Chapter 9: Pay, Allowances and Benefits

1. About this Chapter

1.1 This section sets out the pay systems within the House of Commons. Reading this will help you to understand:

- the pay and allowances systems, their operation and structure
- whether you are entitled to overtime payments
- the range of pay-related benefits offered by the House
- the payment of salary process and your responsibilities

1.2 A link to the key features of the pay systems, including pay band and pay ranges, pay band guidance and job evaluation, is given below:

Pay systems

2. Principles

2.1 The guiding principles regarding the pay and allowance system are:

- terms and conditions are kept ‘broadly in line’ with the Home Civil Service
- overall pay awards are subject to approval by the House of Commons Commission
- changes to the A-E and Catering pay and allowances systems, their operation and structure, are negotiated with the trades unions as part of a collective agreement
- pay progression is based on individual performance or contribution, not automatic time-served progression pay
- no discrimination on the grounds of race, sex, marital status, pregnancy or maternity status, religion or belief, age, disability, sexual orientation, gender reassignment or other factors such as working pattern
- staff are paid at least the London Living Wage

3. Definitions

- **Weekly full time hours**: The contracted weekly full time hours are as follows. These exclude breaks (‘net’ hours):
  - **SCS**: 36 hours per week together with such additional hours as may be demanded by the service of Parliament
  - **Bands A - E**: 36 hours per week
  - **Catering CG pay bands**: 36.5 hours per week
- **Overtime hours**: Any pre-authorised extra hours worked which exceed contracted net weekly full time hours, that have been authorised for payment or TOIL
- **Additional hours**: Any pre-authorised extra hours worked by people working part time, up to weekly full time hours. This includes extra hours worked by people on flexible contract models such as guaranteed minimum hours contract.
• **Conditioned weekly full time hours:** The divisor (number of hours) used to calculate overtime pay:
  - **Bands A-E:** 41 hours
  - **Catering CG pay bands:** 39 hours

4. Pay Structure

Introduction
4.1 There are three pay systems in the House which cover the following groups of staff:
  - Senior Commons Structure (SCS)
  - Pay band A – E staff
  - Catering CG pay bands

Senior Commons Structure
4.2 The House has four pay bands for SCS: 1, 1A, 2 and 3. Each band has minimum and maximum rates of pay and an individual may be paid at any rate between these two rates. Progression through the bands is performance-related.
4.3 Details of the current performance review system for senior staff of the House of Commons are given below:

*House of Commons Senior Performance Review System*

4.4 Senior staff pay ranges are given below:

*House of Commons Senior Staff Pay Bands*

A-E Pay Structure
4.5 The House has the following A-E pay bands:
  - A1, A2
  - FST/A3
  - B1, B2
  - C
  - D1, D2
  - E1, E2.

4.6 Each pay band has minimum and maximum rates of pay. Your salary will fall somewhere between the minimum (“entry point”) and maximum of the band and the rate at which you progress up the band is subject to contribution.
4.7 Pay scales for bands A1 - E2 are given below:

*Pay scales for bands A1 - E2*

4.8 The rules on pay flexibility, to ensure that the House is able to recruit and retain the key skills it needs to continue to deliver business critical services, is set out below:

*Recruitment and Retention Flexibilities Policy*

4.9 The band for your post depends on the job content and job weight. Posts are allocated to pay bands based on a job evaluation system, called Job Evaluation and Grading Support,
known as JEGS (for A-E posts) or Jobs Evaluation for Senior Posts, known as JESP (for SCS posts).

**Fast Stream Trainee (FST)/A3**

4.10 The Fast Stream pay structure is a ‘Career Ladder’, spanning three of the main Pay Bands (C, B2 and B1). The Fast Stream Career Ladder is shown below:

*Pay scales for band A3*

**Catering CG pay bands**

4.11 There are five pay bands for Catering CG pay bands. For each band, apart from Commis Chef, there is a single rate of pay (the rate for the job). There are minimum and maximum rates of pay for Commis Chefs. If you are a Commis Chef your pay will depend upon your length of service and experience.

4.12 Details of the Catering CG pay bands are given below:

*Catering CG pay bands - pay groups, pay points and pay rates*

**5. Pay Increase**

**SCS**

5.1 The Executive Committee is responsible for general oversight of the senior pay system and the Senior Remuneration Committee is responsible for making recommendations to the Clerk of the House for payments to staff in the Senior Commons Structure.

**A - E and Catering CG pay bands**

5.2 The House is directly responsible for negotiating rates of pay for Pay Bands A –E and Catering CG pay bands. Changes to pay and conditions of service are negotiated with the recognised Trade Unions (TUs). Information about pay offers and details of final agreements are circulated through the Staff Notice system. See [Chapter 7](#) for more information.

**6. Performance and contribution pay**

**Introduction**

6.1 Your performance is assessed annually under the relevant staff reporting system and, for those in the SCS and A-E pay bands, these assessments are usually taken into account when determining pay.

- SCS: Assessed through the Individual Performance Review (IPR) system. Further details can be found [here](#).
- A-E: The Individual Performance Reporting system (IPR) assesses performance and individual contribution. Further details can be found [here](#).
- Catering CG bands: Use an appraisal system called ‘Job talks’ which is not generally linked to pay. Further details can be found [here](#).

6.2 Rules about in-year changes may also be found via the above links.

**A - E**

6.3 Band A-D pay progression is not contractual and will be subject to affordability and the outcome of pay negotiations, as well as an assessment of contribution as part of the
Individual Performance Review (IPR). Pay awards are normally paid from 1 April following the end of the Reporting Year on 31 March.

6.4 For those in pay bands D2 and E there is no pay range and you will receive the rate for the job (a 'Spot Rate') from your date of appointment.

7. Starting pay on promotion

Pay on substantive promotion

SCS

7.1 When you are promoted within the SCS, you will receive the greater of either:

- a 5% pay increase
- the minimum of the higher pay band.

A-E

7.2 On promotion, you will:

- Usually be moved to the Entry Point of the new higher pay band (or the minimum of an SCS pay band).
- If this results in an increase to salary of less than 10% then you will be placed on a higher Step (or spot rate in the SCS pay bands).
- The maximum promotion step within A-E:
  - For a promotion from D2 to D1 will be the Entry Point
  - for a promotion from A2 to A1 will be Step 3
  - for all other pay bands will be Step 2.

7.3 As A3 is a training grade the normal rules for pay on promotion do not apply.

Catering CG pay bands

7.4 On promotion you will receive the rate for the job from the date of appointment.

Pay on temporary promotion

7.5 If you are covering the duties of a vacant post in a higher band, you will be paid the rate you would be paid on promotion.

Pay on reversion

7.6 On reversion to your substantive pay band at the end of a period of temporary promotion your pay will be rate of the substantive pay band you would have reached had it not been for the temporary promotion.

Pay on substitution

7.7 The rules for offering substitution appear in Chapter 8.

7.8 The rules for substitution pay are given below:

7.9 To qualify for substitution pay, you must substitute in a role in the higher pay band for at least five consecutive working days (one day where the duties of the two pay bands are not inter-changeable at other times). You will receive a pay increase calculated on a daily rate equivalent to that for substantive promotion subject to the following:
• you will not be paid at the higher band rate for any absences you may have on sick or annual leave during your period of substitution
• the period of substitution will be counted from the first to the last working day, and includes any non-working days which fall within the period.

7.10 If the period of substitution ends on a Friday it will include the final weekend provided that you have substituted for at least five consecutive working days immediately before the weekend.

Pay on transfer to the A-E pay system
7.11 Staff transferring from a Catering CG Pay Band will be moved over to the closest pay point on the A-E pay system which does not involve a pay reduction. This is because they are two separate pay systems; a move between the Catering CG pay bands and the A-E pay bands does not always involve a promotion.

8. Overtime
Introduction
8.1 Some groups of staff can claim overtime pay if they work extra hours at their manager's request, or alternatively, if mutually agreed, time off in lieu (TOIL) may be granted. TOIL granted for pre-approved overtime is separate from flexitime (see Flexitime policy).
8.2 The management of the House will not require its staff to exceed an average working week of 48-hour hours. See Chapter 5 for more details about the Working Time Regulations.

Eligibility

SCS
8.3 SCS staff are not eligible for overtime payments and are expected to work such additional hours as are required by the service of Parliament. SCS staff may receive an allowance for regular late night working.

Other staff
8.4 You will be eligible for overtime payments if:
• you are in pay bands B-E, or one of the Catering CG pay bands
• you are in pay band A on a Monday-Friday contract and are working at the weekend
• overtime has been authorised in advance by the budget holding manager and you work more than the contracted weekly net full time working hours
• hours up to full time hours for part time staff are paid as ‘additional hours’ at their standard hourly rate.

8.5 If you are asked to work on a Saturday, Sunday, public or bank holiday, and this is not part of your contracted working hours, you may be eligible for premium payments (see table below).
8.6 Extra hours will be converted either into overtime (financial payment and/or TOIL for full time staff and additional hours for part time staff), or into a credit of hours that may be used for flexitime. Formal pre-approved overtime hours for which you expect to receive
payment and/or TOIL cannot be recorded as a credit of flexitime hours. You will find further guidance on the flexible time management policy below:

**Flexitime Policy**

**Overtime payments for part time staff**

8.7 When you work additional hours up to the normal full time limit you will be paid for the extra hours at your normal hourly rate. If you are asked to work at weekends or on a public holiday, and this is not part of your contracted hours, you may qualify for overtime payments.

8.8 Pensionability for additional hours worked within the contracted full time limit is subject to Civil Service pension scheme rules.

**Rates of overtime payment**

8.9 Rate of overtime payments are given in the following table:

**Rates of overtime payments**

<table>
<thead>
<tr>
<th>Pay band</th>
<th>Monday to Friday</th>
<th>Saturday</th>
<th>Sunday &amp; Bank/Public Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering CG pay bands</td>
<td>Time and a half</td>
<td>Time and a half</td>
<td>Time and a half</td>
</tr>
<tr>
<td>E to C (Except C-PTO)</td>
<td>Time and a half</td>
<td>Double Time</td>
<td>Double time (or time and a half, and half time off in lieu if possible)</td>
</tr>
<tr>
<td>B and C (PTO) Craft team</td>
<td>Plain time</td>
<td>Time and a half</td>
<td>Double time (or plain time, and plain time off in lieu if possible)</td>
</tr>
<tr>
<td>A</td>
<td>Nil</td>
<td>Plain time (plus half time TOIL, if possible)</td>
<td>Time and a half</td>
</tr>
<tr>
<td>B-E staff in receipt of a 25-30% shift allowance</td>
<td>Plain time</td>
<td>Plain time</td>
<td>Plain time</td>
</tr>
</tbody>
</table>

**Other rules (A – E and Catering CG pay bands)**

8.10 The following rules apply:

- Overtime hourly rates are calculated as follows:

  \[(\text{Full time salary} / 52 \text{ weeks}) / \text{Gross 41 (Catering CG pay bands 39) weekly full time hours} \times \text{Additional hours worked at applicable overtime rate}\]

8.11 Overtime payments are normally paid one month in arrears.

**Payments for employees working non-standard hours**
8.12 You should refer to your contract of employment and any subsequent for specific arrangements.

9. Allowances

9.1 Some posts in the House attract allowances or unsocial hours payments. These are contractual payments whose terms are outlined in your letter of appointment or in a subsequent variation to contract letter.

9.2 Allowances are paid for:

- additional hours, e.g. to provide cover for work determined by the rise of the House
- different working hours or pattern of attendance, for example shift payments
- recruitment and retention pay flexibility in limited circumstances to address unacceptable business risks (see also paragraph 4.8)
- line managing someone at the same pay band as you (within A-E).

9.3 Allowances are updated after any necessary negotiations with the unions which will take account of alterations to basic salaries, hours of work, etc.

9.4 A list of the main allowances and unsocial hours payments is given below:

Main Allowances Payable

10. Travel time

10.1 There is no travel time payment for SCS staff or those in the A or Catering CG pay bands.

A-E staff (bands B and below)

10.2 When staff travel to a location where official duties are to be carried out other than the usual place of work, they may claim reimbursement for travelling time in excess of the normal full-time equivalent travelling time for travel between home and office.

10.3 No period of time can qualify for both overtime and travelling time payments. The rates at which travelling time are payable are as follows:

- Weekdays: payment at plain time (journeys made to the Parliamentary Estate cannot be claimed as travelling expenses)
- Saturday: payment at the rate of time and a half
- Sunday and public holidays: payment at double time.

10.4 Exception: those with a contractual commitment to work weekends and public holidays cannot claim for their normal travel between home and office.

11. Pensionable payment

11.1 As a general rule, only permanent elements of pay and some allowances are pensionable. Please contact Payroll Services if you have any queries regarding the pensionability of payments.

12. Payment of Salary
Payment
12.1 You are paid monthly in arrears by transfer directly into your bank or building society account on the last working day of the month.

Your responsibilities
12.2 It is your responsibility to ensure that the House of Commons:

- has details of your bank or building society account number and sort code;
- is immediately advised of any changes to your bank or building society account; and
- is told about any payment anomalies that you discover (for example, overpayment of pay or allowances).

Overpayment of Salary
12.3 We will make every effort to ensure that you are paid the correct salary and allowances. However, occasionally, overpayments may occur. If you think you may have been incorrectly paid, it is your responsibility to draw this to the attention of Payroll Services as soon as possible.

12.4 As a public sector employer, the House is required to pursue recovery of all overpayments, regardless of the source of the error. Further information is available in the HM Treasury guidance on managing public money. If you have accepted an overpayment in good faith, we will discuss possible repayment schedules with you. If you fail to disclose an overpayment once you are aware of it, you may be subject to disciplinary action.

Deductions from Pay

Statutory deductions from pay
12.5 As an employer, the House of Commons is required to make certain statutory deductions from your pay, for example, income tax, national insurance, pension scheme contributions, attachment of earnings and student loans.

Other Authorised Deductions from Pay
12.6 The House of Commons may deduct from your pay any sum which you may owe us during the course of your employment. Such deductions include overpayments of salary, overpayments of expenses or benefits, repayment of loans such as season ticket advances, deductions due to a disciplinary sanction, any excess of your accrued holiday entitlement on leaving the House, and any other money you may owe during the course of your employment.

12.7 Before any such deduction is made we will notify you of the total amount owed and of the rate at which we intend to recover the sum. If you leave our employment before the total amount you owe us has been repaid the outstanding balance due will be recovered from your final salary. The House will also seek recovery of any further monies owed by your last day of service.

Voluntary deductions from pay
12.8. The House of Commons also makes voluntary deductions from your salary. Voluntary deductions include:

- deductions for extra premiums to enhance your pension benefits
- subscriptions of approved organisations such as trade unions
• payments to organisations such as:
  o health care providers
  o benevolent funds
  o insurance societies
  o savings schemes.

12.9 Further information is available from Payroll Services.

### Giving to charity

12.10 The House operates a give as you earn scheme. Your payments are tax free and individuals nominate their own charity.

12.11 Further information is available from the Charity Aid Foundation or Payroll Services.

### 13. Advances of pay

13.1 You can ask for an advance in the first month of employment. The maximum amount is two weeks of your salary, which can be paid once you have completed two weeks’ service in the House.

13.2 You may also apply for a pay advance before Christmas. Details will be circulated each year, but advances are usually up to £250 and paid by 15 December.

### 14. Loans

14.1 You can ask for the following loans:

- for a season ticket to cover your journey to and from work; or
- for a bicycle for travel to and from work; or
- a loan of up to £2,500 for a deposit for privately rented homes

14.2 There are other rules about eligibility and notification for each scheme and further details are available below:

- [Season tickets and bike loans](#)
- [Rental deposit loans](#)

### 15. Employee Benefits

15.1 The House of Commons offers a range of employee benefits within the reward package. These include:

**Holidays:**

- Paid holidays (up to 35/40 days’ a year plus public holidays). [Chapter 12](#)

**Pension:**

- The House of Commons participates in the Civil Service pension arrangements. [Chapter 27](#)

**Family friendly benefits and work/life balance:**

- Once you become eligible, you can take advantage of a range of benefits including:
  - flexible working ([Chapter 11](#))
Childcare voucher schemes – existing members only (Chapter 6)

an in-work nursery (Chapter 6)

in-house gym (Chapter 4)

sports and social club (Chapter 4)

Career break scheme (Chapter 13)

A flexible time management system (flexitime) is also in operation for most A-E staff (Chapter 11).

Learning and development

- We will actively support you in any training or study that will improve your skills to the benefit of the House. Find out more on the learning and development page. Chapter 16.

Staff restaurants

- You will have access to a wide range of cafés, bars and restaurants, with different surroundings and price ranges.

Employee loans

- You can apply for an interest-free loan for the following: season ticket to travel to work; bicycle loan; and rental loans. Section 14 refers.

Advances of pay

- The House of Commons offers the following salary advances: i) advance in the first month of employment and ii) a pay advance before Christmas. Section 13 of this chapter refers.

Health and wellbeing

- Our in-house professional and confidential occupational health service is available to provide support and make sure that we have a healthy workplace. Chapter 5.

Other pay-related benefits

- Sick pay provisions. Chapter 15.

- Salary sacrifice bike loan scheme. See below:

  Cycle to Work Scheme

  - The London Mutual Credit Union provides financial services. Chapter 4.

Other non-pay-related benefits

- You will have access to two post offices and a travel office, as well as many areas of the historic Palace of Westminster. Chapter 4.

- Late night transport service. Chapter 4.

16. If You Have Queries

Pay, allowance or pay-related benefits queries

16.1 If you have queries concerning pay, allowances or non-cash benefits you should contact Payroll Services in the first instance on ext. 2357, or by email HOCEPPS@parliament.uk.
Tax Office
16.2 The tax office that deals with staff of the House is at:
   - PD2, Ty-Glas Road, Llanishen, Cardiff CF4 5XZ

Income Tax Queries
☎ 0300 200 3300
Open hours: Mon – Fri (8am -8pm), Saturday (8am -4pm)

National Insurance Queries
☎ 0300 200 3500
Open hours: Mon – Fri (8am -5pm), Saturday (Closed)

16.3 If you contact the tax office you will need to quote the following tax reference: PD2 948/40