

Specialist Information Technology Staff**IT Recruitment/Retention Allowance****Introduction****1. Introduction**

To allow the existing Automatic Data Processing (ADP) Allowance to be discontinued with effect from 1 May 2000 whilst retaining a competitive pay structure for specialist IT posts.

2. Commencement

This allowance would replace the existing Automatic Data Processing Allowances with effect from 1 May 2000. The Civil Service Regulations relating to the ADP allowance will be deleted from this date. (Historic Regulations [F32 to F41](#)).

IT Recruitment/Retention Allowance**3. Eligibility of Posts**

The IT Recruitment and Retention Allowance (the Allowance) will be included in the remuneration package for any Civil Service post undertaking specialist IT duties which meet the criteria set out in Annex A to this Agreement. The eligibility of posts to the allowance will be determined by the Civil Service Commission based on a full job description for the post which includes a detailed person specification.

4. Eligibility of Postholders

Officers appointed to a post which has been identified as one which meets the criteria for payment of the Allowance will be eligible to this allowance, subject to the postholder meeting the normal performance requirements for the post (ie a box 3 marking or higher in the current staff appraisal scheme). Payment of the allowance may be withheld:-

- (a) For new postholders until they can demonstrate the necessary competence; or
- (b) For existing postholders whose performance falls below the standard required. The period of withdrawal of the allowance will be from the date that the officer is advised in writing by his/her Chief Officer that his/her performance is sub-standard to the date that the Chief Officer confirms that the officer's work meets the standard required.

5. **The Allowance**

The Allowance forms part of the officer's monthly pay and the annual allowance with effect from 01 May 2000 is set out below:

Pay Span 1	£2,000
Pay Span 2	£2,000
Pay Span 4	
After 1 year's satisfactory service	£1,750
After 3 year's satisfactory service	£3,500
After 5 year's satisfactory service	£4,500
Pay Span 5	
After 1 year's satisfactory service	£1,750
After 3 year's satisfactory service	£3,500
After 5 year's satisfactory service	£4,500
Pay Span 6	
After 1 year's satisfactory service	£1,400
After 2 year's satisfactory service	£3,300

6. **Review of the Amount of the Allowance**

The allowance will be reviewed as part of the annual pay review and any revision of the allowance included in the subsequent pay agreement. The allowance for each pay span/grade may be increased or decreased according to the recruitment or retention situation at the time of the review and it will not be automatically increased by the value of the pay award.

7. **Status of the Allowance**

The allowance:-

- a) Is reckonable for overtime, shift disturbance allowance and superannuation purposes (including the widow's and children's pension scheme);
- b) Will be taken into account in determining the starting pay on promotion in accordance with IOMCS Regulation [C10](#) (Treatment of allowances on promotion)

8. **ADP Allowance – Personal Protection**

Staff in post at 1 May 2000 who are eligible for the ADP allowance will be eligible for payment of either:-

- a) The IT Recruitment and Retention Allowance; **or**
- b) The obsolete ADP allowance for which they were eligible for a period of 14 years as set out in paragraphs 9,10 and 11 below whichever is the higher

9. **Obsolete ADP Allowance**

The obsolete ADP allowance at 1 May 2000 will be the ADP allowance in force on 30 April 2000. Officers with less than 2 years qualifying experience at 1 May 2000 will be eligible to progress to the obsolete higher allowances where appropriate.

10. Personal protection to the obsolete allowance will be on "mark time" basis (ie the allowance at 30 April 2000 will not be increased for annual pay awards or any other purpose) for a period of 10 years. In the following 4 years the allowance would be:-

Year 11:	80% of the allowance
Year 12:	60% of the allowance
Year 13:	40% of the allowance
Year 14:	20% of the allowance

11. **Eligibility to the Obsolete Allowance**

Payment of the obsolete allowance under these personal protection arrangements is subject to the postholder meeting the standards required for the post as set out in paragraph 4(b) of this agreement.

Signed on behalf of
Civil Service Commission

Signed on behalf of
Government Officers' Association

Date:

Date:

Original agreement signed 25th April 2000

Information Technology Recruitment and Retention Allowance

Criteria for Eligibility of Specialist IT Posts

An Information Technology Recruitment and Retention Allowance will be payable to those posts which meet the following criteria:-

Pay Span I: Data preparation duties where the main duties of the post include the batch entry of data for mainframe computer operations or the supervision of posts employed on these duties. Posts involved in other data entry tasks do **not** qualify for the allowance.

Pay Span II: The duties are wholly or mainly:-

- (a) Supervision of staff engaged on data preparation duties as set out above.
- (b) The operation of a mainframe computer including controlling computer processing to meet time schedules; printing output; backing up data; maintaining security of data.

Pay Span IV: Where the requirements for appointment to the post are the same as those for appointment to the Analyst Programmer grade on the staff of the Information Systems Division and the duties of the post are wholly or mainly implementing, supporting or operating IT systems in accordance with Government's IT policy and require:-

- (a) the provision of a high level of technical support for operating systems, including the installation of hardware and software for the implementation of Government's IT policy; **and/or**
- (b) the drafting of technical qualifications for IT systems, the evaluation of proposals to meet such specifications, or the procurement of such systems; **and/or**
- (c) the design and implementation of bespoke software as appropriate.

The level of competence required of the postholders will include successful completion of at least two years' appropriate or relevant training/study in the main computer skills, which will normally be evidenced by a formal qualification and/or certificate of competence.

Pay Span V: The requirements for appointment to the post are the same as those for appointment to the Senior Analyst Programmer grade on the staff of the Information Systems Division and the duties of the post are wholly or mainly implementing supporting or operating IT systems in accordance with Government's IT policy and require:-

- (a) the provision of a high level of technical support for operating systems, including the installation of hardware and software for the implementation of Government's IT policy; **and/or**

- (b) the drafting of technical qualifications for IT systems, the evaluation of proposals to meet such specifications, or the procurement of such systems; **and/or**
- (c) the design and implementation of bespoke software as appropriate; **and/or**
- (d) managing staff engaged on these duties.

The level of competence required of the postholders will include the technical competence required for appointment to the Analyst Programmer grade together with the communication and management skills required to manage staff and contractors; and deal effectively with customers and suppliers. Applicants must have extensive experience (at least 5 years) in a range of technical tasks obtained in a medium to large computer department.

Pay Span VI: Not applicable as applies only to senior staff responsible for management and policy development/implementation in a large computer department.