



Ref: FOI2021-008

.....September 2021

Dear

Further to your e mail dated 23rd August 2021, containing your request for the following information:

- 1] *Please state the effective date (day and month) of your organisation's 2021/2 pay review.*
- 2] *If the 2021/22 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.*
- 3] *Please state the employee group/s covered by the 2021/22 pay review.*
- 4] *Please state the total number of employees covered by the 2021/22 pay review.*
- 5] *Please provide a copy of your 2021/22 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.*
- 6] *Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the 2021/22 pay review* excluding the effect of any incremental progression, merit pay or bonuses.*
*** When calculating this figure please bear in mind that, if applicable, employees covered by the 2021/22 Civil Service Pay Remit Guidance who are paid less than the full-time equivalent (FTE) salary of £24,000 receive the greater of a FTE £250 consolidated basic pay rise or an increase taking them up to the National Living Wage of £8.91 an hour.**
- 7] *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.*
- 8] *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.*
- 9] *Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.*



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

11] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.

Your request has been handled as a request for information under the Freedom of Information Act 2000 (the Act). A search for the requested information within the Atomic Weapons Establishment (AWE) has now been completed, and we can confirm that we do not hold any documents that set out the information in scope of your request in a format which directly answers your questions.

Under Section 16(1) of the Act, public authorities have a duty to provide advice and assistance to requesters, as far as it is reasonable to do so, and it may be helpful if we provide you with the information in Annex A that has been extracted from various sources. We would like to point out that the data requested related to a period of time before AWE became part of the public sector.

Please remember to quote the reference number above in any future communications. If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you are unhappy with the way your request has been handled you have a right to request an internal review within 40 days of receiving this letter, by writing to information.requests@awe.co.uk or our postal address: Information Requests Team, AWE Aldermaston, Reading, RG7 4PR. If you are still unhappy after an internal review has been completed, under the provisions of Section 50 of the Freedom of Information Act 2000 you have the right to take your complaint to the Information Commissioner's Office. Please note the Commissioner will generally not consider a complaint until you have exhausted AWE's internal complaints process.

Yours sincerely,

AWE Information Requests Team



(FOI 2021-008)

Information requested

2021 Pay settlement and negotiations

Response

1] Please state the effective date (day and month) of your organisation's 2021/2 pay review.

At AWE for Aldermaston & Burghfield sites the Collective Bargaining review date is 1 June. For those outside of Collective Bargaining (Senior Leadership) the review dates are 1 April and 1 June

2] If the 2021/22 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.

2021 is complete. 2022 will not be complete until 1 April / 1 June 2022 respectively.

3] Please state the employee group/s covered by the 2021/22 pay review.

Senior Leadership, Professional grades, Craft, Fire, and Production employees.

4] Please state the total number of employees covered by the 2021/22 pay review.

5,898 (incl Senior Leadership) as at 1 June 2021.

5] Please provide a copy of your 2021/22 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.

Copies of the Prospect & Unite Craft 2021 Pay Implementation guides shared with Employees are attached.

6] Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the 2021/22 pay review excluding the effect of any incremental progression, merit pay or bonuses.*



** When calculating this figure please bear in mind that, if applicable, employees covered by the 2021/22 Civil Service Pay Remit Guidance who are paid less than the full-time equivalent (FTE) salary of £24,000 receive the greater of a FTE £250 consolidated basic pay rise or an increase taking them up to the National Living Wage of £8.91 an hour.*

The lowest paid adult employee received 3%.

NOTE: AWE plc is not covered by the 2021/22 Civil Service Pay Remit Guidance.

AWE transitioned to the Public Sector on 1 July 2021.

7] 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.

% of paybill = 2.8% (Senior Leadership 2.6%)

% Range: 1% to 3.3% subject to performance and pay position within the range

Senior Leadership % Range: 0% to 5% subject to performance and market

Awards - All awards were consolidated.

8] 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 covered by the Collective Bargaining are not eligible for additional performance-related payments or bonuses over and above the general pay rise. For those outside Collective Bargaining (Senior Leadership) the same 2.8% budget was applied and all perf



pay awards were consolidated within a range of 0 – 5%. Bonus payments covered by 1.7% of paybill

9] Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.

2.8%.

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

Prospect & Unite

11] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.

Megan Hunt – HR Director

Please e mail enquiries@awe.co.uk and mark for the attention of Megan Hunt.

Date 10/9/21

2021 ANNUAL PAY AWARD IMPLEMENTATION GUIDE

for staff in grades covered by the Prospect Union

This note details the implementation of the 2021 pay review agreed for employees in grades represented by Prospect.

Performance Pay Award Distribution

The 2021 Annual Pay Award has an overall budget of 2.8%.

Annual Pay Awards are distributed based on your individual pay positioning (as at 31 May 2021) within the Pay Ranges and your individual end-of-year performance rating.

The performance-related % pay increases with effect from 01 June 2021 are:

Rating	Great	Good	Partial
Award Range	3% - 3.3%	2.2% - 3%	1% - 2%

All awards will be added to your base pay (fully consolidated and pensionable) even where the value of an award will take your pay above the maximum of the pay range.

All pay awards will be paid in the June 2021 payroll.

Award allocation process

As in recent years, we have adopted a fixed matrix approach that ensures consistent and fair application of awards based on individual performance & pay position. This ensures that for a given performance rating, the % pay award is greater for those lower in the pay ranges – please see the detailed Pay and Performance Matrix below.

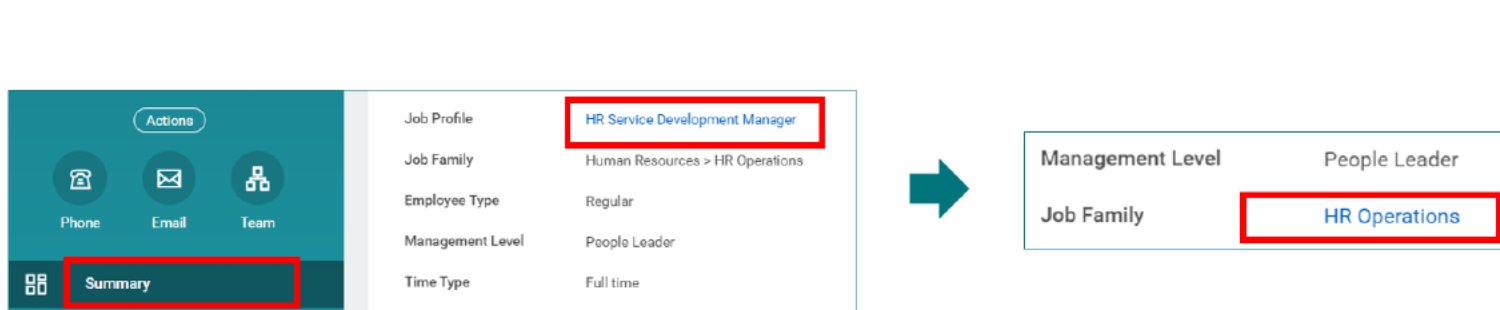
Calculating your award

To determine your award, find the following basic information:

From Workday (to find your Job Family, Grade, Base Pay and overall performance rating):

Click your picture and then select the relevant tab as outlined below:

- **Job Family:** select the **Summary** tab and click the link in the **Job Profile** field. Scroll to the bottom of the **Overview** tab to see your **Job Family**. You'll need this to help you determine the **Job Family Group** (see next section below)



- **Grade:** select the **Summary** tab and click the link in the **Job Profile** field. Click on the **Compensation** tab



- **Base Pay:** select the **Compensation** tab. If you're part-time, you'll need to use the full-time equivalent salary; this is shown the **Assignment** field

The screenshot shows the Workday interface with the 'Compensation' tab selected in the left-hand menu. The main content area displays 'Company: AWE plc' and 'Plan Assignments: 1 item'. Below this is a table with the following data:

Effective Date	Plan Type	Compensation Plan	Assignment
01/12/2020	Salary	AWE Salary Plan	XXXXXXXXXX

To find your overall performance rating for the period 01 April 2020 – 31 March 2021, click on the **Performance** app from the Workday home page, select **Reviews** and look in the **Manager Rating** column next to the template with a start date of 01/04/2020 and an end date of 31/03/2021. If you do not know your performance rating, please talk to your Line Manager.


The screenshot shows the Workday Performance app interface. On the left, there is a 'View' menu with three options: 'Objectives', 'Feedback Received', and 'Reviews'. The 'Performance' icon is highlighted with a red box. An arrow points from the 'Reviews' option to a table of performance reviews. The table has the following data:

Year-End Evaluation 1 April 2020 - 31 March 2021:	Name	01/04/2020	31/03/2021	Good

From the Pay & Allowances SharePoint site (to find your Job Family Group):

Access the [Job Family Groups & Job Families](#) page on the [Pay & Allowances](#) SharePoint site:

Navigate to the **My Job Family is...** section and click on the **Job Family** that you noted down from Workday. The **Job Family Group** that your job family is mapped to will be displayed

Using the information above, you can calculate your award via the Prospect Annual Pay Award Calculation Guide 

2021 Prospect Pay and Performance Matrix

Prospect Awards 2021 2.8%						
Rating / Quintile	Quintile 1 0-20	Quintile 2 >20-40	Quintile 3 >40-60	Quintile 4 >60-80	Quintile 5 >80-100	100+
Great	3.30%	3.25%	3.20%	3.15%	3.10%	3.00%
Good	3.00%	2.95%	2.80%	2.65%	2.40%	2.20%
Partial	2.00%	1.50%	1.00%	1.00%	1.00%	1.00%
Too new*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Employees assessed as 'Too New' are those starting on or after 01 January 2021*

The remainder of this Guide details the arrangements for specific circumstances, as follows:

Missing Performance Review Ratings

Your 2021 Performance rating is available via Workday as detailed above.

In the limited number of cases where there is no performance rating showing in the system (the process required that all reviews be completed by April 2021) we have used a rating provided via the Performance PDGs (this is the rating that would have been shown in Workday had the process been completed).

New Entrants on or after 01 January 2021

In accordance with their terms and conditions, joiners starting on or after 01 January 2021 (including those with a performance rating), will not receive a pay award on 1 June 2021.

Graduates

Graduates who joined the Company before 31 December 2020 are eligible to receive a pay award on 1 June 2021.

Leavers after 1 June 2021

Individuals who are employed on 31 May 2021 but are under notice to leave for reason of resignation, including retirement on or after 1 June 2021 will receive the appropriate 2021 award up to the date of leaving.

Formal warnings

Any individual who received a formal written warning under any relevant procedure during the period 01 April 2020 to the end of the appraisal year ending 31 March 2021 will not receive a pay increase on 01 June 2021.

Letters

No letters will be issued. Please go to the relevant Calculation guide as detailed above to determine how to calculate your award. Your increased pay and allowances will be visible on your Workday record no later than mid-June.

Payslips

Pay day is Wednesday 30 June and payslips will be available in Workday shortly before.

Further information

If you have any questions regarding any of the above, these should be directed to your Line Manager in the first instance.

Issued by HR Reward Team

2021 ANNUAL PAY AWARD IMPLEMENTATION GUIDE for Craft grades covered by the Unite Union

This note details the implementation of the 2021 pay review agreed for employees in grades represented by Unite Craft.

Performance Pay Award Distribution

The 2021 Annual Pay Award has an overall budget of 2.8%.

Annual Pay Awards are distributed based on your individual pay positioning (as at 31 May 2021) within the Pay Ranges and your individual end-of-year performance rating.

The performance-related % pay increases with effect from 01 June 2021 are:

Rating	Great	Good	Partial
Award Range	3% - 3.3%	2.2% - 3%	1% - 2%

All awards will be added to your base pay (fully consolidated and pensionable) even where the value of an award will take your pay above the maximum of the pay range.

All pay awards will be paid in the June 2021 payroll.

Award allocation process

As in recent years, we have adopted a fixed matrix approach that ensures consistent and fair application of awards based on individual performance & pay position. This ensures that for a given performance rating, the % pay award is greater for those lower in the pay ranges – please see the detailed Pay and Performance Matrix below.

Calculating your award

To determine your award, find the following basic information:

From Workday (to find your Job Family, Grade, Base Pay and overall performance rating):

Click your picture and then select the relevant tab as outlined below:

- **Job Family:** select the **Summary** tab and click the link in the **Job Profile** field. Scroll to the bottom of the **Overview** tab to see your **Job Family**. You'll need this to help you determine the **Job Family Group** (see next section below)

The screenshot shows the Workday profile page. On the left, there is a navigation menu with 'Summary' highlighted. The main content area displays the following information:

Job Profile	HR Service Development Manager
Job Family	Human Resources > HR Operations
Employee Type	Regular
Management Level	People Leader
Time Type	Full time

An arrow points to a zoomed-in view of the Job Family and Management Level information:

Management Level	People Leader
Job Family	HR Operations

- **Grade:** select the **Summary** tab and click the link in the **Job Profile** field. Click on the **Compensation** tab

The screenshot shows the Workday profile page. On the left, there is a navigation menu with 'Summary' highlighted. The main content area displays the following information:

Job Profile	HR Service Development Manager
Job Family	Human Resources > HR Operations
Employee Type	Regular
Management Level	People Leader
Time Type	Full time

An arrow points to a zoomed-in view of the Compensation tab information:

Overview	Characteristics	Compensation
Compensation Grade	C1	

- **Base Pay:** select the **Compensation** tab. If you're part-time, you'll need to use the full-time equivalent salary; this is shown the **Assignment** field

The screenshot shows the Workday interface with the 'Compensation' tab selected in the left-hand menu. The main content area displays 'Plan Assignments' for 'AWE plc'. A table lists one assignment with the following details:

Effective Date	Plan Type	Compensation Plan	Assignment
01/12/2020	Salary	AWE Salary Plan	XXXXXXXX

To find your overall performance rating for the period 01 April 2020 – 31 March 2021, click on the **Performance** app from the Workday home page, select **Reviews** and look in the **Manager Rating** column next to the template with a start date of 01/04/2020 and an end date of 31/03/2021. If you do not know your performance rating, please talk to your Line Manager.

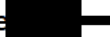
The screenshot shows the 'Performance' app interface. On the left, a 'View' menu has 'Reviews' selected. The main area displays a 'Year-End Evaluation' for the period 01 April 2020 - 31 March 2021. The table below shows a 'Good' rating for the specified period.

Year-End Evaluation 1 April 2020 - 31 March 2021:	Name	01/04/2020	31/03/2021	Good

From the Pay & Allowances SharePoint site (to find your Job Family Group):

Access the [Job Family Groups & Job Families](#) page on the [Pay & Allowances](#) SharePoint site:

Navigate to the **My Job Family is...** section and click on the **Job Family** that you noted down from Workday. The **Job Family Group** that your job family is mapped to will be displayed

Using the information above, you can calculate your award via the Unite Annual Pay Award Calculation Guide 

2021 Unite Craft (Practitioners and Specialists) Pay and Performance Matrix

Unite Craft Awards 2021 2.8%						
Rating / Quintile	Quintile 1 0-20	Quintile 2 >20-40	Quintile 3 >40-60	Quintile 4 >60-80	Quintile 5 >80-100	100+
Great	3.30%	3.25%	3.20%	3.15%	3.10%	3.00%
Good	3.00%	2.90%	2.85%	2.80%	2.70%	2.20%
Partial	2.00%	1.50%	1.00%	1.00%	1.00%	1.00%
Too new*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

*Employees assessed as 'Too New' are those starting on or after 01 January 2021

The remainder of this Guide details the arrangements for specific circumstances, as follows:

Missing Performance Review Ratings

Your 2021 Performance rating is available via Workday as detailed above.

In the limited number of cases where there is no performance rating showing in the system (the process required that all reviews be completed by April 2021) we have used a rating provided via the Performance PDGs (this is the rating that would have been shown in Workday had the process been completed).

New Entrants on or after 01 January 2021

In accordance with their terms and conditions, joiners starting on or after 01 January 2021 (including those with a performance rating), will not receive a pay award on 1 June 2021.

Leavers after 1 June 2021

Individuals who are employed on 31 May 2021 but are under notice to leave for reason of resignation, including retirement on or after 1 June 2021 will receive the appropriate 2021 award up to the date of leaving.

Formal warnings

Any individual who received a formal written warning under any relevant procedure during the period 01 April 2020 to the end of the appraisal year ending 31 March 2021 will not receive a pay increase on 01 June 2021.

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Payslips

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Further information

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