

Private & Confidential  
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Our Ref: FM  
Your Ref: AM/UNISON

If telephoning ask for:  
Fiona Martin

03 September 2019

Dear Adrian

### **Pay Offer 2019-20**

Following discussion with UNISON regarding the branch pay claim for FY19-20, this letter presents the best offer that SEPA is able to make for FY2019-20.

SEPA is required to comply with the Scottish Government Public Sector Pay Policy ([Public Sector Pay Policy 2019-20](#)) and our pay offer needs to reflect this. For ease of reference, the key features of the Pay Policy are set out in the enclosed Key Fact Sheet.

### **Annual Pay Increase and Progression**

Your pay claim refers to a 6.5% for all SEPA staff to provide an element of pay restoration. Whilst we recognise the impact of ongoing pay restraint, for the reasons above, SEPA is unable to meet your claim. Following discussion with Scottish Government, as per last year, we propose to apply the 3% increase to all pay steps within pay bands H-D. A 2% increase will apply to all pay steps in band C-A. This will provide consistency across full pay bands and maintain the integrity of the pay steps within bands. Incremental progression for the financial year will be implemented following Scottish Government approval of our pay remit.

In addition, we propose to shorten the pay progression journey time for pay bands by removing the base pay step for all pay bands, with the exception of bands H and T, which already have just three and two pay steps respectively. This is in line with best practice which suggests that organisations should aim for no more than five progression steps within a pay band and as per the Pay Policy would help provide improve equality across our pay structure. A copy of the revised pay scales is enclosed, showing what this would mean across the pay structure.

Any staff who from 01 April 2019 would normally have remained on pay step 1 due to their start date with SEPA, will be moved to pay step 2 with effect from 01 April 2019. Their annual pay progression



Chairman  
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date will be amended to be 01 April annually to reflect this and ensure consistent annual progression through the pay band going forward.

### **Other Pay Measures**

For staff on pay steps up to £25,000 we propose a non-consolidated, cash underpin to provide an overall, increase of £750 within the financial year. Where the inflationary increase and pay progression combined amount to less than £750, the balance will be paid as a non-consolidated amount. This will be pro rated for staff working part time. Paying on a non-consolidated basis means it is not built into the pay structure going forward.

We are also proposing a non-consolidated, pro rated payment of 1% for staff already at the top of bands C-A as at 31 March 2019, who will not receive progression. This will help this group of staff who would otherwise receive the lowest increase of 2% as per the pay policy.

In summary, if the offer is accepted this means that staff will receive the following increases to pay:

<b>Situation</b>	<b>Pay band increase</b>
Within a band and due incremental progression	H-D – 5.4% (3% + 2.4% progression) C-A – 4.4% (2% + 2.4% progression)
Already at the top of your pay band	H-G – 3% + a non-consolidated payment to take the total increase to £750 pro rated for part time staff F-D – 3% C-A – 2% + 1% non-consolidated, pro rated for part time staff

An Equality Impact Assessment (EqIA) has been carried out for the main features of this pay offer and a copy provided to you.

### **Allowances**

We propose to increase allowances for 2019-20 in line with the Consumer Prices Index (CPI) rate as at April 2019, which was 2.1%. This would result in the following increases:

<b>Allowance</b>	<b>Current Amount (18-19)</b>	<b>Proposed Amount (19-20)</b>
Islands Allowance	£1,623.53	£1,657.62
Out of Hours On Call (weekly)	£111.83	£114.18
Out of Hours On Call (daily)	£15.98	£16.32
Out of Hours Disturbance	£15.98	£16.32
Survey Vessel	£79.50	£81.17
First Aider	£413.56	£422.24
Site Safety Auditor	£259.95	£265.41

In line with HMRC approved rates, business mileage rates remain unchanged. Overnight accommodation and meal rates also remain unchanged.

## **Annual and Other Leave**

In addition we are proposing the following, as part of this pay offer:

- An increase in annual leave allowance by one additional day, providing an overall annual leave allowance of either 29 days or 33 days per calendar year, depending on service. This will be pro rated for part time staff. This increase will be effective from 01 January 2020, as annual leave is based on the calendar year
- An increase in paid volunteering days by one additional day to provide all staff with the two paid days for volunteering opportunities per calendar year. This will be pro rated for part time staff. Effective from 01 January 2020
- An increase in paid bereavement leave from three days to five days, pro rated for part time staff. This will be effective immediately following acceptance of the pay offer and will be supported by communication to all staff to ensure a consistent management approach going forward.

We will continue to offer an Additional Leave Purchase Scheme allowing staff to purchase up to 70 hours (10 days) leave on a salary sacrifice basis for financial year 2019-20.

We remain committed to supporting a no compulsory redundancy policy. UNISON have an important role in helping us achieve this in working to deliver greater flexibility for both staff and SEPA.

This represents the best offer we are able to make in accordance with Scottish Government pay policy for financial year 2019-20.

I look forward to hearing your feedback on this offer including whether or not you intend to ballot members.

Yours sincerely



**Fiona Martin**  
**Chief Officer, People and Property**

Enc: Proposed pay scales for 2019-20  
Scottish Government Pay Policy 2019-20 Key Fact Sheet  
Equality Impact Assessment of 2019-20 pay offer.

<b>Proposed Pay Scales 2019-20</b>									
<b>Point</b>	<b>H</b>	<b>G</b>	<b>F</b>	<b>T</b>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
7	-	-	-	-	33,377	40,350	50,162	59,221	73,311
6	18,412	21,575	26,324	-	32,594	39,405	48,987	57,833	71,593
5	17,981	21,070	25,707	-	31,831	38,481	47,838	56,476	69,916
4	17,559	20,576	25,104	-	31,084	37,580	46,716	55,154	68,278
3	-	20,094	24,516	-	30,356	36,699	45,622	53,861	66,676
2	-	19,624	23,941	26,956	29,643	35,839	44,553	52,599	65,113
1	-	<del>19,163</del>	<del>23,380</del>	26,325	<del>28,949</del>	<del>34,999</del>	<del>43,508</del>	<del>51,365</del>	<del>63,588</del>