

## Message sent on behalf of Lynn Jack, Head of Human Resources

Hi Everyone

I would like to thank you all for your patience and understanding in response to previous messages regarding our 2022 pay award. You will recall that we were asked by Scottish Government, who have been working closely with unions nationally, to revise our pay offer. This request was made of all public sector bodies in Scotland.

The VisitScotland Leadership Group along with Trudy Lindblade, CEO of the 2023 Cycling World Championships, carefully examined the options available and the impact on our budgets. While this has been a difficult exercise, we recognise how important it is to fairly reward our staff for the outstanding contribution you make to our VisitScotland and Cycling World Championships teams.

We continue to advocate that our people are our most important asset so getting this right was exceptionally important to us.

The revised offer outlined below has been approved by Scottish Government. We have also had very constructive discussions with the local PCS branch (specific to VisitScotland only), and I would like to thank Alasdair Maclauchlan and Fiona Jack for their contribution to this process.

In summary our pay award for 2022 is:

- A guaranteed 5% increase for all staff earning up to £60,000 with a minimum increase of £1,500 (FTE)
- A guaranteed increase of £3,000 for staff on salaries above £60,000
- We will increase our minimum pay rate for a full-time member of staff beyond that set out in the SG Pay Policy to be no lower than £20,570 p.a. or £11.26 per hour
- Pay progression will be applied, where applicable and progression points have been revised in line with this
- A continued application of a no compulsory redundancy policy
- A continued commitment to a 35-hour working week
- A continued commitment to a flexible working culture and a hybrid work model
- A continued commitment to the health and wellbeing of our staff

Our revised pay scales are as follows:

<b>Pay Scale Table from 1 April 2022</b>							
<b>Grade</b>	<b>Entry Point</b>	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3 (Target Grade A)</b>	<b>Point 4</b>	<b>Target</b>	<b>Buffer Zone</b>
<b>Grade A</b>	20,570	21,178	21,382	21,586		21,586	24,548
<b>Grade B</b>	22,104	22,436	22,768	23,098	23,430	23,762	27,228
<b>Grade C</b>	24,818	25,289	25,760	26,231	26,702	27,173	31,851
<b>Grade D</b>	27,655	28,137	28,625	29,125	29,625	30,124	35,850
<b>Grade E</b>	30,124	30,835	31,548	32,296	33,042	33,789	40,546
<b>Grade F</b>	33,789	34,586	35,384	36,180	36,978	37,774	44,448
<b>Grade G</b>	37,774	38,932	40,092	41,248	41,995	42,723	50,765
<b>Grade H</b>	42,723	43,578	44,850	46,122	47,394	48,666	58,400

Grade I	49,629	51,458	53,286	55,116	56,944	58,772	70,167
Grade J	59,997	62,043	64,040	65,990	67,939	69,888	83,266
Grade K	71,084	73,128	75,173	77,218	79,263	81,307	96,838
Grade L	102,654	105,027	107,399	109,772	112,144	114,517	
Non-Graded							
Grade A Hourly Rate	£11.26	£11.60	£11.71	£11.82			

Rates shown are Full Time Equivalents.

### The Progression Award

Staff who are eligible for progression will move to the next **Pay Point** on their scale. This increase is applied to staff who:

- were in post at their **current grade** on or before 31 July 2021
- are not subject to performance improvement measures
- are not already at or above the **Target** rate for their grade

If you were confirmed in your current post and grade after 31 July 2021, then you will receive an increase in line with the Basic Award, but you will remain at your existing Pay Point.

The detail of your new salary will be uploaded to Oracle by 21 November. At that time, you can view it by logging on to Oracle and from the main screen click ME then PERSONAL INFORMATION then COMPENSATION.

Because this information will be available on Oracle, we do not plan to mail pay award letters to your homes. If you require a hard copy letter or if you have any questions, please contact your Line Manager or the [HR Team](#).

Your increase (and progression where applicable) will be applied in your November pay. This will be backdated to 1 April 2022.

The backdated payment will not cover any increase for overtime worked between 1 April and 31 October. This will be applied as quickly as possible, no later than the January 2023 pay day. Our pay award has been a lengthy and very complicated project and I would like to thank Richard Lamont, Cheryl Reid, and Elaine Young for their incredible work in managing this process. This has been another challenging year for all of us, on behalf of Malcolm, John, the Leadership Group and our Board, I would like to thank you all for your continued hard work and commitment.

Best regards

Lynn

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