

23 June 2020

FREEDOM OF INFORMATION (FOI) REQUEST

Thank you for your enquiry, received on 4 June 2020.

Specifically you requested:

1. Please provide me with a complete copy of your current Pay Policy.
2. Do you operate a Mark time policy? If yes:
 - a. Please provide a copy of the Mark time policy
 - b. Please provide a definition of the Mark time policy
 - c. Please also provide an explanation of the purpose of the Mark time policy
 - d. Where relevant, is Mark time applied for a fixed period or for an undetermined amount of time?
 - e. Is Mark time ever applied upon promotion? If yes, does this limit the promoted staff member to the minimum of their new pay scale?
3. Please also provide a copy of your promotion pay policy or any other pay policy/ies that are applicable to pay on promotion.

Our response

The CCC's pay policy is shown in the Annex A.

The policy includes a section on Mark Time Allowances and Promotion Pay which address the questions 2 and 3 above.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. If you are not content with the outcome of the review, you may apply directly to the Information Commissioner for a decision.

In keeping with our transparency policy, the information released to you will be published on www.theccc.org.uk. Please note that this publication will not include your personal data.

Kind regards,

Committee on Climate Change

Annex A

CCC Pay and Allowances Policy

Pay Remit

The CCC is required to submit an annual business case for ministerial approval which includes the pay-bands for each grade and the annual pay award.

Although CCC employees are public servants rather than civil servants, as the CCC is a Non-Departmental Public Body (NDPB) the CCC must comply with the Cabinet Office guidance for Civil Service Delegated Grades.

Eligible staff will receive the higher of the annual pay award or the minimum of their grade pay range.

The pay award year runs from 1 August to 31 July for all staff at Grade 6 level and below. To be eligible for the pay award employees must be working for the CCC as at 1 August as a permanent or Fixed Term Appointment staff member.

Part time staff qualify on the same basis as full time staff and will have their award calculated on full time equivalent salary. Salary after the award will continue to be the full time equivalent salary, pro-rated to reflect the contractual hours worked.

For staff on Temporary promotion (TARA) their substantive salary will be increased by the relevant pay award percentage based on current pay, and their TARA payment will be uplifted to reflect the new minimum of the TARA grade or the 10% TARA uplift whichever is applicable.

Staff in their probation period on 1 August will not qualify for the pay award. Where staff in their probation period are being paid at the pay band minimum, they will remain on the new pay band minimum.

Pay for staff joining the CCC

New staff joining the CCC are normally appointed at the pay scale minimum for their grade. In exceptional circumstances line managers can make a business case to the Deputy Director, Finance & Corporate Services, who has limited discretion to approve a higher starting salary. The business case should outline the reasons for wanting to offer a

higher salary and should take account of relevant qualifications, skills and experience within a job of equal weight or value .

The business case must be approved by the Deputy Director, Finance & Corporate Services before offering the applicant a salary that is above the minimum.

Promotion within the CCC

Pay will increase by 10% on promotion to a higher grade. If this does not increase pay to at least the minimum of the new grade staff will receive the minimum of the grade pay range instead.

Pay increases on promotion for part-time staff will be calculated on the basis of the equivalent full-time salary and then adjusted for the hours worked.

Lateral moves within the CCC

When employees move laterally their salary will usually remain the same:

Allowances

Temporary Additional Responsibility Allowance (TARA)

TARA is payment for duties, normally in the next higher grade, undertaken on a temporary basis. This may occur when an employee in the higher grade is absent or when the higher-grade post is vacant.

TARA will not normally be paid for periods of less than three weeks or more than 26 weeks unless there are exceptional circumstances.

The allowance is calculated on the basis of either 10% of basic salary, or the difference between your basic pay and the minimum of the higher grade pay range, whichever is the greater.

You will retain your substantive grade salary.

Staff receiving Mark Time Allowance (see below) will only be eligible to receive that portion of TARA, if any, which exceeds the Mark Time Allowance.

Mark Time Allowance

A Mark Time Allowance (MTA) may be considered in certain circumstances, for example, where a compulsory move results in the employee moving to a lower pay scale. 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.