

Our Ref: FM  
Your Ref: RN/UNISON

**Private & Confidential**  
Rebecca Noon  
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If telephoning ask for:  
Fiona Martin

31 January 2018

Dear Rebecca

### **Pay Offer 2017-18**

Following the outcome of the Unison ballot and subsequent discussion on the pay offer as set out in my letter dated 1 June 2017, I am now writing to set out an updated formal pay offer covering 2017-18.

As you know, the pay remit approval process has been changed this year by Scottish Government. This means that formal approval of the pay remit would be granted after a pay offer has been made and accepted. Our pay offer is in line with the Public Sector Pay Policy ([Public Sector Pay Policy 2017-18](#)) as follows:

- A one year offer covering financial year 2017-18 only.
- A 1% uplift applied to all pay steps from F02 to A06.
- An increase of £400 for all pay steps from H04 to F01. This £400 is a consolidated increase which means that staff working full time and earning £22,000 or less, as at 31 March 2017, will receive a minimum uplift of £400 in 2017-18. The uplift will be pro-rated for part time staff.
- Pay progression increments will be paid at the same time as the pay uplift increase, following acceptance of the pay offer and final Scottish Government approval.
- Staff already at the maximum pay step of their pay band will not receive incremental progression.

I've enclosed a copy of the revised pay scales so it is easy to see what this pay offer means in terms of each grade and incremental step.

We do not propose that the rates of allowances or business expenses are changed. The Overtime Scheme will however be amended to reflect the increase to the top of pay band E, which is the cut off point for overtime payments.

Going forward it is important that our policies and practices support us in delivering our organisational characteristics and in particular organisational characteristic 5 – "An organisation that people are clamouring to work for."

Following the positive feedback and strong level of uptake for the pilot scheme for the purchase of additional annual leave for the 2017 calendar year, we are continuing to offer our Additional Annual Leave Purchase Scheme, on the same basis, for calendar year 2018.

It has become clear that there are now pay elements which SEPA should be including in pay whilst staff are on annual leave. These are:

- Out of Hours On Call Allowance
- Out of Hours Disturbance payment
- Out of Hours overtime
- Survey Vessel On Board Allowance

In recognition of this, we propose to make a back payment to all staff who have claimed these payments in both calendar year 2016 and 2017. The back payment, which will be made in the March 2018 pay run, is based on actual payments made over the two year period and will apply to the 20 days of annual leave as recognised by the EU Working Time Directive. Guidance will be developed for staff to help them understand what they are entitled to.

Going forward we wish to negotiate with Unison to agree the approach for future payment. In line with our People Strategy and organisational characteristics, our aim is to develop an approach which can be easily understood and applied, enabling staff to focus on the delivery of our organisational objectives.

We are proposing to pay the increments and inflationary increase in March 2018.

I'd like to confirm that we remain committed to a no compulsory redundancy policy until 31 March 2018. Our priority continues to be to identify opportunities to achieve greater flexibility to enable SEPA to operate as world class EPA whilst also helping staff maximise their work performance and balance appropriately their personal commitments. At a time of ongoing financial constraint within the public sector, achieving these flexibilities will be essential in allowing us to extend the commitment to no compulsory redundancy. Unison have an important role in helping us achieve this and I look forward to continuing to work together to allow us to extend the no compulsory redundancy policy beyond March 2018.

An Equality Impact Assessment (EqIA) has been carried out on the pay offer and a copy provided to you. The EqIA analysed any impact on the gender pay gap, and also covered the protected characteristic groups of race and disability in line with the Public Sector Equality Duty requirements. Given the terms of the pay offer, no particular issues have been identified.

I look forward to hearing your feedback on this offer at your earliest convenience, including whether or not you intend to ballot members. The pay offer will be put on the agenda for the next JNCC meeting, but I would be happy to arrange a separate negotiating meeting outwith the normal JNCC calendar of meetings if that would be helpful.

If you have any queries or wish to discuss this offer please let me know.

**Yours sincerely**



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

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