
UK Annual Pay Review

Pay Policy

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Overview

This section describes the annual pay review process.

Audience

This section applies to UK-appointed staff only.

Responsibilities

Human Resources Pay and Employment Relations (HR PER) reviews the minimum and maximum of each pay band and the value of the steps annually and provides the Senior Management Team (SMT) with proposals. The SMT makes the final decision on whether to increase the value of each step, including the minimum and maximum of each pay band, and the nature of any adjustment.

Policy

A review of UK pay is taken annually in full consultation with Trade Union Side (TUS). See Industrial Relations. A pay award is implemented in August of each year.

Process

As a Non-Departmental Body (NDPB) the British Council is expected to follow HM Treasury guidelines on pay issued around February each year.

1. HR consults with the SMT to decide on a pay remit. The decision on salary ranges is influenced by:
 - a. recruitment and retention issues
 - b. affordability
 - c. the external market.
2. HR presents a pay remit, which gives the cost of the proposed pay award to the Foreign and Commonwealth Office (FCO), our sponsoring department, for their approval.
3. Once the FCO has agreed the pay remit, the British Council enters into pay negotiations with TUS.
4. When the pay negotiations have been completed, the pay award is implemented and payment is made in the August pay run. If the pay award is implemented after 1 August, increases are backdated to 1 August.

The 2006 salary ranges for pay bands 4-9 are given in UK Pay System.