

Ministerial correspondence:

| No. | Letter heading                            | Date             | Source  | Detail   |
|-----|---|------------------|---|--|
| 1   | Public sector pay cap                     | 9 October 2017   | Cabinet Secretary for Finance and the Constitution & STUC joint letter to the Chancellor of the Exchequer   | <i>Text of the letter available at:</i><br><a href="https://dailybusinessgroup.co.uk/2017/10/mackay-and-tuc-in-pay-plea-to-hammond/">https://dailybusinessgroup.co.uk/2017/10/mackay-and-tuc-in-pay-plea-to-hammond/</a>   |
| 2   | Scottish Budget                           | 15 November 2017 | Joy Dunn, National Officer, PCS PCS to First Minister   | <i>Attachment: Appendix 1 - FOI 18 00973 - PCS to FM 15 November 2017</i>  |
|     |   | 20 December 2017 | Finance Pay Policy to Joy Dunn, National Officer, PCS   | <i>Attachment: Appendix 2 - FOI 18 00973 - F20170042055</i>  |
| 3   | Draft Budget 2018-19                      | 12 December 2017 | Grahame Smith, General Secretary, Scottish Trade Union Congress to Cabinet Secretary for Finance and the Constitution   | Please find attached a letter from Grahame Smith in relation to the Budget, together with an attachment. Many thanks for your attention to this.<br><br><i>Attachments:</i><br><i>Appendix 3 - FOI 18 00973 - Letter to Derek Mackay MSP Cabinet Secretary for Finance and Constitution</i><br><i>Appendix 4 - FOI 18 00973 - STUC Briefing The Scottish Budget 2017</i> |
|     |   | 14 December 2017 | Cabinet Secretary for Finance and the Constitution to Grahame Smith, General Secretary, Scottish Trade Union Congress   | <i>Attachment: Appendix 5 - FOI 18 00973 - Cab Sec to G Smith STUC - 14 Dec 17</i>   |
| 4   | The Scottish Budget and Public Sector Pay | 12 December 2017 | Drew Duffy, Senior Organiser, GMB Scotland to Cabinet Secretary for Finance and the Constitution  | <i>Attachment: Appendix 6 - FOI 18 00973 - S20170045638</i>  |
|     |   | 11 January 2017  | Cabinet Secretary for Finance and the Constitution to Drew Duffy, Senior Organiser, GMB Scotland  | <i>Attachment: Appendix 7 - FOI 18 00973 - u440201_16-02-2018_10-48-38</i>   |
| 5   | Impact of fiscal and pay policy           | 18 December 2017 | Grahame Smith, General Secretary, Scottish Trade Union Congress to Cabinet Secretary for Finance and the Constitution   | <i>Attachment: Appendix 8 -FOI 18 00973 - Letter to Derek Mackay MSP 18 December 2017</i>  |
|     |   | 21 December 2017 | Cabinet Secretary for Finance and the Constitution to Grahame Smith, General Secretary, Scottish Trade Union Congress   | <i>Attachment: Appendix 9 - FOI 18 00973 - DM to G Smith STUC - 21 Dec 17</i>  |
| 6   | Scottish Budget 2018                      | 18 December 2017 | Mark Ferguson, Chair of Unison Scotland's Local Government Committee to Cabinet Secretary for Finance and the Constitution  | <i>Attachment: Appendix 10 - FOI 18 000973 - S20180000494</i>  |
|     |   | 5 February 2018  | Scottish Government Local Government Division to Mark Ferguson, Chair of Unison Scotland's Local Government Committee to Cabinet Secretary for Finance and the Constitution | <i>Attachment: Appendix 11 - FOI 18 00973 - F20180000494</i>   |

Key: FPP = Finance Pay Policy

HR = Employee Relations, Reward and HR Policy

PCS = union for civil and public servants, and private sector workers on government contracts Public and Commercial Services Union (PCS)

FDA = union for UK senior and middle management civil servants and public service professionals

Prospect = union for professionals, represents scientists, engineers, managers and other specialists

POA = Union for Prison, Correctional and Secure Psychiatric Workers, formerly the Prison Officers' Association (POA)

STUC = Scottish Trades Union Congress

Unison = public service union

| No. | Email heading  | Date             | Source                    | Relevant text extracted from emails   |
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| 1   | Public sector pay policy 2017-18 - Stakeholder views - responses requested by 15/09/2017 | 01/09/2017 13:42 | FPP to PCS, STUC & Unison | <p>I am writing to you to seek your views on the current (2017-18) Scottish Ministers public sector pay policy and pay processes to help inform advice to Ministers on the development of the 2018-19 policy.</p> <p>In line with last year, we are also asking public bodies to provide feedback as part of the policy development process, and want to ensure as many stakeholders as possible are able to provide their views. This email provides a framework around which a written response could be developed but we would also be happy to arrange a meeting if you would find it useful to discuss any points in person. It would be helpful if you could structure your response around the following points:</p> <ul style="list-style-type: none"> <li>• the opportunities presented by removing the 1% pay cap and the options you would like to be considered for next year;</li> <li>• all aspects of the pay remit process, including the change to the risk based approach this year.</li> </ul> <p>For ease of reference, the key metrics of the current pay policy and a summary of the pay processes are set out separately below.</p> <p><b>A response by Friday 15<sup>th</sup>/09/would be welcomed. Please send all responses to the FPP mailbox.</b></p> <p>Please share this email with any other colleagues who you think would like to provide a contribution.</p> <p>-----</p> <p><u>The key features of the 2017-18 pay policy are:</u></p> <ul style="list-style-type: none"> <li>• an increase of £400 for staff earning less than the low pay threshold (£22,000).</li> <li>• ensure that the lowest earners are paid at least the Scottish Living Wage (£16,320 annualised, based on 2017-18 rate of £8.45 per hour, announced on 31/10/2016).</li> <li>• provision for increases in basic pay for all staff, with costs capped at 1% for all those earning above £22,000. [Bodies can vary the level of the basic award across grades to reflect local circumstances as long as the overall total remains within 1%.]</li> <li>• continued suspension of non-consolidated performance payments (e.g. bonuses).</li> <li>• maintaining the expectation that No Compulsory Redundancy agreements will</li> </ul> |

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|   |  |                  |               | <p>be extended, as part of discussions between employers and trade unions about making the most effective use of the funding available within the parameters of the pay policy.</p> <ul style="list-style-type: none"> <li>• preserving the discretion for individual employers to reach their own decisions with staff and trade unions about pay progression (but limited to 1.5% for those covered by the Pay Policy for Senior Appointments).</li> <li>• the costs of any low pay measures and paying progression remain out with the 1% cap on basic pay award.</li> <li>• flexibility to use paybill savings (of up to 0.5% of paybill) to consider meaningful restructuring of pay and grading systems to address evidenced equality issues.</li> <li>• single-year pay policy – although public bodies can choose to submit proposals that cover more than one year</li> <li>• For new NDPB CEs - where this is practical - presumption that overall remuneration package will be 10% lower than previous incumbent.</li> </ul> <p><u>Key elements of staff pay policy processes</u></p> <ol style="list-style-type: none"> <li>1. Publication of the public sector pay policy and technical guides followed by stakeholder workshops/meetings</li> <li>2. Agreement on submission dates</li> <li>3. Pay Policy provide proforma to public bodies</li> <li>4. Body agrees internally its overarching approach to pay, following informal discussions with unions.</li> <li>5. Proforma submitted to FPP</li> <li>6. FPP assess the proposals and consult the sponsor team on affordability and wider sponsorship issues. FPP may also consult colleagues in HR if the proposals include changes to existing terms and conditions.</li> <li>7. FPP rate the proposals as either: <ul style="list-style-type: none"> <li>• Fast Track</li> <li>• Streamlined</li> <li>• Full remit</li> </ul> <p>or</p> <p>Submit to Remuneration Group for consideration before final rating</p> </li> <li>8. FPP advise body of rating.</li> <li>9. Body undertake formal negotiations with their unions.</li> <li>10. Body provides settlement information.</li> </ol> <p>Under pay policy guidance, the aim is to complete stages 5 to 7 within 7 weeks.</p> |
|   |  | 15/10/2017       | Unison to FPP | <i>Attachment: Appendix 12 - FOI 18 00973 - stakeholder pay policy response from Unison 15 September 2017</i>  |
| 2 | Stakeholder engagement: Submission from the civil service unions | 18/10/2017 09:30 | PCS to FPP    | With apologies for being late, thanks for your patience. Please find attached a submission from the civil service unions.  |

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|   |   |                  |                      | <i>Attachment: Appendix 13 - FOI 18 00973 - Stakeholder engagement - response from civil service unions</i>   |
| 3 | Budget meeting with Mr McKay                                    | 30/10/2017 12:35 | HR to FPP & PCS      | [Redact] has just been on the phone asking when / if the meeting with unions / Mr Mckay to discuss the budget will take place. [Redact] has noted that Mr McKay is meeting with STUC on 7 <sup>th</sup> November, and is happy to meet after the 14 <sup>th</sup> ([Redact] is out of the country until then)   |
|   |   | 30/10/2017 13:20 | FPP to HR & PCS      | Many thanks for your email.<br>We have been provided with 2 dates by Mr Mackay's office both of which are after the 14/11/which I hope helps. The dates are<br>Thursday 16/11/17 between 14:00 – 16:00<br>Tuesday 21/11/17 between 14:00 – 17:00<br>Please let me know your preference and I can coordinate with Mr Mackay's office.  |
|   |   | 30/10/2017 13:55 | PCS to FPP & HR      | Thanks [Redact], I am consulting colleagues and will come back to you quickly.  |
|   |   | 30/10/2017 15:08 | PCS to FPP & HR      | Just to confirm the 16 <sup>th</sup> suits all the unions. Just let me know the time, I am assuming it will be at the Parliament.   |
|   |   | 31/10/2017 08:01 | PCS to FPP & HR      | Apologies [Redact], we need to change it to the 21 <sup>st</sup> . [Redact] is not available on the 16 <sup>th</sup> , we have a time delay because [Redact] is in the [Redact] at the moment. Hope that is OK.   |
|   |   | 31/10/2017 08:30 | FPP to HR & PCS      | Thanks for that. I will let Mr Mackay's office know.  |
|   |   | 31/10/2017 08:52 | FPP to HR & PCS      | I am just off the phone to Mr Mackay's office.<br>We can move this Budget meeting to 21 Nov at St Andrews House from 12 – 1pm. Hope this suits.   |
|   |   | 31/10/2017 12:56 | Prospect to FPP & HR | Thanks everyone   |
| 4 | Public Sector Pay Policy 2018-19 - Briefing session 14 December | 14/11/2017 11:01 | FPP to PCS           | I am writing to let you know following Mr Mackay announcing the 2018-19 pay policy in his draft budget statement we will host a trade union pay policy briefing session at 3pm on Thursday 14 December. Could you please advise in due course who will attend from your end.<br>We also thought that it would be helpful to have your views on widening the union representation at the briefing session. This year we thought that we could extend the briefing session to include STUC affiliates so that we have union representation across all bodies covered by the pay policy rather than just the Scottish Government family. <b>Please could you get back to me by Friday 17/11/on this point.</b><br>You will also wish to note that we will also run a briefing session for employers on Friday 15 December. |
|   |   | 14/11/2017 11:07 | PCS to FPP           | I will consult colleagues and come back to you.   |
|   |   | 14/11/2017 13:38 | FPP to PCS           | Thanks  |
|   |   | 14/11/2017 15:33 | PCS to FPP           | Thanks for raising the issue about widening the meeting to other affiliates. Whilst we can understand the practical sense of the suggestion the internal civil service unions are of the view that we want to continue to be briefed separately. I can discuss in more detail.  |
|   |   | 29/11/2017 15:51 | FPP to PCS,          | Just to give you the heads up that the briefing session will be held in Room 1-E09 in   |

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|    |  |                  | Prospect, FDA & POA  | St Andrew's House at 3pm on Thursday 14 December. Following the collective view of the internal civil service unions we will retain the practice of previous years and the session will be for the SG family TUs only.<br>Can you please advise me by Tuesday 12/12/of who will be attending at your end so that we can notify reception.   |
|    |  | 04/11/2017 15:56 | FPP to PCS   | Thanks for this feedback – I will let [Redact] know and will be in touch if there is anything we want to discuss further in this regard.  |
|    |  | 07/12/2017 11:11 | FPP to PCS   | I know that I had asked [Redact] for a list of names by 12/12 to notify reception. But could you let me know who so far has said that they will attend.   |
| 5  | Scottish Budget/Public Sector pay policy   | 15/11/2017 11:30 | PCS to First Minister and Cabinet Secretary for Finance & the Constitution | Please find attached a letter from PCS Scotland in advance of the Scottish Budget.<br><br><i>Attachment: Appendix 14 - FOI 18 00973 - PCS to First Ministerfinal 15/11/2017</i>   |
|    |  |                  | PCS to FPP & HR  | FYI<br><br><i>Attachment: Appendix 14 - FOI 18 00973 - PCS to First Ministerfinal 15/11/2017</i>  |
| 6  | Meeting with Mr Mackay   | 16/11/2017 14:47 | HR to PCS  | Who is coming to the meeting from your side – will Unite and/or Nautilus be there?  |
|    |  | 20/11/2017 09:31 | PCS to HR  | PCS [Redact]<br>PROSPECT [Redact]<br>FDA [Redact]<br>POA [Redact]   |
| 7  | Pay Remit Timetable 2018-19  | 06/12/2017 14:43 | PCS to FPP   | Some employers have been in touch advising me they now have been assigned pay remit submission dates for the 2018-19 pay review<br>It would be very helpful in planning our schedule if you could provide me with a list of dates assigned to all employers as you have done previously<br>Look forward to hearing from you   |
|    |  | 07/12/2017 10:22 | FPP to PCS   | Yes – once we have finalised the submission timetable I will send you over a copy.  |
|    |  | 07/12/2017 10:23 | PCS to FPP   | Great thanks  |
| 8  | Civil Service Unions Budget Briefing   | 12/12/2017 11:00 | HR to PCS  | Did [Redact] speak to you about this yesterday and CSGU representation at this meeting? We can't fit in two separate briefings.   |
| 9  | Pay policy today   | 14/12/2017 10:09 | PCS to FPP & HR  | Is it possible to get a copy of the pay policy at 2pm when the Cab Sec gets to his feet. Clearly we would respect an embargo until he has finished delivering his speech.   |
|    |  | 14/12/2017 10:58 | FPP to PCS & HR  | Mr Mackay's speech is due to finish at 2:30, would it work for you if we sent you a copy then ?   |
|    |  | 14/12/2017 11:01 | PCS to FPP   | OK, thanks [Redact]   |
| 10 | Public Sector Pay Policy 2018-19 - Staff Pay Remits & Senior Appointments - 14/12/2017 | 14/12/2017 14:35 |  | The Cabinet Secretary for Finance and the Constitution announced the Scottish Government's public sector pay policy for 2018-19 during his draft budget speech this afternoon. The policy is set in the context of the Scottish Government's spending plans for 2018-19 and the UK Autumn Statement. The continued real term reductions in public sector budgets for Scotland in 2018-19 mean that paybills across all public sector organisations continue to be constrained. The pay policy |

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|    |  |                  |            | <p>delivers Ministers' commitment to lift the 1 per cent pay cap recognising the real life circumstances that individual face. It continues to prioritise the lower paid while providing job security for thousands of public sector employees across the country with the commitment to no compulsory redundancies.</p> <p>The pay policy will apply to public bodies with pay settlement dates between 1 April 2018 and 31/03/2019 and the key aspects of the 2018-19 pay policy are summarised in the attached Factsheet.</p> <p>You will wish to note, that we will also alert Chief Executives and Chairs of public bodies, Union representatives and sponsor teams to today's pay announcement. Full details are set out in pay policy document which will be available this afternoon on the Scottish Government's Publication page. It will also be available, along with the results of the Equality Impact Assessment for the 2018-19 pay policy, on our Public Sector Pay webpages, through the link at the bottom of this email.</p> <p>I would be grateful if you could forward this email to all interested parties.</p> <p><i>Attachment: Appendix 15 – FOI 18 00973 - Public sector pay policy 2018-19 - Factsheet - published 14/12/2017</i></p>  |
| 11 | Public Sector Pay Policy 2018-19 - Staff Pay Remits & Senior Appointments - 14/12/2017 | 14/12/2017 14:35 | FPP to PCS | <p>The Cabinet Secretary for Finance and the Constitution announced the Scottish Government's public sector pay policy for 2018-19 during his draft budget speech this afternoon. The policy is set in the context of the Scottish Government's spending plans for 2018-19 and the UK Autumn Statement. The continued real term reductions in public sector budgets for Scotland in 2018-19 mean that paybills across all public sector organisations continue to be constrained. The pay policy delivers Ministers' commitment to lift the 1 per cent pay cap recognising the real life circumstances that individual face. It continues to prioritise the lower paid while providing job security for thousands of public sector employees across the country with the commitment to no compulsory redundancies.</p> <p>The pay policy will apply to public bodies with pay settlement dates between 1 April 2018 and 31/03/2019 and the key aspects of the 2018-19 pay policy are summarised in the attached Factsheet.</p> <p>You will wish to note, that we will also alert Chief Executives and Chairs of public bodies and sponsor teams to today's pay announcement. Full details are set out in pay policy document which will be available this afternoon on the Scottish Government's Publication page (hardcopy attached). It will also be available, along with the results of the Equality Impact Assessment for the 2018-19 pay policy, on our Public Sector Pay webpages, through the link at the bottom of this email.</p> <p>I have also enclosed a draft copy of the Technical Guide for staff pay remits. We have issued it in draft format this year to allow stakeholders to comment before it is published on the Public Sector Pay webpages in the New Year</p> <p>I would be grateful if you could forward this email to all interested parties.</p> <p><i>Attachments:</i></p> |

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|    |   |                  |  | <p>Appendix 15 - FOI 18 00973 - Public sector pay policy 2018-19 - Factsheet - published 14/12/2017</p> <p>Appendix 16 - FOI - 18 00973 - Public Sector Pay Policy 2018-19 - Technical Guide for Staff Pay Remit (draft)</p> <p>Public Sector Pay Policy 2018-19 published 14/12/2017: available at <a href="http://www.gov.scot/Publications">www.gov.scot/Publications</a></p> |
| 12 | Meeting on pay policy and technical guide | 18/12/2017 13:53 | PCS to FPP & HR                            | As discussed last week our negotiators are now getting invited to scoping meetings on pay so it would be really useful to have the meeting on the technical guide as soon as possible in the New Year. Can you come back to me with some dates please.   |
|    |   | 18/12/2017 15:21 | FPP to PCS & HR                            | Thank you for your email. I agree it would be useful to get your input as soon as possible.<br>In terms of dates, we can do Tuesday 9 Jan or Thursday the 11 Jan, at a time that suits you.  |
|    |   | 19/12/2017 08:20 | PCS to FPP & HR                            | Can we do the 11 <sup>th</sup> at 2.30pm. Is it possible to do this in St Andrew's House as we are all coming from Glasgow?  |
|    |   | 19/12/2017 08:21 | FPP to PCS & HR                            | Thanks for getting back to us so quickly. Can you let me check rooms and get back to you?  |
|    |   | 08/01/2018 11:42 | PCS to FPP & HR                            | I will let you have the names later from our side. Can you confirm the venue is SAH  |
|    |   | 09/01/2018 08:32 | FPP to PCS & HR                            | Yes the venue is SAH – Conference room A.<br>Having the names would be really helpful as we need to fill in a form for reception.  |
|    |   | 10/01/2018 14:24 | PCS to FPP                                 | Apologies. As follows:<br>[Redact] all PCS<br>[Redact] PROSPECT<br>[Redact] FDA<br>[Redact] POA  |
| 13 | Technical guide                           | 19/01/2018 09:39 | PCS (on behalf of CSGU) to FPP & HR        | Thanks to you and [Redact] for taking time last week to meet with the unions to discuss some key points on the technical guide. You indicated that you may be in a position to come back to us by today. Is that still the case?   |
|    |   | 19/01/2018 09:58 | FPP to PCS & HR<br>Cc: Prospect, FDA & POA | As you say it was our intention to get back to you as soon as possible. We have put the key points that you and other stakeholders raised in the form of an FAQ and have put this to Mr Mackay for his comments. We will get back to you as soon as we can.  |
| 14 | Agreed submission dates                   | 25/01/2018 10:42 | FPP to PCS                                 | Please find attached the agreed submission dates – they should be published on our web pages later today.<br>Submission dates available at: <a href="http://www.gov.scot/publicsectorpay">www.gov.scot/publicsectorpay</a>   |
|    |   | 25/01/2018 13:31 | PCS to FPP                                 | Thanks   |
| 15 | Technical guide                           | 29/01/2018 08:57 | PCS to FPP & HR                            | Do we have any response from Mr Mackay as yet?   |
| 16 | Derek Mackay 31.01.18                     | 31/01/2018 05:38 | PCS to FPP & HR                            | To see the attached letter which we have sent to the Cabinet Secretary, we felt it was really important for him to get our formal response to the pay policy.<br><br><i>Attachment: Appendix 17 - FOI 18 00973 - PCS to Derek Mackay 31 01 18</i>  |

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| 17 | Pay Policy  | 31/01/2018 15:30 | HR to PCS,<br>Prospect & FDA   | You may have already picked up from Mr Mackay's speech in Parliament this afternoon (during the Budget debate) that an increase is being made to the threshold that the 3% applies to. This will now apply up to £36,500 instead of the previously published £30,000.   |
| 18 | Public Sector Pay Policy 2018-19 - Staff Pay Remits - 31/01/2018      | 31/01/2018 16:34 | FPP to PCS   | <p>The Cabinet Secretary for Finance and the Constitution announced an increase to the lower pay threshold during his Stage 1 Budget Bill speech this afternoon. For the 2018-19 Scottish Government's Public Sector Pay Policy the lower pay threshold of the guaranteed 3% pay increase is lifted from £30,000 to £36,500. This decision means that the 3% pay increase has the potential to benefit 75% of our public sector workforce.</p> <p>The Pay Policy will also provide for an increase of up to 2% on the cost of baseline salaries of those earning more than £36,500 and less than £80,000. All other features remain the same and the key aspects of the policy are summarised in the attached Factsheet.</p> <p>The Pay Policy applies to public bodies with pay settlement dates between 1 April 2018 and 31/03/2019.</p> <p>I would be grateful if you could forward this email to all interested parties.</p> <p><i>Attachment: Appendix 18 - FOI 18 00973 - Public Sector Pay Policy 2018-19 - Key Facts Sheet (rev) - 31/01/2018</i></p> |
| 19 | Public sector pay policy  | 31/01/2018 16:37 | FPP to STUC & Unison   | <p>The Cabinet Secretary for Finance and the Constitution announced an increase to the lower pay threshold during his Stage 1 Budget Bill speech this afternoon. For the 2018-19 Scottish Government's Public Sector Pay Policy the lower pay threshold of the guaranteed 3% pay increase is lifted from £30,000 to £36,500. This decision means that the 3% pay increase has the potential to benefit 75% of our public sector workforce.</p> <p>The Pay Policy will also provide for an increase of up to 2% on the cost of baseline salaries of those earning more than £36,500 and less than £80,000. All other features remain the same and the key aspects of the policy are summarised in the attached Factsheet.</p> <p>The Pay Policy applies to public bodies with pay settlement dates between 1 April 2018 and 31/03/2019.</p> <p>I would be grateful if you could forward this email to all interested parties.</p> <p><i>Attachment: Appendix 18 - FOI 18 00973 - Public Sector Pay Policy 2018-19 - Key Facts Sheet (rev) - 31/01/2018</i></p> |
|    | Public Sector Pay Policy 2018-19 - Staff Pay Remits - 31 January 2018 | 01/02/2018 17:01 | Scottish Government<br>Head of College<br>Policy to Colleges<br>Scotland,<br>Educational<br>Institute of | <p>The Cabinet Secretary for Finance and the Constitution announced an increase to the lower pay threshold during his Stage 1 Budget Bill speech this afternoon. For the 2018-19 Scottish Government's Public Sector Pay Policy the lower pay threshold of the guaranteed 3% pay increase is lifted from £30,000 to £36,500. This decision means that the 3% pay increase has the potential to benefit 75% of our public sector workforce.</p> <p>The Pay Policy will also provide for an increase of up to 2% on the cost of baseline</p>  |

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|    |   |                  | Scotland (EIS) & Unison  | <p>salaries of those earning more than £36,500 and less than £80,000. All other features remain the same and the key aspects of the policy are summarised in the attached Factsheet.</p> <p>The Pay Policy applies to public bodies with pay settlement dates between 1 April 2018 and 31 March 2019.</p> <p>I would be grateful if you could forward this email to all interested parties.</p> <p><i>Attachment: Appendix 18 - FOI 18 00973 - Public Sector Pay Policy 2018-19 - Key Facts Sheet (rev) - 31/01/2018</i></p>         |
|    |   |                  | Unison to Scottish Government<br>Head of College Policy                    | <p>Thank you to SG civil servants for drawing this to our attention, and we can consider it at our next general catch up.</p> <p>For the avoidance of doubt, FE Colleges not one of the bodies listed to whom this policy directly applies, though we recognise it is an important context for the free collective bargaining in the SJNC between employers and recognised trade unions in this sector.</p> <p>No settlement for Support Staff has adhered strictly to the Policy since national bargaining established in 2015.</p> |
| 20 | tech guide  | 19/02/2018 12:23 | PCS to FPP & HR  | Can you update me on what is happening in relation to the outcome of the meeting we had on the tech guide. We are seeing from other documentation that revised wording of the issues we raised at the meeting has been amended and shared with employers. As far as we are concerned these are still up for discussion.  |
|    |   | 19/02/2018 12:29 | FPP to PCS & HR  | <p>Thanks for your email. My apologies, I am not sure what documentation you are referring to.</p> <p>We are finalising the revised Public Sector Pay Policy and associated Technical Guide for publication on Wednesday the 21 of Feb, following Mr Mackay's budget bill speech in the same way we did for the draft budget itself back in December. We will be issuing these amended documents to all parties at the same time.</p> <p>Happy to discuss further if it helps.</p> <p>Many thanks</p>                                |
|    |   | 19/02/2018 12:31 | PCS to FPP & HR  | Have any of our points been taken on board?  |
|    |   | 19/02/2018 15:05 | FPP to PCS & HR  | <p>We are waiting for a final response from Mr Mackay to your points which we should get within the next 24 hours.</p> <p>Happy to discuss these with you at this point.</p> <p>Many thanks for your patience,</p>   |
| 21 | Public Sector Pay 2018 - 19: Trade Union Response | 20/02/2018       | Cabinet Secretary for Finance and the Constitution to Civil Service Unions | <i>Attachment: Appendix 19 - FOI 18 00973 - Cab Sec - Letter to Civil Service Unions - 20 Feb 18</i>   |
| 22 | Public sector pay policy                          | 21/02/2018 17:19 | FPP to PCS   | Following completion of Stage 3 of the Budget process – the revised pay policy and supporting Technical Guides can now be accessed at our Public Sector pay policy web pages through the link below. I have also enclosed a copy of a FAQ which  |

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|    |                        |                  |   | <p>picks on some specific points raised by stakeholders on the interpretation of the pay policy.</p> <p>For ease I have attached pdfs of all the relevant documents and include copies of the excel proforma (please note the staff remit proforma is unchanged from that issued on 2 February).</p> <p>Could you please forward this email to all interested parties.</p> <p>If you have any queries in regarding this email please get in touch in your usual way.</p> <p>Attachments:<br/> <i>Appendix 18 - FOI 18 00973 - Public Sector Pay Policy 2018-19 - Key Facts Sheet (rev) - 31/01/2018</i><br/> <i>Appendix 20 - FOI 18 00973 - Pay Policy 2018 19 - Frequently Asked Questions - 21/02/2018</i></p> <p>On 21/02/2018, the following documents were made available on our webpages at: <a href="http://www.gov.scot/publicsectorpay">www.gov.scot/publicsectorpay</a> :<br/> <i>Public Sector Pay Policy 2018-19 (rev) -</i><br/> <i>Technical Guide to the Pay Policy for Staff Pay Remits 2018-19 - 21/02/2018</i><br/> <i>Technical Guide to the Pay Policy for Senior Appointments 2018-19 - 21/02/2018</i></p> |
| 23 | Letter to CabSec       | 06/03/2018 12:31 | PCS to HR                               | <p>Checked with authors and they are happy to share attached</p> <p><i>Attachment: Appendix 21 - FOI 18 00973 - PCS to DM 1 March 2018</i></p>   |
|    |                        | 12/03/2018 12:27 | HR to PCS<br>Cc: Prospect,<br>FDA & POA | <p>The following dates / times are available for a meeting with Mr Mackay. Let me know which suits best.</p> <ul style="list-style-type: none"> <li>• Monday the 19/03/at AQ from 12 – 1 or</li> <li>• Wednesday the 21/03/at SAH from 11 – 12.</li> </ul>   |
|    |                        | 12/03/2018 13:12 | PCS to HR                               | We are going for Monday.   |
|    |                        | 12/03/2018 13:13 | HR to PCS,<br>Prospect & FDA            | To see – I take it we will just cancel our pay meeting for that morning since the times overlap?   |
|    |                        | 12/03/2018 13:17 | PCS to HR                               | [Redact] will be at the CabSec meeting as will [Redact] I assume?<br>Given the outcome might be significant for the shape of any emerging SG remit and we have a meeting the following Monday I'm comfortable with cancelling  |
|    |                        | 12/03/2018 15:25 | Prospect to HR                          | Obviously ok with me   |
|    |                        | 12/03/2018 15:32 | HR to PCS<br>Cc: Prospect &<br>FDA      | <p>It would be helpful for this meeting with Mr Mackay if you set out in advance any additional issues (which were not covered in your previous letters) that you would want him to consider.</p> <p>For example, the proposal that you made at our last meeting of applying the 3% to all staff on earnings up to £36,500 and the 2% to any earnings above £36,500. Can I leave that to you to organise with [Redact] and to get that to us asap to give enough time for briefing to be prepared for Mr Mackay.</p>   |
| 24 | Letter to Derek Mackay | 14/03/2018 10:32 | PCS to Scottish                         | Please find attached a letter to Derek Mackay MSP.   |

|  |                  |                      |   |
|--|------------------|----------------------|---|
|  |                  | Ministers            | <i>Attachment: Appendix 22 - FOI 18 00973 - PCS to Derek Mackay 14 March 2018</i>   |
|  | 14/03/2018 10:34 | PCS to FPP & HR      | Just sent this to Derek Mackay. Sending you a separate copy as it will probably not get to you for a few days.  |
|  | 15/03/2018 15:42 | HR to PCS<br>Cc: FPP | <p>Is this the only document that you are going to put forward ahead of the meeting on Monday?</p> <p>I had indicated to [Redact] that it would be helpful for the unions to submit something that set out all of the points of interpretation or application of the pay policy for 18-19 that you wished to discuss.</p> <p>While it is useful for Mr Mackay to see the pay claim, I feel we are beyond that stage given that the budget process in Parliament has been completed. My understanding of setting up the meeting was to allow for you to come back and discuss the response which Mr Mackay has given to your earlier letter as well as any additional interpretation or application points that you might have ([Redact] proposed one at the last meeting I had with them on SG Main pay).</p> <p>It is your call to approach the meeting as you wish but we only have an hour and Mr Mackay has not previously accommodated a meeting with the unions at this stage. The pay claim could take the good part of an hour to go through on its own and will limit the opportunity for you to focus on the points that are being raised by the unions with employers which employers themselves do not have influence over. Happy to discuss.</p> |
|  | 15/03/2018 15:47 | PCS to HR            | We are going through the points in the last 2 letters and will briefly cover the claim.   |