

Opt-in Q&A

Opt-In Frequently Asked Questions

Most recent FAQs relating to opt-in letters

I have not received an opt in letter

If you have not received a letter and believe you should have, please contact the mailbox and we will investigate and get back to you as soon as possible. If you have been missed in error, we will arrange for a letter to be sent to you as soon as possible.

Can staff who have not been aligned to a role pre-transfer, or allocated to a role post-transfer opt in?

Yes all staff still on legacy terms are able to choose to opt in. Some people will be willing to do this without having their pay assimilation confirmed as the benefits overall make it worthwhile for them. For others who are not holding against a substantive role they will want to understand what their pay will be so they will be offered a deferment until early in the new year to allow more time for them to work with their function to identify what pay band they should be aligned to. secure a substantive role.

Do staff have to apply through fair and open competition to be allocated to a substantive role?

No, where staff transferred there was the role alignment process pre-transfer which used the former job description and following transfer trial / transition periods were used to identify a suitable substantive role based on skills and experience and the principle of fit with development.

If I do not opt in can I apply for EVR?

No. Exiting the organisation on EVR terms is dependent on you opting in to accept PS terms.

If I do not opt in what would my voluntary redundancy terms be in the future?

In a redundancy situation we would do two calculations and the more favourable would apply:

1. Your legacy contractual terms for all service; and
2. Civil Service Compensation Scheme terms for only Civil Service service.

If I opt in can I definitely leave under an EVR scheme?

No. Any voluntary exit schemes will run as a cohort and will have specified eligibility criteria. The intention of the scheme is to support transition to the Unified Model and so any schemes are likely to target those staff working in PS / HMPPS HQ / MOJ who are have not yet been allocated to a budgeted vacancy. The decision in respect of individual applications on whether to award EVR is at HMPPS (PS) discretion and will include consideration of, amongst other things, the exigencies of the service, organisational issues and business needs.

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Why have some people been offered a deferred opt in?

There are a small number of people who are not currently aligned to a band / grade in the organisation. This means we cannot assimilate their pay and so we cannot provide pay details for them to make an informed decision. It is envisaged the extra time will allow for their band / grade to be confirmed.

When the changes take place and my working hours increase from 35 to 37 my understanding was that my wage would be increased in line with this and I would be on the next point on the pay scale

Pay on transfer is still based on legacy hours as that is what you have been working since transfer. So the figure in your letter is what your pay would have been on transfer had you been harmonised, based on your legacy working week.

As per your letter you will move to a 37 hour week from 01 January 2023 as this is not something we can apply retrospectively.

We will write separately before January to those who need to harmonise onto 37hrs with their new pay. If they will work more hours their pay will increase, if less, any difference will be protected for 3 years.

What happens if your contracted weekly working hours (in your PO & SC) are less than the PS 37 hour working week (pro-rata for part time staff)?

If your contracted full-time hours in your PO & SC are less than the standard 37 hour working week in the PS, your basic annual salary will be increased for assimilation purposes to take account of the fact that your PO & SC hourly rate is higher than the equivalent hourly rate for the same basic salary in the PS

Worked example of a PS Band 3 equivalent role

- Current PO & SC basic salary £25,000
- Divided by your current 35 hour /week = £714
- Multiplied by PS 37 hour/week = £26,429
- Your basic annual salary for assimilation is £26,429

To assimilate £26,429 into the PS pay scales where there is no exact equivalent, you will be uplifted to the next highest point at £28,200

What if you ask to revert to your original hours, will your pay be reduced?

If you work part time the pay calculation is based on the full-time annual salary divided by the PS standard full-time hours and multiplied by the agreed number of part time hours to be worked each week.

Where will I align to the MOJ pay scales

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The MOJ pay scales do not have pay points – just a minimum and maximum point. If your legacy salary falls between the minimum and maximum you will stay on the same salary. If it is below the band min you will move onto the band min. If it is above the band max you will be placed at the band max with pay protection on a mark time erodible basis for 3 years from the date of transfer. This means that any pay increase will decrease the amount of pay protection. The pay protection will be removed completely at the end of the 3 years even if it has not eroded completely or it could be eroded completely by pay increases before the end of the 3 years.

I have not received the PS Pay award

You would need to contact PSPayreform-enquiries@justice.gov.uk

I think my PS pay award was wrongly calculated

You would need to contact PSPayreform-enquiries@justice.gov.uk

I have already accepted a permanent PS / MOJ or HMPPS contract so why do I need to opt in?

You are being offered an opt in for the period 26 June 2021 to the date you started your new role, i.e. when you were on legacy terms. If you opt-in we will assess what your pay would have been for your original role if you had been harmonised and we will pay any money owed. We will also re-calculate your pay in your new role based on your revised salary and pay any difference.

Opting in does not affect your position from the date you accepted your new role.

I think my pay assimilation figure should be higher

Your pay assimilation is what it would have been had you been harmonized on 26 June 2021.

If you are working in a PS role

If you use that figure to populate the PS pay award calculator you will be able to see the impact of the pay award over the next 3 years including any uplift owed to you with effect from 1 April 2022. You can find the calculator at [Probation Service pay - HMPPS Intranet \(justice.gov.uk\)](#) on the right-hand side of the page. Please note that the PS calculator doesn't take into account any pay protection and therefore if you are in receipt of pay protection this will erode by the value of the pay increase until fully eroded. Any pay award arrears will be paid in Jan 2023 pay.

If you are working in an HMPPS role

If you use that figure to populate the HMPPS pay award calculator you will be able to see the impact of the pay award over the next 3 years including any uplift owed to you with effect from 1 April 2022. Please note that the HMPPS calculator doesn't take into account pay protection and therefore if you are in receipt of pay protection this will erode by the value of the pay increase until fully eroded.

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HMPPS has multiple calculators depending on grade – the pay award page is [Prison pay award 2022 to 23 - pay notices added 28/09 \(sharepoint.com\)](#) and the calculators are linked at the bottom.

Any pay award arrears will be paid in Jan 2023 pay.

If you are working in an MOJ role

If you use that figure to populate the MOJ pay award calculator below you will be able to see the impact of the pay award over the next 3 years including any uplift owed to you with effect from 1 August 2022. Please note that the MOJ calculator doesn't take into account pay protection and therefore if you are in receipt of pay protection this will erode by the value of the pay increase until fully eroded.



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Any pay award arrears will be paid in Jan 2023 pay.

How do I opt-in?

To opt in you need to respond to the FMB the letter came from which is HR-Transformation-Change@gov.sscl.com – you can say in the email you wish to opt in or / provide an electronic signature on the document.

Will I get confirmation of my opt-in?

No confirmation will not be sent.

Incorrect previous employer

SSCL have used the umbrella org and we are aware of this so if there is a future query we will check the actual employing organisation.

Prison allowance missing

We are sorry, we realise the prison allowance has been missed in error and we will write to confirm inclusion shortly.

I went on maternity leave approx 7 weeks ago. Will my maternity pay will be based on legacy or PS rates?

The transitional arrangements for family leave are below.

Implementation/Transition:

- Staff with an Expected Week of Childbirth (EWC) date or matching date (for adoption) on 26 June 2021 or after will be subject to PS policies. For the purposes of clarity, this means that legacy terms apply up to 26 June 2021 and PS terms apply from 26 June 2021 onwards. There will be no back-dating of the PS terms prior to 26 June 2021, or 01 February 2022 as appropriate.

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• Staff with an Expected Week of Childbirth (EWC) date or matching date (for adoption) prior 26 June 2021 or 01 February 2022 as appropriate, will continue on their PO & SC policy entitlement.

Employees who don't meet the criteria for Occupational Maternity Pay will be subject to statutory entitlements.

What will my annual leave be if I opt in?

Leave is based on your Continuity of Service date which you kept when you transferred. The leave entitlements are:

Employees whose continuous start date is before 31 August 2017	Annual Leave Entitlement	Service Days	Queen's Birthday Privilege Day*	Public Holidays **	Total
On appointment	25 days	1	1	8	35
More than 1 year	26 days	1	1	8	36
More than 2 years	27 days	1	1	8	37
More than 3 years	28 days	1	1	8	38
More than 4 years	29 days	1	1	8	39
More than 5 years	30 days	1	1	8	40
More than 7 years	30 days	2	1	8	41

Employees whose continuous service started on, or after, 1 September 2017	Annual Leave Entitlement	Queen's Birthday Privilege Day*	Public Holidays **	Total
On appointment	25 days	1	8	34
More than 1 year	26 days	1	8	35
More than 2 years	27 days	1	8	36
More than 3 years	28 days	1	8	37
More than 4 years	29 days	1	8	38
More than 5 years	30 days	1	8	39

If the PS leave is more you can backdate to the date your transferred in – if it is less you can keep your legacy leave until 28 Feb 23023 then you will move onto PS leave without exception.

There is no pay information in the opt in letter

Unfortunately it looks like there has been an error in the SSCL mail merge and some salary information is missing from individual letters. Please contact the mailbox if your letter is not populated and we will arrange a replacement as soon as possible.

My letter does not include the London allowance and I think it should.

If you believe you are entitled to London allowance and this is missing from your letter please contact the mailbox and we will investigate. If your letter is incorrect we will issue a revised letter as soon as possible.

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My aligned pay is at the top of the band my role sits in, but my legacy pay is in a higher band. If my pay is being protected, am I still eligible for pay progression even though that would take me over the band?

No your salary cannot exceed the band max – your pay protection may take you above this but that will end after 3 years. Pay protection applies on an erodible mark time basis to both basic pay and allowances in sum total. In other words, an increase in basic pay or allowances in PS may cancel out both pay protection for PO & SC basic pay and pay protection for PO & SC allowances.

If you are working in a PS role

However we suggest you use the PS pay calculator to see where your assimilated salary will be in 3 years' time. If you use your pay assimilation figure to populate the PS pay award calculator you will be able to see the impact of the pay award over the next 3 years. You can find the calculator at [Probation Service pay - HMPPS Intranet \(justice.gov.uk\)](#) on the right hand side of the page. Please note that the PS calculator doesn't take into account any pay protection and therefore if your pay increases as a result of a change to the Band max any pay protection will erode by the same value until fully eroded. If the Band max remains the same you may be entitled to a non-consolidated lump sum payment as part of the pay award

If you are working an HMPPS role

However we suggest you use the HMPPS pay calculator to see where your assimilated salary will be in 3 years' time. If you use your assimilated salary to populate the HMPPS pay award calculator you will be able to see the impact of the pay award over the next 3 years. Please note that the HMPPS calculator doesn't take into account pay protection and therefore if your pay increases as a result of a change to the Band max any pay protection will erode by the same value until fully eroded. If the Band max remains the same you may be entitled to a non-consolidated lump sum payment as part of the pay award

HMPPS has multiple ones depending on grade – the pay award page is [Prison pay award 2022 to 23 - pay notices added 28/09 \(sharepoint.com\)](#) and the calculators are linked at the bottom. Any pay award arrears will be paid in Jan 2023 pay.

If you are working in an MOJ role

However we suggest you use the MOJ pay calculator to see where your assimilated salary will be in 3 years' time. If you use your assimilated salary to populate the MOJ pay award calculator below you will be able to see the impact of the pay award over the next 3 years. Please note that the MOJ calculator doesn't take into account pay protection and therefore if your pay increases as a result of a change to the Band max any pay protection will erode by the same value until fully eroded. If the Band max remains the same you may be entitled to a non-consolidated lump sum payment as part of the pay award



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Opt-in process FAQs

Why can't any payments due be made in November pay as was the previous plan?

We will run this process as quickly as possible but to ensure you have all of the information necessary to decide whether to opt in will require the generation of individual letters. As a result, we know it will not be possible to conclude this process in time for payments to be made in November's payroll. We will communicate the timetable for this work as soon as possible.

What if I opt in but more people do not opt in – do I still move onto harmonised terms?

Yes, this is an individual opt in so whatever you choose will be applied to you.

Can I still take EVR if I do not opt in?

No EVR is only available if you accept harmonised terms.

Will I be eligible for the Probation Service pay award if I do not opt in?

Staff who choose not to opt-in will not benefit from the recently agreed Probation Service three year pay offer.

I work in HMPPS. Will I get the pay award that has already been agreed?

Staff who choose not to opt-in will not benefit from the agreed HMPPS pay offer.

I work in MOJ. Will I get the pay award that has already been agreed?

Staff who choose not to opt-in will not benefit from the agreed MOJ pay offer.

Why didn't you offer an opt in from the outset?

We are legally required to first enter into collective bargaining with our recognised trade unions on matters which impact on terms and conditions and our primary focus (as was the trade unions) was on ensuring that the respective memberships of all three trade unions voted in favour of the harmonisation agreement. The opt in solution was only as a consequence of further negotiations to agree a pragmatic way forward and could only be tabled for discussion once the ballot process had failed to deliver.

Why can't you implement harmonisation for those who voted yes?

The ballot outcome needed to implement harmonisation required the respective memberships of all three recognised trade unions to vote 'yes'. Unfortunately, the membership of one union voted 'no'. We entered further negotiations with the three trade unions to agree a pragmatic way forward and the opt-in is the outcome. To also be aware that we will never know who voted 'yes' or 'no' at an individual level because this is protected information under GDPR regulations.

Do I need to be a member of a TU to opt in?

No you do not need to be a member of a trade union to opt in.

How will I know what is happening?

We will keep you informed by written updates on the Probation Hub every fortnight, or sooner where there is more information available.

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Do I need to do anything?

No. In due course you will get a letter from SSCL asking you if you wish to opt in. We will share the timeframes for this on the Probation Hub.

Just to clarify – there will be an option to opt-in, which means that we agree to the terms & conditions of the proposed harmonisation and we would get the back pay that we were hoping for and the pay rise?

It will be on the same terms (so yes you would get back pay and the pay award) but as we need to run the opt in it will take more time. We have to write to everyone individually.

I am due to transfer from Probation (ex-service partners) to HMPPS (I have received a copy of my contract) and I will start on the 14th October. If I opt-in does this effect my new contract – or does accepting that new role and contract technically harmonise me on that date?

You will move onto HMPPS T&C from 14 Oct 2022. However will you still be included in the opt in for the period you were on non-harmonised terms from the date of transfer in to 14 Oct 2022.

I was working for P3 and going through the harmonisation process. I applied for the PQiP and was successful and started this on the 12th Sept. Do you know if this means I have transfer over to probation or shall I opt in for the terms that have been agreed?

You will move onto Probation Service Ts&Cs when you start PQiP. However you will be in scope for the opt in for the period you were on non-harmonised terms, i.e. from transfer in to when you started PQiP. You still be included in the opt in for the period you were on non-harmonised terms

When will we most likely get the backpay if it won't be in the November pay?

We are scoping the work required and will advise about timeframes as soon as we are able to.

Would someone who moves to a role within the wider HMPPS or civil service, still be counted as a leaver?

No they would not be counted as a leaver. You will be in scope for the opt in for the period you were on non-harmonised terms.

Will I receive the pay award from April to September with the ongoing harmonisation process for time prior to joining the PQiP programme?

If you opt in and harmonise onto probation terms and conditions, you will receive the pay award from 1 April 2022 in your band prior to joining PQiP and in your banding since joining PQiP

Will I remain on the next pay progression banding since joining the PQiP?

You joined PQiP after 1 April 2022 therefore will not benefit from progression in April 2022 on your PQiP banding, but you will receive the uplift to the salary pay point, which will be backdated to the point that you started PQiP. In April 2023, assuming you successfully complete CBF, you will be eligible for pay progression.

I transferred over in June 21 until 30 August to begin a Probation Service role within the same team as an SAO. Do I still need to opt in and will I be entitled to back pay from my previous role from 30th August 2022 back to 26th June 2021?

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Yes, even though you have accepted PS terms by accepting a new role, you will still need to opt in to say you want to be paid any backpay due.

If I opt in will I get backpay?

Yes if you opt in and your pay assimilation results in a higher salary this will be backdated to the date you transferred in.

Similarly if you become eligible for a PS allowance by opting in - for example the prison allowance - this will be backdated to the date of transfer. The only exception will be where you are in receipt of the same allowance on legacy terms. However if it is at a lower rate than PS terms we will make up the difference from the date of transfer. (If the legacy allowance is more the difference will not be recovered).

If I opt in will I become eligible for PS allowances

Yes you will as long as you meet the qualifying criteria. Any allowances will be backdated to the date of transfer. The only exception will be where you are in receipt of the same allowance on legacy terms. However if it is at a lower rate than PS terms we will make up the difference from the date of transfer. (If the legacy allowance is more the difference will not be recovered).

If I opt in what will happen to my legacy allowances such as my car allowance?

This will be pay protected for a maximum of 3 years from the date of transfer on a mark time erodible basis. This means any increase to your overall pay or pay allowances will erode the value of the pay protection. Therefore it may be eroded before the end of the 3 years.

I am on a higher salary than the pay band for the role I am aligned to. What will happen to my salary if I opt in?

If your salary is above the pay band max you will be placed at the top of the pay band and your salary will be pay protected on mark time erodible basis for 3 years from the date of transfer. This means any increase to your overall pay or pay allowances will erode the value of the pay protection. Therefore it may be eroded before the end of the 3 years.

Will I be able to keep my legacy pay forever?

I cannot guarantee you would keep them forever – for example if you applied for a job in MoJ/HMPPS or PS through fair and open competition you would automatically take on the terms of the organisation where the role sits; this would apply to promotion as well as any sideways moves. It is also possible that your terms could be harmonised via some form of agreement in the future for example a collective bargaining process.

What would happen if I was directed to another role – would I still retain the parent org payments? I know if I applied for another role I would go on the T&Cs for the new post and have no post transition protections, but would this apply to a direction?

No if we moved you, you would keep your legacy terms.

I am from a supply chain. If I do not opt in what rules would apply if I was absent for work for a period or had to leave work due to circumstances out of my control e.g. sickness, compulsory redundancy – how would this be dealt with? E.g. when half pay would apply, calculation of pay for redundancy payments etc.

Your legacy terms would apply.

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Will impacted staff working in Probation Service roles be eligible for the Probation Service multi year pay deal backdating in October?

No, staff impacted by harmonisation who are in Probation Service roles but remain on legacy terms (pre opt-in) are not eligible for the application of the Probation Service multi year pay deal backdating in October. Relevant backdated pay will automatically be applied for staff choosing to opt into the Harmonisation Agreement once processed by SSCL.

The exception to this is ex-CRC staff who are temporarily aligned to Probation Service Ts&Cs.

Is harmonisation the same as the pay deal?

No it is not the same as they pay deal. Harmonisation applies to 2 groups of staff:

1. Staff who were previously employed by a parent organisation or supply chain organisation. Harmonisation is how we propose to move you from your previous employers' terms and conditions onto probation terms and conditions. If you work in probation this process will move you onto probation pay scales. If you work in MOJ or HMPPS HQ this process will move you onto PS terms and conditions and MOJ or HMPPS pay as appropriate.
2. Ex CRC staff working in MOJ or HMPPS HQ. Harmonisation will move you onto and MOJ or HMPPS pay as appropriate. You are already subject to PS terms and conditions.

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At what point will the harmonisation be backdated to, given the timescale you discuss?

The majority of terms, including pay, will be backdated to 26 June 2021 for most staff or 01 February 2022 for staff who transferred in from User Voice. For full details please refer to [Harmonisation Proposals – Welcome Hub \(hmpps.intranet.org.uk\)](https://hmpps.intranet.org.uk)

What is the harmonisation package? never heard of it?

Harmonisation applies to 2 groups of staff:

1. Staff who were previously employed by a parent organisation or supply chain.
Harmonisation is how we propose to move you from your previous employers' terms and conditions onto probation terms and conditions. If you work in probation this process will move you onto probation pay scales. If you work in MOJ or HMPPS HQ this process will move you onto PS terms and conditions and MOJ or HMPPS pay as appropriate.
2. Ex CRC staff working in MOJ or HMPPS HQ - harmonisation will move you onto and MOJ or HMPPS pay as appropriate. You are already subject to PS terms and conditions.

For full details please refer to [Harmonisation Proposals – Welcome Hub \(hmpps.intranet.org.uk\)](https://hmpps.intranet.org.uk)

It states that the new pay deal applies to all ex-CRC staff if they have been harmonised.

What does "been harmonised" mean, and how do I find out if I have?

If you transferred in from a CRC and you are working in the probation service, you are harmonised. If you transferred in from a CRC and you are working in MOJ or HMPPS HQ you are harmonised but your pay is only temporarily aligned to probation pay and harmonisation will move you onto MOJ or HMPPS pay as appropriate.

I was previously a CRC PSO/PQuiP from CRC transferred to The Probation Services. I qualified as a PO in may 2022. Will I qualify for the pay increase?

As you transferred in from a CRC and you are working in the probation service, you are harmonised and you are in scope for the PS pay award.

For those who choose not to opt into harmonize do they remain on their current pay and conditions ad infinitum or for 3 years as per the pay protections afforded to ex CRC staff.

You remain on your current terms and conditions including pay until we have agreement to change your terms. This could include, but is not limited to, you applying for a role (promotion or sideways move) through fair and open competition or another collective agreement to change.

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Are legacy CRC staff paid the same amount as Probation Service staff

Yes if they are working in the probation service.

If I decide to opt out and remain on my current T&Cs, is the intention to continue via the secondary harmonisation route (as was the original plan for those in scope to secondary transfer) or would I remain on an 'opt out' basis forever more, or until I choose to apply for another role in public service.

The secondary transfer work is delayed but the intention currently is still to progress it. The detail of what this will look like is still to be worked through.

Please can you confirm if transferring staff will now have a new year starting March 2023 or they continues with their previous annual leave?

As we did not get agreement to harmonise you stay on your legacy leave.

I am not a member of a union, am home based and know no one else in my position that was employed by a CRC (Seotec) and was as a result of the reunification not aligned within the Probation Service in my Region and ended up with a post in the MOJ.

I feel a bit isolated and haven't heard much about what is happening and certainly not anything that sets out whether my current CRC terms are to be changed when I opt-in and if so in what ways? For example: Pay, Pension (currently with GMPF), Hours, Office base (currently Home as was and still am in a multi-Regional post), etc. Can you let me know how I can find out about these and other matters, in order to make an informed choice about Opting-In to the Harmonised deal.

Assuming this is correct, your opt is you saying you agree to you being moved onto MOJ pay – backdated to 26 June 2021. You will then get any MOJ pay award due.

If you do not opt in you are already on PS terms (as you came in from a CRC under the National Agreement) and you have a temporary pay assimilation to PS pay. This means we matched you legacy salary to the next lowest probation service pay point (as we did not know what your final destination would be at that time) and we applied pay protection to make up the difference. Not opting in means you will keep your PS pay and be in scope for the PS pay award.

You can find more information about the harmonisation proposals at [Harmonisation Proposals – Welcome Hub \(hmpps.intranet.org.uk\)](#) – but it is the pay parts that apply to you – moving onto MOJ pay.

You can have a look at the pay awards for both PS and MOJ on the intranet

[Probation Service pay - HMPPS Intranet \(gsi.gov.uk\)](#)

[Pay award 2020 – 2023 - Ministry of Justice HQ Intranet](#)

What is the impact, if any, on the original intentions for the secondary transfer process?

The secondary transfer activity will be delayed but harmonisation opt in process is not directly linked to secondary transfer.

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Linked to the above, where ex-PO staff still remain 'unmatched', how will this process be managed and within what timeframe? The determination of organization, role and job description, and pay band is key to any opt in/out decision.

Yes we recognise this and are looking at how we support this group of staff in the opt in process. Further information will follow.

Where staff opt out, and in doing so lose access to potential EVR, is it HMPPS' intention to still follow the Civil Service Compensation Scheme?

Any VR will be on legacy terms. Further information will follow on the CS compensation scheme question.

If I do not opt in what will my redundancy terms be?

For staff on non-harmonised T&C the terms of VR would be based on the better of either:

- their former terms for all service (previous service & PS service) or
- the Civil Service Compensation Scheme terms for the service in the PS (as a Crown Servant).

Continuous service for the purposes of redundancy payments under legacy contractual schemes will include qualifying continuous service transferred over from the previous employer plus service accrued in the Civil Service.

Under the CSCS only service accrued in the Civil Service will count (i.e. post transfer service). Further information on the CSCS can be found at [civil-service-compensation-scheme-scheme-key-facts-aug-22.pdf \(civilservicepensionscheme.org.uk\)](https://civilservicepensionscheme.org.uk/key-facts-aug-22.pdf)

If I opt in what will my redundancy terms be?

Under the harmonisation agreement there is a bespoke Enhanced voluntary redundancy package being offered. This scheme will be a targeted redundancy scheme which aims to support those staff who have been displaced by the transfer in that their previous role does not exist in the PS and no alternative budgeted vacancy has been identified. The decision in respect of individual applications on whether to award EVR is at HMPPS (PS) discretion and will include consideration of, amongst other things, the exigencies of the service, organisational issues and business needs.

Further information on the EVR scheme can be found at [EVR-for-SC-PO-staff-FINAL-PROPOSAL-SUBJECT-TO-BALLOT-Aug-2022.pdf \(hmppsintranet.org.uk\)](https://hmppsintranet.org.uk/EVR-for-SC-PO-staff-FINAL-PROPOSAL-SUBJECT-TO-BALLOT-Aug-2022.pdf)

I am an ex CRC member, transferred last June and aligned to a role in MoJ. I would like to just get some clarification around my back pay. According to pay-scale-pay-offer would I be entitled to be back paid to the band minimum from last 26th June (CRC transfer) for year 2021 and from this April's pay minimum for year 2023?

Yes if the MOJ pay for the role you are undertaking is more than your legacy salary you will get the difference backdated to 26 June 2021 when you transferred in.

Do you have to be a member of the Civil Service Pension Scheme to be eligible for the Civil Services Compensation Scheme rather than it applying to all civil servants?

To be subject to the terms of Civil Service Compensation Scheme an employee does not need to be a member of the Civil Service Pension Scheme. All Crown Servants are covered by the

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CSCS and only have to be in service for a specific period of time (2 years) to be eligible for a VR exit and receive compensation.

Also, do you have a suggestion of how long a role should be trialled for before deciding if that person can be matched into it? Thinking of someone who is unhappy with their grading of SEO as they had never been given an opportunity to do G7 work. However, it's not really fair to put them in the role for a month and expect them to get up to speed. Are there any guidelines on this?

Redeployment trial periods should be in line with local redeployment policy.

I am enquiring about the current progress/ stance on the Shelter back pay situation as the prior harmonisation vote was not passed.

The result of the ballot means that there was no collective agreement reached and therefore we were not able to implement the terms of the harmonised agreement. We are now conducting an individual 'opt in' exercise for employees who are currently employed or were employed at the time of the ballot announcement of 28th September.

As both employees had left before this date, we are no longer able to provide an 'opt in' to them as there is no longer a contractual relationship, and therefore there will be no entitlement to backpay.

This is a final position – there is no longer a contractual relationship with either ex-employees and therefore they are not eligible for backpay

I am a line manager for someone in scope for harmonisation, but they are absent (e.g. family leave, career break, sickness, maternity leave etc) - what do I need to do?

SSCL will provide a list of names which we will be sense checking with the business. As a line manager you need to ensure you are in touch with any of your impacted staff and ask them to ensure SSCL contact details are up to date.