



Pay and Allowances Policy

Purpose

This policy sets out the pay arrangements within the Parliamentary Works Sponsor Body, informs employees of how pay increases are determined and provides a list of benefits and allowances.

Scope

This policy only applies to direct employees of the Sponsor Body, and for the avoidance of any doubt does not apply to secondees, agency/interim workers and contractors.

Principles

The guiding principles regarding the pay policy are:

- Overall pay awards are subject to approval by the Sponsor Body Remuneration Committee
- Pay progression is based on individual performance or contribution, not automatic time-served progression pay
- There will be no discrimination with regards to pay 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

Implementation

Salary review process

- Salaries are reviewed on 1 April each year. Where salary reviews have not been agreed in time to enable salaries to be increased on 1 April, increases will be backdated to 1 April once settlement is agreed.
- The Sponsor Body will submit a pay remit document to the Remuneration Committee prior to end of March.
- The proposals for pay increases within the pay remit must be affordable to the Sponsor Body both in year and in the longer term.
- The Sponsor Body cannot award pay increases which would breach the approved pay remit.
- Salary reviews for members of the Executive Team will be conducted by the Remuneration Committee

Pay grades and ranges

- The Sponsor Body has pay grades which are published and made available to staff on the Restoration and Renewal website.



- Each position grade will have an entry rate of salary and a maximum salary. No member of staff will be paid below the entry rate of salary for their position level.
- Your salary will not progress above the maximum for your position level. The size of your pay increase may be capped if the percentage pay increase applied more generally to staff would increase your salary above the maximum for your job level.
- Employees who, for whatever reason, earn above the maximum for their position level will have their salary frozen until the maximum pay for the position level catches up with their salary. When this happens, their salary will increase in line with the maximum for the position level.

Pay increase

- There may be increases to the value of entry rate salaries and to the maximum of each pay range.
- The increase to the pay ranges each year is not guaranteed. When the increase does occur, it will be effective from 1 April, subject to gaining agreement for the Sponsor Body pay remit.
- Annual pay increases are not guaranteed at the Sponsor Body and are not a contractual entitlement. Pay increases will be considered in the context of affordability and government pay policy.
- The only exception to this arises if the entry rate of salary increases and the increase is above your current rate of pay. In such circumstances your pay will increase to the new entry rate.
- To receive an increase on 1 April you must have been in your current position level for at least six months and successfully completed your probation unless approved exceptionally by the CEO
- If you have not been in your current position for six months as of 1 April, you will receive the relevant increase awarded after you have completed six months in post and probation passed. Your salary will be reviewed each 1 April thereafter.

Promotions

- If you are promoted to a higher position grade you will receive a minimum of a 10% increase in basic pay or if appropriate starting of pay scale.
- If your current pays plus 10% is less than the entry rate for your new post, your new pay will be the entry rate of the pay range for your new position.
- If your current pay plus 10% places you above the entry rate for your new job, then your new pay will be your current pay plus 10%.



Temporary upgrading

- There may be occasions where it is necessary to temporarily upgrade an employee without undertaking a full recruitment and promotion exercise. This is sometimes referred to 'acting up'.
- Where the full responsibilities of a higher graded position are to be undertaken, then the salary to be paid during the period of upgrading will be 10% increase in basic pay or other provisions as stated in promotions above
- Where only a proportion of the responsibilities of a higher graded position are to be undertaken, then an allowance may be payable for the period of upgrading. The size of the allowance will be determined depending on the circumstances at the time
- Upon completion of a temporary upgrading your salary will return to the level that it would have been had you remained in your original position for the duration of your upgrading.

Data Protection

The Sponsor Body processes personal data as part of the payroll process in accordance with its [data protection policy](#). [The organisation has in place arrangements with its payroll provider to ensure that it has measures safely and securely to process employees' personal data.] In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying you in accordance with your employment contract. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

Review

This policy will be reviewed annually, over the life of the Restoration and Renewal Programme, or sooner if there is a specific legislative, regulatory, or service requirement or a change in practice to support the improvement of this policy.

Sarah Johnson

On behalf of the Sponsor Body
December 2021



Appendix A

**Parliamentary Works Sponsor Body
Benefits and Allowances Table**

Term	Condition
First Aid Payment	Paid to qualified staff who take First Aider duties (<u>Payment is not pensionable</u>)
Market Sector Allowance	This will be applied in exceptional circumstances as all Sponsor Body jobs are benchmarked against similar jobs in the market and will go through the job evaluation process before salary is offered ▪ This will only be offered, by agreement between the Nominations and Remunerations Committee and the Chief Executive Officer, for a maximum period of 1 year
Responsibility Allowance	<ul style="list-style-type: none">▪ To only to cover long term absence for a maximum of 6 months or a vacant position for a maximum period of 3 months▪ 10% of current base pay is payable subject to approval by the Nominations and Remuneration Committee or the Chief Executive Officer (<u>Payment is pensionable</u>)
On-Call and Standby Allowance	Rates agreed subject to requirements Paid to staff required to be on-call or on standby to provide urgent response to critical business demands or needs. (<u>Payment is pensionable</u>)
Overtime and or other shift pattern allowances	Not applicable
Well Being	–Access to an Employee Assistance Programme for all staff



HOUSES OF PARLIAMENT

R&R SPONSOR BODY

Term	Condition
Training	Subscription fees will be paid for employees with membership of Recognised professional bodies and on and off the job training and/or study in line with policy
Staff Development / Charity days	Up to 5 days per year supported by your line manager
Leave allowance carry over	5 days can be carried forward by exception and with approval of the Line Manager
Benefits / Loans	Bicycle loan up to £500
	Cycle to work scheme up to £2,000
	Season ticket loan up to £7,500
	Eye Care Vouchers double check re : Value