

## 2022 Pay Award – CITB – Pay Offer

### Details of the 2022 Pay Offer

1. Pay ranges to be increased by 3.0%. The proposed new pay ranges for all grades are shown below.

Grade	Growth Zone						Core		High
	Entry (Min)	Milestones					Market Median	Progression	Max
A	£58,639	£59,885	£62,281	£64,677	£67,072	£69,466	£71,862	£81,428	£92,532
B	£47,828	£48,961		£51,028		£53,099	£55,168	£62,510	£68,192
C	£40,858	£41,865		£43,591		£45,359	£47,127	£53,399	£58,254
D	£36,803	£37,418			£38,755		£40,091	£43,363	£47,492
E	£31,575	£32,104			£33,248		£34,396	£37,203	£40,745
F	£27,166	£27,622			£28,606		£29,594	£32,006	£35,057
G	£22,247	£22,618			£23,425		£24,234	£26,209	£28,707
H	£18,862	£19,178			£19,864		£20,547	£22,224	£24,342

2. Basic pay increases to be awarded as outlined below (based on a pay “pot” of 3% of the pay bill effective from 1 April 2022):

Grade	Increase
A	2%
B-C	2.25%
D-E	3.1%
F-H	4%

- Colleagues in the high zone whose pay award would take them above the maximum of their pay range would receive a pay increase to the maximum and then the remainder as a one-off non-consolidated payment.
- Colleagues who are temporarily paid at a more senior grade/role (i.e. “acting up” or on secondment) will have the pay award that is relevant to their position in the pay range for the more senior role applied until they revert to their substantive position, at which point the pay award appropriate to their position in the pay range for their substantive role will be applied to their former salary.

### Payment and eligibility of the Pay Award

The pay award will be paid within the month after agreement with the Trade Unions is reached. All increases will be backdated to 1 April 2022.

The pay award will apply to everyone employed by CITB on 31 March 2022. Colleagues who joined on or after 1 April 2022 will not be eligible for a pay award unless agreed at the point of offer or where the increase in the pay bands results in a colleague moving from Core to Growth zone, in which case an adjustment will be applied to ensure they remain within Core. Any colleague who is in a probationary period will have the pay review deferred and this will be applied following successful completion of this period.

All colleagues in the entry or Growth zone will be moved to the next milestone. If after moving to the next milestone a colleague remains in the Growth zone an individual assessment will be carried out to determine if their skills/experience/behaviours fully meet the requirements of the role and if this is the case the colleague will receive a further increase to place them at the bottom of the Core zone. Following this assessment, any colleague who remains within the growth zone will have a formal development plan in

place and will understand the timescales and requirements to reach the bottom of the core zone relevant to their pay range.

The pay award will not be paid to those who have given notice of resignation and whose date of leaving is on or before 31 March 2022.

### **Additional Pay Pot allocation**

- 2% pot available as a one off non-consolidated payment to colleagues. It is proposed that this is split equally across all colleagues and would therefore equate to £750 per person.

### **Details of the Annual Performance Bonus** *(for information this was paid to colleagues in June 2022)*

The performance year is for 1 April 2021 to 31 March 2022

A non-consolidated performance-related bonus distributed as follows:

- Colleagues attaining a 2021/22 performance rating of Exceeds Expectations 3.65%
- Colleagues attaining a 2021/22 performance rating of Outstanding 5.65%

The performance bonus will be paid with June 2022 salaries.

The performance bonus will be calculated on base salary as at 31 March 2022. For colleagues due to receive a bonus who have changed their hours of work during 2021/22, the payment will be calculated pro rata based on the average hours per week worked during 2021/22.

The bonus will apply to everyone who was employed by CITB on 31 December 2021 (subject to achieving the PPP ratings outlined above). For colleagues who joined CITB part way through 2021, the bonus will be calculated pro rata based on the number of complete months worked at CITB during 2021/22.

The performance bonus will not be paid to those who have given notice of resignation and whose date of leaving is on or before 31 March 2022.

Please note that to fund this offer the colleague bonus allocation for 2022/23 has been removed.

### **Allowances**

The following allowances will increase by 3% (to the nearest £); the new rates would therefore be:

- Intermediate/Outer London Weighting £2,650
- Inner London Weighting £4,497
- Car Allowance (Grade D and below) £5,252
- Car Allowance (Grade B/C) £6,199
- Car Allowance (Grade A) £6,854
- Mobile working allowance £580