



FOI Ref: 2020/017

12<sup>th</sup> November 2020

### **REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

We refer to your request for information, received by email on 31<sup>st</sup> October 2020. Your specific requests and the Park Authority's response are provided below.

**1] "Please state the effective date (day, month and year) of your organisation's 2020/21 pay review."**

The effective date of our organisation's pay award is 01/04/2020.

**2] "If the 2020/21 pay review has yet to be finalised please state the month in which you anticipate it will be concluded."**

The pay award is yet to be finalised, it is anticipated that it will be concluded by December 2020.

**3] "Please state the employee group/s covered by the 2020/21 pay review."**

All employees are covered by the 2020/21 pay award.

**4] Please state the total number of employees covered by the 2020/21 pay review.**

174 employees are covered by the 2020/21 pay award.

**5] "Please provide a copy of your 2020/21 pay agreement (if applicable) or generic pay circular sent to employees (that is one that does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations."**

Details of the 2020/21 pay agreement as issued to staff as follows:

#### **Pay Award 20/21 – Update April 28, 2020**

"We're delighted to be able to provide a progress update on our

#### **LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY**

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N

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plans for a pay award for 2020/21.

Just prior to the Coronavirus outbreak, we had been working hard to agree and implement a pay package that recognises the significance of our staff to the organisation, while also acknowledging the financial constraints we face. Through this, we are also strongly guided by the Scottish Government pay policy.

Due to the pandemic you will understand that we have been unable to complete the normal pay negotiation process. We have since worked together with UNISON to agree to implement an interim pay award that reflects the Scottish Government pay policy and also includes in-band progression. In these challenging times, we consider it important that we can provide this interim pay award sooner than later so staff can begin to benefit from it. When we are able to, we will pick up the formal discussions to finalise the agreement.

We are therefore pleased to announce that the following interim pay award will be implemented and paid in your May salary:

- A guaranteed 3% per cent basic pay award for those earning up to £80,000
- A guaranteed £750 cash underpin for those earning £25,000 or less (pro rata)
- A cash cap of £2,000 for those earning £80,000 and above
- Up to 2.5% pay progression for anyone that has not reached top of their banding

Many thanks on behalf of the JNPF.”

**6] “Was the latest pay review concluded under the remit of the 2020/21 Civil Service Pay Guidance?”**

No, our remit does not come under the Civil Service Pay Guidance. Accordingly we have to advise that there is no relevant information held.

**7] “Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review, excluding the effect of any incremental progression, merit pay or bonuses.”**

3% or £750 pro rata, whichever is the greater, was paid to the lowest-paid employees as a result of the pay award.

**8] “If an employee’s annual pay award is determined solely according to an assessment of their individual performance (commonly known as a merit increase) as opposed to an across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these awards, the range of increases and whether or not the awards are consolidated.”**

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Our pay award is not determined by an assessment of individual performance. Accordingly we have to advise that there is no relevant information held.

**9] If any employees were eligible for individual performance-related payments or bonuses over and above the general pay rise please state the range of increases (either as a percentage of their base salary or a cash amount as applicable), whether or not they were consolidated into basic pay and please state the overall % of the paybill allocated to fund these awards.**

Employees do not receive individual performance-related payments or bonuses. Accordingly we have to advise that there is no relevant information held.

**10] “Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.”**

The payroll increase as a result of the pay award was 3%, excluding any impact on National Insurance and pension contributions.

**11] “Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.”**

There have been no changes to our terms and conditions as part of the latest pay review. Accordingly we have to advise that there is no relevant information held.

**12]. “Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.”**

The union involved is UNISON.

**13] “Please provide the name and contact details of the person/s responsible for overseeing your organisation’s annual pay review.”**

The person responsible for overseeing the annual pay review is Elaine Wade. Contact email address is [hrhelpdesk@lochlomond-trossachs.org](mailto:hrhelpdesk@lochlomond-trossachs.org)

Yours sincerely

**Governance and Legal Team  
Loch Lomond and the Trossachs National Park Authority**

Review Procedure

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National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N  
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If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to:

Governance & Legal Team  
Loch Lomond & The Trossachs National Park Authority  
National Park Headquarters  
Carrochan  
Carrochan Road  
Balloch  
G83 8EG  
E-mail: [info@lochlomond-trossachs.org](mailto:info@lochlomond-trossachs.org)

The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Tel: 01334 464610  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Online appeal portal: [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

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