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18 September 2024

2024/25 PAY AWARD – PAY OFFER

Following negotiations with all Home Office recognised Trades Unions in relation to the 2024/25 pay award for grades AA-Grade 6, I now wish to advise you of our final offer and ask that responses to this offer are received by midday on 18 October 2024.

This offer is made in relation to all employees in grades AA – Grade 6 in the Home Office. To be eligible, employees must be in post on Home Office terms and conditions on 30 June 2024 and 1 July and remain so until the month the pay award is implemented. Employees of Home Office Arms' Length Bodies who are not on Home Office terms and conditions are not in scope of this pay offer.

The following employees are not eligible for the pay award:

- Employees who are not on Home Office terms and conditions, including those who joined the department through TUPE or COSOP moves from other organisations and have chosen to remain on their non-Home Office pay and terms and conditions;
- Those in Arms' Length Bodies and not on Home Office terms and conditions; and
- Employees who left the department after 30 June 2024 and before the month of implementation, including those who have retired.

1. Principles of the 2024/25 Home Office pay award

The Home Office pay principles are to:

- prioritise base pay uplifts for all staff;
- ensure progression through the pay range;
- have consistent gaps between pay ranges in different locations; and
- ensure a minimum 10% gap in pay ranges between grades.

The aims of the changes to the Home Office's current pay arrangements are to:

- i. distribute funds in compliance with HM Treasury guidance (Public Sector Pay & Terms Guidance Note January 2016 and 2024/25 Civil Service Pay Remit Guidance) addressing:
 - the revision of spot rates, pay ranges and increases payable to individuals.
 - maintaining the pay range lengths set through the 2023/24 pay award.
 - the eligibility of employees in delegated grades for the pay award, including continuing to freeze the ranges/spot rates of specialist grades.

- ii. maximise use of the available funding, focusing on increases to base pay.
- iii. take account of, as far as possible, the Trades Unions' views without undermining the department's pay principles.

2. The position on negotiations

Formal negotiations could only start when all necessary approvals were in place; we commenced negotiations with the Trades Unions on 13 August and held three meetings with ISU prior to providing this final offer.

The initial offer has been revised during the course of negotiations, to accommodate the representations made, where we have been persuaded by the rationale and it has been possible to do so. Our initial offer proposed an additional £80 for EO – Grade 6 employees paid on the London pay ranges, to move marginally towards an award closer to that of National employees in percentage terms.

As a result of negotiations, we have amended our offer as follows:

- i. The additional amount for London employees in grades EO – Grade 6 (step 3 below) is now £60.
- ii. The pay award for AA employees has been enhanced to £1,620.

Summary of the pay award

The 2024/25 Civil Service Pay Remit Guidance permits departments to make an average pay award up to 5%. Although a 2% spend of paybill is centrally funded, the decision was taken by ExCo to stretch to a 5% spend. The pay award is designed to deliver a minimum of a 5% cash value award to all employees in scope.

The key features of the award in relation to pay ranges are as follows¹:

- i. AA and AO spot rates will increase by between 6.19% - 7.86%, dependent on grade and location.
- ii. EO to Grade 6 pay ranges:
 - **Step 1** – Pay range minima and maxima are increased.

N.B. Steps 2 – 5 below do not apply to employees remaining in receipt of legacy shift allowances or on legacy pay ranges.

- **Step 2** – Employees within pay ranges will receive an award based on their pay range position. Employees will be moved onto the same relative position in the new pay range for their grade and location.
- **Step 3** – An additional, targeted increase up to 0.48% based on pay range position for grade and location. Those nearest the existing (2023/24) minimum of their pay

¹ New joiners after 30 June 2024 will not receive a pay award but will be uplifted to the new spot rate/pay range minimum if they are currently paid below it.

will receive the largest increase under this step, capped at the 2024/25 maximum of the pay range.

- **Step 4** – An additional flat £60 applied to the salary of those on London pay ranges and a flat £25 to those on Gatwick pay ranges, capped at the 2024/25 maximum of their pay range.
- **Step 5 (for G7 employees only)** – An additional, flat 1% (calculated on an employee's salary as at 30 June 2024) progression payment to offset the reduced movement of the pay range minima/maxima, which has been done to establish a 10% differential with Grade 6. This additional 1% is capped at the new maximum for the location.
- **Step 6** – Any individual below the new minimum for their pay range will have their pay uplifted to the new minimum – this includes employees in receipt of legacy allowances.
- **Step 7** – Those employees who do not receive a full 5% consolidated award will receive a non-consolidated top-up payment to 5%. This step does apply to employees remaining in receipt of legacy shift allowances or paid on legacy pay ranges.

The detail of the pay offer is set out in Annex A, including a definition of employees out of scope, with average pay award values by grade in Annex B. Annex C sets out the Home Office pay ranges for the year 2024/25.

3. Employees on Legacy Terms and Conditions

Annualised Hours Allowance

It remains the department's position that having multiple shift-working allowances does not provide the department with the most efficient or effective mechanism to deploy its resources within frontline business areas. We have been clear, since it was introduced, that AHA is the department's preferred shift allowance and the aim is to achieve a unified approach with all employees on a single shift working allowance. Employees in receipt of legacy shift allowances are encouraged to opt-in to AHA.

The department has also been clear previously that employees who choose to remain in receipt of legacy shift allowances are unlikely to benefit from Pay Awards, and this remains the case. However, the department has decided that, for the 2024/25 Pay Award, no employees will be paid at a rate lower than the spot rate or range minimum for their grade and location. Following the application of the pay award, anyone remaining below the new spot rate/minimum will have their pay lifted to the spot rate/minimum. **This includes those employees in receipt of legacy shift allowances.**

A non-consolidated payment of 5% will be made to employees in receipt of legacy shift allowances, where they are already paid above the new pay range minimum. Employees in receipt of legacy shift allowances who benefit from the uplift to the spot rate or pay range

minimum will only receive a non-consolidated payment if their consolidated uplift is less than 5%.

This should not be seen as a departure from our stated aim of having a single shift working allowance in frontline business areas. There should be no expectation that employees in receipt of legacy shift allowances will receive consolidated or non-consolidated payments in future years.

Specialist pay ranges

Specialist pay ranges in the department were closed as a result of the 2020/21 pay award. It was, and remains, the department's position that specialist pay ranges are not aligned to modern employment practices and that employees should be paid on generalist pay ranges instead. Recruitment and retention allowances (RRAs) are available and provided to recognise specialist, hard to recruit skills in roles recognised by professions (Analysis, Finance, Science and Communications).

Through discussions on specialist pay with the Trades Unions, the department has been clear that employees who choose to remain on legacy pay ranges are unlikely to benefit from pay awards, and this remains the case. However, the Department has exceptionally agreed that in 2024/25 employees who remain on legacy specialist pay ranges or legacy spot rates will receive a one-off lump sum payment of 5% that is not consolidated into their base salary.

As the specialist pay ranges are closed for new entrants, with the option for employees to transfer to the relevant delegated pay range, there should be no expectation that employees who choose to remain on the specialist pay ranges will receive a consolidated or non-consolidated payment in future years.

4. Timing of changes

All changes to pay are effective from 1 July 2024. It is our intention to deliver the pay award to Home Office employees at the earliest available opportunity, likely in November 2024 pay, subject to the timescales agreed in the negotiation framework and the responses to this offer from Trades Unions.

Legacy shift allowances

Employees at EO or above who opt-in to AHA from legacy shift allowances before 31 January 2025, will be paid the 2024 pay award from the effective date of the pay award (1 July 2024). This will be delivered in the earliest payroll month for which the cut-off date has not passed. Any non-consolidated payment will be recovered as part of the application of the pay award.

Specialist pay ranges

Employees in AO grades and above who are currently paid on legacy specialist spot rates or pay ranges and opt-in to the equivalent generalist pay range before 31 January 2025, will be paid the 2024 pay award from the effective date of the pay award (1 July 2024). This will be delivered in the earliest payroll month for which the cut-off date has not passed. The non-consolidated payment will be recovered as part of the application of the pay award.

Employees on non-Home Office terms and conditions

Only individuals employed on Home Office terms and conditions are eligible for the Home Office pay award. Individuals employed on non-Home Office terms and conditions are ineligible for the pay award, including those who joined the Home Office from other organisations and remain on their old pay terms under TUPE or COSOP protection.

There is an annual window for staff who joined the Home Office from other organisations and remain on old pay terms under TUPE or COSOP protection to voluntarily opt-in to Home Office modernised terms and conditions of employment. This window was in May 2024. Individuals were provided with full details about what the terms entail and a template to confirm if they wanted to opt-in. Individuals who chose not to opt-in are ineligible for the Home Office pay award and will not receive a consolidated increase to their base salary or a non-consolidated payment.

Employees in grades named Opt-Out (Opt-Out 03, Opt-Out 04 and Opt-Out 09) are ineligible for the HO Pay Award. These individuals will be offered the opportunity, until 31 January 2025, to voluntarily opt-in to the Home Office generalist pay ranges and modernised terms and conditions of employment in order to receive the 2024 pay award backdated to 1 July 2024. Any legacy allowances they are in receipt of in this grade will be lost, however, they will be eligible for all allowances applicable to their role. Further, direct communication, will be provided to these individuals.

5. Other initiatives

Fast Stream employees on Home Office terms and conditions

The Home Office Fast Stream pay ranges (HEO(D), HEO(D), HR and Economic Assistant) are being closed through the 2024/25 pay award. Employees will move onto the generalist HEO pay range for their location and be awarded the HEO pay award. Pay award calculations will be based on the higher of either an employee's existing salary or the 2023/24 HEO minimum for their location.

Policy changes

Reviews of and changes to the following policies are being funded through the pay award, details will be discussed with Trades Unions as the year progresses. Changes will be backdated to 1 July 2024 (except for the HMPO Evening Working Allowance where the effective date is to be confirmed following separate engagement on this issue with the Trades Unions):

- **Tax RRA** – Creation of a £2,000 Recruitment and Retention Allowance for those in HEO – Grade 7 grades. Receipt of the RRA subject to meeting the qualifying criteria, i.e. a. they work in a role in the Home Office Tax Team within Finance Directorate in Corporate and Delivery; and b. the employee must have:
 - a relevant tax qualification, i.e. Chartered Tax Adviser qualification (CTA), to become a full member of Chartered Institute of Taxation (CIOT) or a full member of the Association of Taxation Technicians (AAT) or

- specialist tax knowledge and experience gained in the Home Office Tax Centre of Excellence and/or other government departments, as ratified by Head of Tax Team and Head of Unit. This is assessed against robust criteria agreed between the Tax Team and Home Office Reward.
- **Private Secretary Allowance** – Review and revalorisation of PSA levels at grades AO – Grade 6 (as set out in Annex A).
- **UKVI Evening Working Allowance** – Designation of the allowance as a legacy payment and the terms of this for employees currently eligible for it, will be taken forward through separate dedicated discussions with Trades Unions.

Jose Fernandez

HR Deputy Director, Policy, Reward, Employee Relations and Change

Annex A: Details of the offer for delegated grades

All eligible employees will receive a pay award of at least 5%, through a combination of consolidated and non-consolidated elements as detailed below:

Group	Offer
AA and AO spot rates (except ASO)	Fully consolidated pay award with an increase to the spot rate of between 6.19%-7.86% dependent on grade and location. This includes employees on legacy allowances.
EO – Grade 6 employees	The maximum award an employee will receive is 9.1%, based on the pay range position for their grade and location, capped at the 2024/25 pay range maximum.
Home Office Fast Stream employees	Employees in Home Office Fast Stream Grades (HEO(D), HEO(D), HR and Economic Assistant) will be moved onto the HEO generalist pay ranges for their location and receive the HEO pay award.
Employees on legacy specialist pay ranges	Pay ranges continue to be frozen. Employees on these ranges will only receive a non-consolidated award.
Employees in receipt of legacy shift allowances	Employees who remain in receipt of legacy shift allowances (AAA, SDA (legacy only), SIA, ACIO & IIU) and who, after the application of the pay award, remain on a rate of pay below the spot rate/minimum for their grade will have their pay uplifted to the new spot rate/range minimum (with any mark time being reduced). Where this results in employees in this cohort receiving less than a 5% consolidated pay award, they will receive a non-consolidated top up payment, resulting in a total award of 5%. All other employees in this cohort will only receive a non-consolidated award.
Employees below spot rates/pay range minima	Any employees who, after the application of the pay award, remain on a rate of pay below the spot rate/min for their grade will have their pay uplifted to the new spot rate/range minimum (with any mark time being reduced).
Employees in receipt of mark time	Only consolidated elements of an individual’s pay award will reduce the value of any mark time payment they receive. Lump-sum pay (i.e. non-consolidated) payments do not reduce the value of the mark time payment.

Group	Offer																					
UKVI Evening Working Allowance	We intend to discuss the review, designation of the allowance as a legacy payment and the terms of this with Trades Unions separately over the coming weeks.																					
Private Secretary Allowance review	From 1 July 2024 the current rates will be changed as follows: <table border="1" data-bbox="395 521 1083 804"> <thead> <tr> <th>Grade</th> <th>Current rate</th> <th>1 July 2024 rate</th> </tr> </thead> <tbody> <tr> <td>AO</td> <td>£3,464</td> <td>£4,000</td> </tr> <tr> <td>EO</td> <td>£4,236</td> <td>£5,000</td> </tr> <tr> <td>HEO</td> <td>£4,236</td> <td>£6,000</td> </tr> <tr> <td>SEO</td> <td>£4,236</td> <td>£7,000</td> </tr> <tr> <td>Grade 7</td> <td>£8,237</td> <td>£9,000</td> </tr> <tr> <td>Grade 6</td> <td>£8,923</td> <td>£10,000</td> </tr> </tbody> </table>	Grade	Current rate	1 July 2024 rate	AO	£3,464	£4,000	EO	£4,236	£5,000	HEO	£4,236	£6,000	SEO	£4,236	£7,000	Grade 7	£8,237	£9,000	Grade 6	£8,923	£10,000
Grade	Current rate	1 July 2024 rate																				
AO	£3,464	£4,000																				
EO	£4,236	£5,000																				
HEO	£4,236	£6,000																				
SEO	£4,236	£7,000																				
Grade 7	£8,237	£9,000																				
Grade 6	£8,923	£10,000																				

Employees out of scope of this pay award

The following employees are excluded	What happens to these employees
Employees who remain on pay terms under TUPE or COSOP protection	These employees were offered the choice to opt-in to Home Office terms and conditions in May 2024 to be eligible for the 2024/25 pay award. Individuals who did not choose to opt-in are ineligible for the pay award.
EO Intern grade employees	These employees are employed on a rate given to the department by CO and this will be manually adjusted if required.
Opt-Out Grades (Opt-Out 03, Opt-Out 04, Opt-Out 09)	These employees will be offered the opportunity, until 31 January 2025, to voluntarily opt-in to the Home Office generalist pay ranges and modernised terms and conditions of employment in order to receive the 2024 pay award backdated to 1 July 2024. Any legacy allowances they are in receipt of in this grade will be lost, however, they will be eligible for any allowances applicable for their role.

Employees who are not employed on Home Office terms and conditions or who work in Arm's Length Bodies are also excluded.

Annex B: Award values by grade

Grade	Min				25%				50%				75%				Max			
	total consolidated increase	% consolidated award	Non-con above max	% total award	total consolidated increase	% consolidated award	Non-con above max	% total award	total consolidated increase	% consolidated award	Non-con above max	% total award	total consolidated increase	% consolidated award	Non-con above max	% total award	total consolidated increase	% consolidated award	Non-con above max	% total award
Pay range position																				
Min				25%				50%				75%				Max				
AA																				
London	£1,620	6.19%	£0	6.19%																
Gatwick	£1,620	6.99%	£0	6.99%																
National	£1,620	7.30%	£0	7.30%																
AO																				
London	£1,950	6.77%	£0	6.77%																
Gatwick	£1,950	7.56%	£0	7.56%																
National	£1,950	7.86%	£0	7.86%																
EO																				
London	£2,214	7.0%	£0	6.9%	£2,202	6.8%	£0	6.8%	£2,189	6.7%	£0	6.7%	£2,175	6.6%	£0	6.6%	£2,100	6.3%	£0	6.3%
Gatwick	£2,164	7.4%	£0	7.4%	£2,156	7.3%	£0	7.3%	£2,146	7.2%	£0	7.2%	£2,136	7.1%	£0	7.1%	£2,100	6.9%	£0	6.9%
National	£2,134	7.6%	£0	7.6%	£2,127	7.5%	£0	7.5%	£2,119	7.4%	£0	7.4%	£2,110	7.3%	£0	7.3%	£2,100	7.1%	£0	7.1%
HEO																				
London	£3,194	8.3%	£0	8.3%	£3,202	8.2%	£0	8.2%	£3,208	8.1%	£0	8.1%	£3,213	8.0%	£0	8.0%	£3,156	7.7%	£0	7.7%
Gatwick	£3,145	8.9%	£0	8.9%	£3,156	8.8%	£0	8.8%	£3,166	8.7%	£0	8.7%	£3,174	8.6%	£0	8.6%	£3,156	8.3%	£0	8.3%
National	£3,115	9.1%	£0	9.1%	£3,127	8.9%	£0	8.9%	£3,138	8.8%	£0	8.8%	£3,148	8.7%	£0	8.7%	£3,156	8.6%	£0	8.6%
SEO																				
London	£3,399	7.5%	£0	7.5%	£3,402	7.3%	£0	7.3%	£3,402	7.2%	£0	7.2%	£3,401	7.1%	£0	7.1%	£3,338	6.8%	£0	6.8%
Gatwick	£3,349	7.9%	£0	7.9%	£3,356	7.7%	£0	7.7%	£3,360	7.6%	£0	7.6%	£3,362	7.5%	£0	7.5%	£3,338	7.3%	£0	7.3%
National	£3,320	8.0%	£0	8.0%	£3,327	7.9%	£0	7.9%	£3,332	7.7%	£0	7.7%	£3,336	7.6%	£0	7.6%	£3,338	7.5%	£0	7.5%
Grade 7																				
London	£4,263	7.0%	£0	7.0%	£4,293	6.9%	£0	6.9%	£4,319	6.7%	£0	6.7%	£4,342	6.6%	£0	6.6%	£3,630	5.4%	£0	5.4%
Gatwick	£4,183	7.2%	£0	7.2%	£4,216	7.1%	£0	7.1%	£4,245	7.0%	£0	7.0%	£4,271	6.8%	£0	6.8%	£3,630	5.7%	£0	5.7%
National	£4,144	7.3%	£0	7.3%	£4,177	7.1%	£0	7.1%	£4,207	7.0%	£0	7.0%	£4,234	6.9%	£0	6.9%	£3,630	5.8%	£0	5.8%
Grade 6																				
London	£5,111	7.0%	£0	7.0%	£5,148	6.9%	£0	6.9%	£5,179	6.7%	£0	6.7%	£5,207	6.6%	£0	6.6%	£5,170	6.4%	£0	6.4%
Gatwick	£5,062	7.2%	£0	7.2%	£5,102	7.1%	£0	7.1%	£5,137	7.0%	£0	7.0%	£5,168	6.8%	£0	6.8%	£5,170	6.7%	£0	6.7%
National	£5,032	7.3%	£0	7.3%	£5,073	7.2%	£0	7.2%	£5,109	7.0%	£0	7.0%	£5,142	6.9%	£0	6.9%	£5,170	6.8%	£0	6.8%

Annex C: Pay ranges

Generalist grades

Grade	2023/24 pay ranges		2024/25 pay ranges	
	Min / Spot Rate	Max	Min / Spot Rate	Max
AA London	£26,180		£27,800	
AA Gatwick	£23,180		£24,800	
AA National	£22,180		£23,800	
AO London	£28,800		£30,750	
AO Gatwick	£25,800		£27,750	
AO National	£24,800		£26,750	
EO London	£32,000	£33,600	£34,000	£35,700
EO Gatwick	£29,000	£30,450	£31,000	£32,550
EO National	£28,000	£29,400	£30,000	£31,500
HEO London	£38,350	£41,035	£41,300	£44,191
HEO Gatwick	£35,350	£37,825	£38,300	£40,981
HEO National	£34,350	£36,755	£37,300	£39,911
SEO London	£45,600	£48,792	£48,720	£52,130
SEO Gatwick	£42,600	£45,582	£45,720	£48,920
SEO National	£41,600	£44,512	£44,720	£47,850
Grade 7 London	£61,000	£67,100	£64,300	£70,730
Grade 7 Gatwick	£58,000	£63,800	£61,300	£67,430
Grade 7 National	£57,000	£62,700	£60,300	£66,330
Grade 6 London	£73,200	£80,520	£77,900	£85,690
Grade 6 Gatwick	£70,200	£77,220	£74,900	£82,390
Grade 6 National	£69,200	£76,120	£73,900	£81,290

Legacy, closed spot rates/pay ranges

AO grade

Applies to Assistant Scientific Officer	2023/24 spot rate	2024/25 spot rate
London	£32,716	£32,716

EO grade – Applies to: Assistant Information Officer; Scientific Officer

	2023/24 pay ranges		2024/25 pay ranges	
	Min	Max	Min	Max
London	£33,650	£38,008	£33,650	£38,008
Gatwick	£29,603	£34,043	£29,603	£34,043
National	£28,266	£32,209	£28,266	£32,209

EO grade (other) – Applies to Stats Officer London; Support Manager 2 National

	2023/24 pay ranges		2024/25 pay ranges	
	Min	Max	Min	Max
Stats Officer London	£30,097	£34,340	£30,097	£30,097
Support Manager 2 National	£24,773	£26,561	£24,773	£24,773

HEO grade – Applies to Higher Scientific Officer; Information Officer; Librarian

	2023/24 pay ranges		2024/25 pay ranges	
	Min	Max	Min	Max
London	£36,592	£42,995	£36,592	£42,995
National	£31,553	£37,074	£31,553	£37,074

HEO grade (other)

	2023/24 pay ranges		2024/25 pay ranges	
	Min	Max	Min	Max
HEO Accountant London	£39,285	£46,159	£39,285	£46,159
HEO Accountant National	£31,873	£37,450	£31,873	£37,450
Higher Scientific Officer (London: Scarce discipline)	£41,331	£48,563	£41,331	£48,563
Higher Stats Officer London	£35,494	£41,705	£35,494	£41,705

SEO grade – Applies to Senior Information Officer; SPTO; Senior Research Officer; Senior Scientific Officer

	2023/24 pay ranges		2024/25 pay ranges	
	Min	Max	Min	Max
London	£42,709	£48,984	£42,709	£48,984
Gatwick	£39,538	£45,225	£39,538	£45,225
National	£39,261	£45,149	£39,261	£45,149

SEO grade (other)

	2023/24 pay ranges		2024/25 pay ranges	
	Min	Max	Min	Max
SEO Accountant London	£44,030	£50,499	£44,030	£50,499
SEO Accountant Gatwick	£40,543	£46,625	£40,543	£46,625
SEO Accountant National	£37,317	£42,915	£37,317	£42,915
SEO MIIA/CCAB London	£46,323	£52,057	£46,323	£52,057
Senior Stats Officer London	£42,280	£48,488	£42,280	£48,488

Grade 7 – Applies to Economist London

	2023/24 pay ranges		2024/25 pay ranges	
	Min	Max	Min	Max
London	£61,262	£71,982	£61,262	£71,982

Fast Stream grades

	2023/24 pay ranges		Fast Stream grades are being closed and removed through the 2024/25 pay award, employees will be paid on the HEO pay range for their location.
	Min	Max	
Economic Assistant	£32,293	£42,130	
HEOD	£27,595	£38,039	
HR HEOD London	£28,000	£38,039	