

13.09.2022	The National Archives, Kew, Richmond, Surrey TW9 4DU	THE
Andrea Metcalf		NATIONAL
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OFFICIAL – SENSITIVE



Trade Union Officer

13 September 2022

Dear

Thank you for sending your pay claim to The National Archives for the financial year 2022-23. I set out our formal offer in response below.

Background

As ever, we are very aware that both the previous and current CSR periods have continued to be a challenging time for our staff, particularly given the continuation of restraint imposed on pay. As we have spoken about in previous pay offer letters, over this period our stated approach has been to continue to work to improve the areas that we are able to control, ensuring that we are doing the best we can to support staff and develop The National Archives as a great place to work (some examples of what we have achieved include; introducing ‘development roles’, the introduction of the rental deposit scheme, payment for professional subscriptions, buying and selling of annual leave, enhancement of our reward and recognition schemes, career coaching and mentoring, the introduction of apprenticeships, and secondment opportunities across The National Archives.) We continue to support a childcare voucher scheme (both salary plus and salary sacrifice to those who are eligible), bicycle and season ticket loans and offer competitive paternity, maternity and adoption leave arrangements. We also continuously develop our wellbeing strategy, providing practical support, advice and information to staff – the importance of which is greater now more than ever.

Overarching everything is of course, the current cost of living crisis. We remain fully committed to supporting the wellbeing of all of our staff, ensuring that hybrid working arrangements and psychological support, as well as financial advice through the Employee Assistance Programme is in place. We will continue to look at ways to ensure staff are aware of, and have the opportunity to access, the benefits which being an employee at The National Archives can offer.

Our offer

As you are aware we are constrained by the requirement to operate within Treasury Pay Guidance which means that we are only able to offer a 2% increase for all staff with a further 1% targeted.



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Pay

- All staff receive a 2% pay increase irrespective of where they are within the salary band.
- The targeted 1% will be used to uplift bands A-E, and those individuals who are in the lower parts of those salary bands as it is they who will be most hit by the cost of living increases. Based on the 31 March 2022 data, 180 colleagues will receive an additional amount above the 2%.

Performance Related Pay

- We will continue to pay a non-consolidated bonus to those who are rated as 'exceeds' in the performance review process. The amount of the bonus will be the same for all of those who exceed regardless of grade or salary. The National Archives does not currently operate formal quotas for the allocation of performance ratings.

Terms and conditions

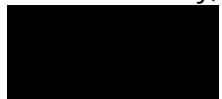
- We do not intend to make any changes to our terms and conditions.

Next steps

We want to be in a position where those staff receiving a salary increase can benefit as quickly as possible, as well as minimising the risk of tax and pension implications caused by backdating. We will continue to work with staff and the TUS to look at ways of working within The National Archives that can be fulfilling both personally and professionally. We will also continue to investigate all options available to us for maximising our options on pay.

As you will be aware, we have deadlines with our payroll provider and are committed to sending data to them in time to be included in September's pay. If you are unable to accept the pay offer then we will be in the position where we will need to impose the offer to ensure that colleagues receive additional monies in September.

Yours sincerely,



Andrea Metcalf, Director of People, Inclusion and Change