

OFFICIAL – SENSITIVE
Robin Coles
Trade Union Officer

27 October 2021

Dear Robin

Thank you for sending your pay claim to The National Archives for the financial year 2021-22. I set out our formal offer in response below.

Background

We are on the cusp of receiving our 3 year Comprehensive Spending Review (CSR) settlement from Treasury and are expecting to be able to communicate this on Wednesday 27th October. We are also in year three of our strategic business priorities and goals for the period 2019 – 23, Archives for Everyone.

<https://narnia/display/NEWS/2019/06/07/Archives+for+Everyone+launched+on+our+website>

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 I 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 ongoing COVID-19 pandemic. During this period we have been, and remain, fully committed to supporting the wellbeing of all of our staff, ensuring that hybrid working arrangements and psychological support is in place. We are ensuring that we provide peace of mind for staff working at the Kew site through a rigourously planned and regularly reviewed COVID secure environment.

We are proud that we have maintained high levels of staff engagement which again increased for 2021 to 75%, retaining our status as a 'Civil Service High Performer', despite the issues that we face around pay. <https://narnia/display/LDD/Staff+Engagement+Survey+results>

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 [Civil Service Pay Remit Guidance 2021/22 - GOV.UK \(www.gov.uk\)](#) which does not make provision for an increase for the majority of our staff for 2021 – 22.

25.04.2022	The National Archives, Kew, Richmond, Surrey TW9 4DU		
Your Name			
Info			

Pay

- All staff earning £24,000 or below who were in post on 31 March 2021 will receive a consolidated increase of £250 on their current basic salary, including those paid above the band maximum, backdated 1 April 2021. We will apply tapered increases for individuals' salaries that fall between £24,001 and £24,249 to increase a salary up to £24,250 to avoid 'leapfrogging'.

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 meaning that if we do not hear back from you by 11th November we will need to proceed in order to ensure that the award is included in November's pay.

Yours sincerely,

Jane Craigie-Payne
Head of Human Resources & Organisational Development