

briefing note

Environment Agency Pay Offer 2023

Dear colleagues,

We received government approval of our pay remit and pay flexibility business case on 01 November 2023. This business case approval enables us to make a pay offer which exceeds the limits of the 2023/24 pay guidance based upon identified paybill savings and reallocation of non-consolidated money to targeted consolidated pay increases. Further to our recent constructive discussion with you this briefing provides you with:

- Our formal pay offer for 2023 on which we understand you will now wish to consult with and ballot your members.
- Suggested timeframe for confirming your acceptance of the offer to enable payment in January 2024.

Our 2023 pay offer represents an increase to our paybill of 6.35%, which is comprised:

- 4.5% average award
- 0.5% targeted towards lowest paid
- 1.35% consolidated paybill increase agreed in the pay flexibility business case and targeted towards pay priorities.

1.0 Consolidated Salary Increases

1.1 We propose to apply consolidated salary increases in 3 steps as follows:

- **Step 1** - We propose to pay a consolidated increase of 4.5% to all employees who have 'Exceeded', 'Met' or 'Approached' expectations.
- **Step 2** - We propose to pay an additional salary increase of £750 to employees in Staff Grades 1 to 3, Field Operations Team Members and Lead Team Members, Environment Officer A who have 'Exceeded', 'Met' or 'Approached' expectations.
- **Step 3** - After applying Steps 1 and 2 we will increase Grade Rates and Pay Steps to the value shown in **Appendix 1**. If, after applying Steps 1 and 2, FTE substantive salary is below the new grade rate or pay step value, it will increase to new grade rate or pay step value.

1.2 We propose to pay career grade increments to eligible employees in Field Operations, Environment Officer A and Graduate grades in line with arrangements in previous years.

1.3 We propose to increase Graduate (GTS) Pay Steps by 5.8%.

1.4 Any employee in receipt of a pay supplement (red circle) allowance, will receive the proportion of their pay award, which would have been consolidated if they were within the pay range, as a non-consolidated pay award. We will pay this monthly from 1 July 2023 to 30 June 2024.

1.5 We propose to backdate these increases to salaries to 1st July 2023 or appointment date, if later. All payments will be pensionable in line with arrangements in previous years.

2.0 Non-consolidated Performance Awards

2.1 We will pay the following non-consolidated performance award values which will be pro-rated to reflect individual average weekly working patterns in SOP for the 2022/23 performance year.

Grades	Met Expectations	Exceeded Expectations
Staff Grades 1 to 7, EOB and Nuclear Grades	£540	£810
Where an employee's substantive FTE salary as at 01 July 2023 increases by 5.7% or less, we will add an additional £400 to the performance award values shown above.		

- 2.2 We will make a non-consolidated payment of £540 to Team Members and Lead Team Members within Field Operations who are on Pay Step C and who have a 'met expectations' performance rating. Field Operations employees at Pay Steps A or B are not eligible for this payment as they retain a mechanism by which they may move to higher pay steps through performance.
- 2.3 We will make a payment equivalent to the award for 'Met Expectations' to employees who were not in work for 39 or more weeks (9 months) due to sickness, maternity, paternity or extended unpaid leave during the 2022/23 performance year.
- 2.4 We will continue to operate Local Recognition Award arrangements for the 2023/24 pay remit year for which a budget allocation of £525,000 will be made.
- 2.5 We will reduce the non-consolidated allocation the Environment Agency may use for 2023/24 and future years from 1.8% to 1.3% of total payroll.

3.0 Allowance increases

- 3.1 We will increase the following allowances to the value shown, these increases will be backdated to 1st July 2023.

Allowance	2022/23 value	2023/24 pay offer	Increase
London weighting inner – Rounded to nearest £	£3,889	£4,064	4.50%
London weighting outer – Rounded to nearest £	£1,929	£2,016	4.50%
Overtime attendance allowance	£6.52	£6.81	4.50%
Pilotage allowance - per annum for 1st 12 acts	£1,738.52	£1,816.75	4.50%
Pilotage allowance - per claim after 1st 12 acts	£134.90	£140.97	4.50%
Standby - complete week (full calendar week (7 days))	£148.34	£158.28	6.70%
Standby - less than one week (Mon - Friday)	£17.80	£18.99	6.70%
Standby - less than one week (Saturday and Sunday)	£29.67	£31.66	6.70%
Standby on non worked Friday/Saturday/Sunday	£29.67	£31.66	6.70%
Standby - Additional daily payment for bank holidays	£29.67	£31.66	6.70%
Standby - Additional payment for Christmas Day	£59.29	£63.26	6.70%
Call out while not on standby	£55.60	£59.33	6.70%
Call out while not on standby Xmas day	£111.21	£118.66	6.70%
Incident Response Pay Flood Warning On Standby	£28.94	£30.88	6.70%
Incident Response Pay Flood Warning Not On Standby	£28.94	£30.88	6.70%
Incident Response Pay Fixed Rate On Standby	£28.94	£30.88	6.70%
Incident Response Pay Fixed Rate Not On Standby	£28.94	£30.88	6.70%
Incident Support Payment	£58.09	£60.70	4.50%
Incident Resilience Payment Rostered Working Mon Fri	£17.80	£18.99	6.70%
Incident Resilience Payment Rostered Working Sat Sun	£29.67	£31.66	6.70%
Incident Resilience Payment Rostered Working Bank Holiday	£29.67	£31.66	6.70%
Incident Resilience Payment Rostered Working Christmas Day	£59.29	£63.26	6.70%

4.0 Additional Measures

- 4.1 We will reserve an amount equivalent to 0.24% of net payroll for the introduction of new and additional group market forces factor allowances in respect of roles identified as having critical technical skills and specialisms. We will confirm the operating instruction and eligibility criteria for these with you prior to implementing the allowances.
- 4.2 We will improve our employee offer by:
- Increasing paid paternity leave from 10 to 15 days.
 - Increasing paid bereavement leave from 5 to 10 days.

- Introducing a new paid leave arrangements for employees undergoing fertility treatments to permit up to 10 days of paid leave.
- Additionally, employees who use the flexitime scheme and can evidence sufficient credit hours may take up to a maximum 18 flexi credit days/ 133.2 hours in a 52-week period. This is pro-rated for part time employees. This is an increase from the previous fifteen days (111 hours)

To enable staff comms and finalise policies we propose to introduce these with effect from 01 April 2024.

- 4.3 We will align our approach to apprentice pay with other government departments to pay roles at Grade Rate.
- 4.4 We commit to maintaining our current redundancy scheme until 2025, unless legislative changes prior to that mean we have to change the scheme.
- 4.5 We will work with the Joint Reward Committee over the coming months to identify pay priorities which may be developed into specific pay proposals for the 2024-2025 pay remit year including:
- Pay mechanisms in respect of technical skills and specialisms such as group market forces factors and proposals for capability based pay frameworks subject to further guidance on this from government.
 - Suggestions for how we may further enhance our employee offer to ensure incident resilience is fit for the future.
 - Improvements to how we reward and recognise exceptional contribution through our approach to in-year recognition.

5.0 Leavers

- 5.1 We will only pay this year's pay award to employees who leave on or after the date we formally confirm that the pay settlement is agreed. This is the date on which the National Negotiating Group (NNG) joint circular is issued. This includes employees who leave under the Voluntary Early Release Scheme. The exceptions are:
- Leavers under compulsory redundancy
 - Leavers under ill-health retirement
 - Leavers transferring to another employer under the Transfer of Undertakings (Protection of Employment) Regulations 2006

6.0 Next steps

- 6.1 We consider the pay offer here represents the best achievable outcome for all employees which can be achieved within the requirements of the Civil Service pay guidance and through negotiations. The pay flexibility case we have agreed achieves the greatest paybill and salary increases possible whilst protecting existing terms and conditions, allowances and entitlements for Environment Agency employees. Through our discussions with you we have aimed to ensure all available pay resources have been allocated in a way which meets our business priorities and addresses key elements of the joint trade union pay claim you provided to us. On this basis we hope you can now ask your members to support this offer so that we can pay this award to staff quickly.
- 6.2 In order to pay this award in January 2024 salaries, we will require confirmation of your acceptance no later than 11am on 13th December 2023 after which we reserve the right to review the extent of the offer or withdraw it at any time. We are committed to ensuring our consultations with you are meaningful and constructive. In the event that this offer is not accepted we will meet with you again at the earliest opportunity to understand your concerns and reflect again on the proposals made. Please be aware however that in order to pay the award in January 2024 we will need to instruct SSCL no later than 18th December 2023.



Nicola Lawton
Interim Chief Operating Officer
16 November 2023

Appendix 1 – Proposed 2023/24 Pay Scales

Staff Grades 1 to 7 and Nuclear Grade Pay Ranges

Grade	01-Jul-22 01-Apr-23	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	NG D	NG 1a	NG 1b	NG 2
		Maximum		£19,317 £20,048	£23,487	£28,324	£35,129	£44,458	£57,459	£71,674	£45,289	£69,465
	01-Jul-23 ↑		£25,294	£30,349	£36,710	£46,459	£60,045	£74,899	£47,327	£72,591	£87,674	£108,458
		£21,991										
Grade Rate	01-Jul-23 01-Apr-23 01-Jul-22		£22,754	£27,245	£31,429	£39,635	£50,409	£63,144	£41,578	£60,651	£74,564	£91,044
		£20,048 £19,107	£20,507	£25,042	£29,706	£37,462	£47,646	£59,682	£39,199	£57,326	£70,477	£86,053

Field Operations Grades and Pay Steps

Grade	Salary		
	01-Jul-22	01-Apr-23	01-Jul-23
Team Member Level 1 A	£19,249	£20,048	£21,991
Team Member Level 1 B	£20,024		
Team Member Level 1 C	£20,798	£22,754	
Team Member Level 2 A	£21,011	£22,979	
Team Member Level 2 B	£21,862	£23,880	
Team Member Level 2 C	£22,714	£24,781	
Team Member Level 3 A	£23,296	£25,397	
Team Member Level 3 B	£24,245	£26,401	
Team Member Level 3 C	£25,195	£27,407	

Grade	Salary	
	01-Jul-22	01-Jul-23
Lead Team Member Level 1 A	£21,045	£23,016
Lead Team Member Level 1 B	£21,453	£23,447
Lead Team Member Level 1 C	£21,865	£23,883
Lead Team Member Level 2 A	£23,049	£25,136
Lead Team Member Level 2 B	£23,499	£25,611
Lead Team Member Level 2 C	£23,948	£26,087
Lead Team Member Level 3 A	£25,334	£27,553
Lead Team Member Level 3 B	£25,833	£28,081
Lead Team Member Level 3 C	£26,338	£28,615

Environment Officer Career Grade Scheme

Level	EOA	
	Salary	
	01-Jul-22	01-Jul-23
Induction Stage	£24,291	£26,428
Training Stage 1	£25,042	£27,245
Training Stage 2	£25,793	£28,062

Pay Range	EOB	
	Salary	
	01-Jul-22	01-Jul-23
Grade Maximum	£35,129	£36,710
Grade Rate	£29,706	£31,429

Graduate Training Scheme - Pay Steps and Criteria

Pay Step	Salary		ICE Graduate Pay Principles	CIWEM Graduate Pay Principles
	01-Jul-22	01-Jul-23		
1	£26,575	£28,100		BSc Degree
2	£27,239	£28,802	BEng	MSc Degree (or relevant PhD)
3	£27,919	£29,521	MEng (relevant MSc or PhD is equivalent providing it meets the C.Eng requirements)	1 year experience
4	£28,616	£30,258	1 year relevant experience	2 years experience
<i>Training Board to approve progression to step 5 by end of March. Increase in salary = 7.5% at this point for movement the following July.</i>				
5	£60,761	£32,526	2 yrs+ relevant experience	3 yrs+ relevant experience
6	£31,529	£33,338	3 yrs+ relevant experience	Building Tech depth & breadth
7	£32,316	£34,170	Building Tech depth & breadth	Building Tech depth & breadth
8	£33,123	£35,024	Building Tech depth & breadth	Building Tech depth & breadth