over past performance and future development. Only employees with a satisfactory PDR rating will be eligible for promotion

18. I have been mapped into the B section of the band – I feel that I am not gaining from the new pay and grading structure.

The MRC considers the B section of the band the correct rate of pay for the jobs at that level. The top point of the band is the maximum the MRC can pay for a job in that band.

Those mapped into the B section can look forward to more progression up to generally higher maximums.

MRC revised salary Bands – notionally effective 1st April 2011 (subject to increase from 1st April 2012 pending the next pay review)

| | Pay band | Point 1 | Point 2 | Point 3 | Point 4 | Point 5 | Point 6 | Point 7 | Point 8 | Point 9 | Point 10 | Point 11 | Point 12 | Point 13 | Point 14 | Point 15 | Point 16 | Point 17 |
|----------|----------------------------|------------------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----------|----------|----------|----------|----------------|
| | Senior Contract Pay | £100,000+ | | | | | | | | | | | | | | | | |
| 1 | 1 | £70,000 | £71,875 | £73,750 | £75,625 | £77,500 | £79,375 | £81,250 | £83,125 | £85,000 | £86,874 | £88,749 | £90,624 | £92,499 | £94,374 | £96,249 | £98,124 | £99,999 |
| 2 | b | | | | | | | | | £58,933 | £60,337 | £61,742 | £63,146 | £64,550 | £65,954 | £67,359 | £68,763 | £70,167 |
| | a | £47,699 | £49,103 | £50,508 | £51,912 | £53,316 | £54,720 | £56,125 | £57,529 | £58,933 | | | | | | | | |
| 3 | b | | | | | | | | £42,240 | £43,291 | £44,341 | £45,392 | £46,443 | £47,493 | | | | £48,544 |
| | a | £35,935 | £36,986 | £38,037 | £39,088 | £40,138 | £41,189 | £42,240 | | | | | | | | | | |
| 4 | b | | | | | | | | £31,686 | £32,578 | £33,471 | £34,363 | £35,255 | £36,148 | | | | £37,040 |
| | a | £26,282 | £27,183 | £28,083 | £28,984 | £29,885 | £30,785 | £31,686 | | | | | | | | | | |
| 5 | b | | | | | | | | £24,713 | £25,325 | £25,938 | £26,550 | £27,163 | £27,775 | | | | £28,387 |
| | a | £21,092 | £21,695 | £22,299 | £22,902 | £23,506 | £24,109 | £24,713 | | | | | | | | | | |
| 6 | b | | | | | | | £18,850 | £19,442 | £20,033 | £20,625 | £21,217 | £21,808 | | | | | £22,400 |
| | a | £16,088 | £16,640 | £17,193 | £17,745 | £18,297 | £18,850 | | | | | | | | | | | |
| 7 | b | | | | | £15,369 | £15,798 | £16,226 | £16,655 | | | | | | | | | £17,083 |
| | a | £13,470 | £13,945 | £14,420 | £14,894 | £15,369 | | | | | | | | | | | | |

Example for mapping onto the new structure

Band 5 employee
Current salary: £20,074

1st Jan 2012 -
notionally mapped
onto next equal or
higher pay point

| | Point 1 | Point 2 | Point 3 | Point 4 | Point 5 | Point 6 | Point 7 |
|-----------|----------------|---------|---------|---------|---------|---------|----------------|
| 5a | £21,092 | £21,695 | £22,299 | £22,902 | £23,506 | £24,109 | £24,713 |

Band 6 employee
Current salary: £20,434

1st Jan 2012 -
notionally mapped
onto next equal or
higher pay point

| | Point 1 | Point 2 | Point 3 | Point 4 | Point 5 | Point 6 | Point 7 | Point 8 | Point 9 | Point 10 | Point 11 | Point 12 |
|----------|----------|----------------|---------|---------|---------|----------------|----------------|---------|---------|----------|----------|----------------|
| 6 | b | | | | | £18,850 | £19,442 | £20,033 | £20,625 | £21,217 | £21,808 | £22,400 |
| | a | £16,088 | £16,640 | £17,193 | £17,745 | £18,297 | £18,850 | | | | | |

Short examples – full time staff

| Current Band | Current Salary | Mapped to | Revised band |
|--------------|----------------|-----------|--------------|
| | | | |
| 7 | £15,345 | £15,369 | 7a, point 5 |
| 6 | £16,818 | £17,193 | 6a, point 3 |
| 6 | £21,177 | £21,217 | 6b, point 10 |
| 5 | £20,324 | £21,092 | 5a, point 1 |
| 5 | £26,493 | £26,550 | 5b, point 10 |
| 4 | £26,022 | £26,282 | 4a, point 1 |
| 4 | £30,516 | £30,785 | 4a, point 6 |
| 4 | £33,027 | £33,471 | 4a, point 9 |
| 3 | £38,935 | £39,088 | 3a, point 4 |
| 3 | £44,777 | £45,392 | 3b, point 10 |
| 2 | £48,992 | £49,103 | 2a, point 2 |
| 2 | £62,970 | £63,146 | 2b, point 12 |

Examples – part-time staff

| Current Band | Part time salary | Part-time hours | Current full time equivalent salary | Mapped to (full time) | Revised band | New part time salary |
|--------------|------------------|-----------------|-------------------------------------|-----------------------|--------------|----------------------|
| | | | | | | |
| 7 | £10,649 | 25 | £15,345 | £15,369 | 7a, point 5 | £10,666 |
| 6 | £12,587 | 28 | £16,179 | £16,640 | 6a, point 2 | £12,945 |
| 4 | £14,089 | 18 | £28,178 | £28,984 | 4a, point 4 | £14,492 |