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Surrey County Council

Pay Policy Statement 2025-2026

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1. Introduction

This Pay Policy Statement was approved by Full Council and is effective from 1 April 2025. It is published to comply with the requirements of Section 38(1) of the Localism Act, 2011 and related guidance under Section 40 provided by the Secretary of State.

This Statement includes information relating to the terms and conditions that are determined locally by the Council and are referred to as 'Surrey Pay.' The Council's reward strategy is based on the local negotiation of Surrey Pay terms and conditions of service. Pay, including terms and conditions, are reviewed annually with any changes agreed by the People, Performance and Development Committee. The Council recognises two Trade Unions, the GMB and UNISON, for the purposes of negotiating Surrey Pay and collective bargaining.

In addition, there are a number of National Agreements produced through collective bargaining arrangements for different groups of local government staff. The main negotiating bodies relevant to the Council's workforce and their scope are listed below. The Council operates these national conditions as amended by local agreements.

Terms and conditions determined on a national basis by independent organisations or arrangements include:

- Fire fighters: whose pay and conditions are determined by the National Joint Committee for Local Authorities Fire and Rescue Service (the Grey Book).
- Teachers: whose terms and conditions are determined by the Department for Education (the STPCD) and the National Employers' Organisation for School Teachers /Five Teacher Organisations (the Burgundy Book).
- Educational psychologists: whose terms and conditions are determined by the Soulbury Committee.
- Youth and community workers and Assistant Coroners whose terms and conditions are determined by the relevant Joint Negotiating Committee (JNC).

This Statement does not include details of the terms and conditions of council employees that have retained terms and conditions following a transfer under Transfer of Undertakings and Protection of Employment Regulations.

2. Further Details

Specific details may be accessed via the links indicated below. Full details of 2025/2026 pay scales can be found in Annex 1, attached (these are the are the pay scales for 2024/25 which will remain in place until the national pay agreement is reached, at which point this statement will be updated as required).

The Council publishes details of staff earnings in accordance with legal requirements on transparency. Further information is contained in the [Annual Report and Accounts](#) in accordance with the Audit of Accounts legislation, as well as within the Transparency section of Surrey-I (see section 5 of this Statement).

3. Governance

[The People, Performance and Development Committee](#) (PPDC) acts as the Council's Remuneration Committee under delegated powers in accordance with the Council's Constitution. Pay, terms and conditions for all employees except Centrally Employed Teachers and those employed on Soulbury, and national Committees are determined by the PPDC including the remuneration of Chief Officers and Deputy Chief Officers.

4. Definitions

For the purpose of this Pay Policy Statement the following definitions will apply:

i. Lowest paid employees

The Council defines its lowest paid employees as those who are paid on the lowest Surrey Pay grade, PS 1/2. As of 1 April 2025, this equates to £22,919 per annum for full time staff.

ii. Full time

A full-time post is based on a 36-hour working week for staff on main Surrey Pay

iii. Chief Officers

The majority of statutory and non-statutory Chief Officers of the Council report directly to the Chief Executive as the Head of the Authority's paid service. In addition, for the purposes of this Pay Policy Statement, this group also includes the majority of posts who report to a Chief Officer, (Deputy Chief Officers).

iv. Surrey Pay salary ratios

The publication of the pay multiple as a determinant of the relationship between the pay of Chief Officers and that of the rest of the workforce was recommended by the Hutton report on Fair pay. This is a calculation in the form of a ratio between the median earnings across the organisation and the highest paid employee. [The pay multiple](#) is published separately on the Council website and monitored annually.

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5. Salary Transparency

The Council is committed to openness and transparency to demonstrate to its residents and local taxpayers that it delivers value for money. As part of the national and local government transparency agenda it publishes information on its website detailing Surrey Pay ranges, expenditure over £500 and contracts with a value of £50,000 or more.

To continue this commitment, and in line with the Local Government Transparency Code 2014, the Council has published details of salaries paid to senior staff on its website. This information is updated on an annual basis and covers senior positions with annual salaries of £50,000 and above.

In addition, the 'pay multiple' will be calculated each year and will be published on the Council's website. Historical information will be retained in order to monitor the pay multiple over time.

6. Equal Pay

The Council is committed to ensuring that its employment policies and practices comply with the requirements of the Equality Act 2010. This includes the application of a robust job evaluation process to ensure that all staff receive equal pay for work of equal value.

i. Grading Structure

The allocation of Surrey Pay grades to jobs is determined by job evaluation or in accordance with a job family underpinned by job evaluation. The Surrey Pay grading structure covers all jobs from the lowest grade to Chief Officers, including the Chief Executive, on the highest grade. The Council is currently undertaking an exercise to implement the National Local Government (NJC) job evaluation scheme.

ii. Remuneration on Appointment

Newly appointed or promoted staff are normally appointed to the minimum salary on a grade unless there is clear business reason to appoint at a higher salary within the grade range. Where it is necessary for a newly appointed employee to relocate in order to take

up a post, the Council may make a contribution towards the reimbursement of relocation expenses in line with the Relocation Policy.

iii. **Supplements**

Managers may make a business case for an additional supplement to be paid above the maximum for the particular grade under specific circumstances or if it proves exceptionally difficult to recruit at the rate advertised. Such supplements must be supported by a business case, approved by the Director of People & Change in conjunction with the PPDC Chair in the case of Chief Officers, or by the Director of People & Change under delegated powers for all other staff.

7. Remuneration for Chief Officers

Chief Officers are appointed within the leadership pay model at a spot salary within the appropriate pay band range.

Annual salary reviews for Chief Officers will consider any agreed adjustments to senior management pay rates (if any) as determined by the PPDC. Details of the remuneration paid to all members of the Council's Leadership Team are available in the Council's Annual Statement of Accounts.

8. Remuneration for employees who are not Chief Officers

Apart from the differences in pay scales and pay models, there are minimal differences in entitlement to remuneration between Chief Officers, Deputy Chief Officers, and the rest of the workforce as the Council is working towards harmonisation of terms and conditions of service between staff groups.

i. **Surrey Pay staff**

Surrey Pay comprises pay grades PS1/2 to PS14 and pay grades for senior managers PS15 to Chief Executive.

Surrey Pay roles are aligned to a defined pay model as follows:

- Spot Salary Pay model
- Job Family Pay Model
- Career Pay Model
- Leadership Pay Model

Surrey Pay is reviewed annually to come into effect from 1 April each year and staff will progress through the fixed pay points for their grade until the maximum of the grade is reached.

Annual individual pay progression will be subject to:

- Staff being in post at their current grade level on 1 October (or the first working day of the week) in the previous year. Staff appointed between October and March will receive their first increment after six months in role and will then fall in line with the April annual review.
- Conduct and performance in the role, and
- Scope being available within the individual pay grade until the top of the grade is reached.

Employees subject to career grade schemes will progress in line with the arrangements for that position.

ii. **Apprentices**

Apprenticeship pay is aligned to the main Surrey Pay rates as follows:

- The salary for level 2/3 apprenticeships is equivalent to grade PS1/2 in year one, rising to PS3 in year two.
- The salary for level 4/5 apprenticeships is equivalent to grade PS3.
- Apprenticeships at level 6 and above will be paid the rate for the role as evaluated.

iii. **Tutors - Surrey Arts and Surrey Adult Learning**

Tutors within Surrey Arts and Community Learning & Skills are paid a spot salary. There is no pay progression within this pay model. Salary increases are aligned to the annual review of Surrey Pay and pay changes are implemented from 1 April each year.

iv. **Political Assistants**

The Council employs Political Assistants on Surrey Pay contracts to support political groups. These Assistants work directly for the political groups rather than as mainstream officers within the officer structure of the Council. These are unique posts and have a set maximum salary determined by The Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2021. This is currently capped by the maximum pay point for Surrey Pay grade PS9 or NJC pay point 38, if lower.

v. **Staff Employed on National Conditions**

Annual pay awards for centrally employed teachers and those on Soulbury or JNC Committee conditions will be in accordance with those agreed by the respective national bodies.

• **Centrally Employed Teachers'**

Details of the national pay scales for Centrally Employed Teachers are available on the [Department for Education's website](#).

A locally agreed pay policy is in place, which sets out the pay progression arrangements for centrally employed teachers in line with the national scheme.

• **Soulbury and JNC Employees**

Employees covered by the Soulbury and JNC Agreements are eligible to receive annual increments on the 1 September or 1 April respectively each year until they reach the maximum for the grade of their position.

9. **Other elements of remuneration**

A copy of the School Teachers Pay and Conditions Document is available on the [Governments website; Gov.uk](#). Copies of the conditions of service for all other employees covered by this statement can be obtained from [the Local Government Employers](#).

The following details apply to Surrey Pay employees and in the absence of any national agreement have been adopted by other employee groups:

i. **Employee Benefits**

The Council does not provide any grade related benefits in kind, such as annual leave, private medical insurance, or lease cars. Chief Officers receive the same allowances as other members of staff and have access to the same voluntary benefits scheme.

ii. **Additional Payments**

In order to ensure sufficient flexibility to reward staff who are undertaking additional responsibilities the Council's reward policy provides for acting-up payments or a one-off recognition payment to be made in specific circumstances.

The definition of a recognition payment includes the ability to apply a financial payment of up to £1,000 per person per annum in order to reward:

- excellent, exceptional achievement over a sustained period, or throughout the year in which performance is being assessed
- excellent exceptional achievement for a particular task or project
- innovation that significantly enhances productivity or that notably contributes to organisational effectiveness

The decision to award a recognition payment to a Chief Officer is taken by the Chief Executive and in the case of the Chief Executive, the Leader of the Council.

For employees required to be on-call, the Council operates a corporate on-call scheme up to Surrey Pay grade PS13. Payments are either processed monthly or on an ad-hoc basis depending on the requirement to be on-call. Additional hours and overtime are paid at plain time, and an allowance is paid per shift to employees who are required to "sleep in" on the premises as part of their duties. Details of these provisions are set out in the Councils Reward Policy.

iii. **Unsocial hours payment**

Payments for working unsocial hours are paid to the LGV Engineering Technicians (on Surrey Pay grade PS8) who provide 24-hour on call cover to enable the safe and efficient running of the Fire and Rescue Service. In addition, payments are made to the Highways Lab and Survey Technicians, Senior Technicians & Project Managers (on Surrey Pay grades PS7 to PS9) who provide laboratory sampling and surveying at nights and weekends. Details of these enhanced payments are set out in the Councils Reward Policy.

Employees in Adults and Children's Social Care Service areas who are employed in roles graded at PS8 and below employed to work overnight (i.e., all of their working hours between 8pm and 8am) on a waking night basis will receive an enhancement of 50 percent (time and a half) as part of their contractual terms and conditions.

Employees who work an overnight shift as above on a non-contractual basis will also receive payment of time and a half in respect of these shifts worked. In addition, the enhancement of 50 percent (time and a half) will be applied to all hours worked on a Saturday, Sunday, and each Bank Holiday.

Bank Holidays include all bank holidays designated by the Council. Currently there are 8 such days in a calendar year, but from time-to-time additional days may be so designated for which the above payments would apply.

All payments are in complete recompense and no additional compensatory time off will be given.

iv. Travel and Expenses

Where authorised to do so, employees are entitled to be reimbursed for additional mileage they incur whilst discharging their official duties. The rate of reimbursement will depend on the mileage incurred. Employees who have to use public transport to travel for business travel are entitled to reclaim the full cost of the transport under the Council's Expenses Policy. Any expenditure on business travel is reimbursed at the same rates for all grades.

Out of pocket expenses incurred during the course of employment will be met by the Council provided that the expenses are directly related to employment and are approved as reasonable.

v. Professional Fees

The Council will reimburse the cost of professional fees for roles where there is an essential requirement to hold a professional qualification and be a member of a relevant professional institution.

Employees will be required to repay a proportion of the cost of professional fees should they leave the Council's employment during the period covered by the payment. Repayment will be managed via payroll from final salaries, however where an employee leaves the Council's employment due to redundancy or ill health, repayment will not be required.

vi. First Aid Allowance

Employees who are designated 'first aiders' are eligible to receive an allowance.

10. Pension Benefits

- **Teachers' Pension Scheme.**

All Centrally Employed Teachers are eligible to join the Teachers' Pension Scheme. Employees within Surrey Arts and Adult Learning Service may also join if their role gives eligibility to join the scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on the [Teachers' Pension Scheme website](#).

- **Local Government Pension Scheme**

All other employees under the age of 75 are eligible to join the Local Government Pension Scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on [Surrey Pension Fund website](#).

11. Remuneration - Contract for Services

The Council encourages the direct employment of staff and pays them via the payroll system.

In circumstances where it is more appropriate to engage people on a contract for services, the Council follows HMRC guidelines to ensure that the correct employment status is identified.

When a need arises for an 'interim' appointment, recruitment is normally secured via the Council's temporary staffing agency frameworks. Individuals contracted via an agency will in most instances be paid at a rate consistent with the pay of directly employed staff performing a comparable role. The Council will consider any relevant market factors to support payment of a premium rate necessary to secure appropriate levels of skills and expertise.

12. Salary Protection

Details of the Council's salary protection provisions that apply to employees who are redeployed into a new post as a result of organisational change can be found in the Council's Managing Reorganisations & Restructures Policy.

The provisions relating to safeguarding (pay protection) set out in the School Teachers Pay and Conditions Document (STPCD) apply to Centrally Employed Teachers.

Other Council employees are eligible to receive salary protection for a period of up to one year if they are redeployed into a lower-graded post, with the amount of protection depending on the difference between the grades of their former job and new job.

13. Early Retirement and Severance

The Council's terms for granting redundancy or severance, including access to benefits under the Local Government and Teachers' Pension Schemes, are the same for all staff on Surrey Pay contracts including Chief Officers, as well as for teachers working in maintained schools across Surrey.

In cases of redundancy, an employee will not be entitled to a redundancy payment or a severance payment if, before leaving the Council, they accept an offer of employment with another local authority or associated employer contained in the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 and commence the new employment within four weeks of their last day of service as the employment would be deemed to be continuous.

Normally the Council will not re-employ or re-engage employees who have been made redundant with an enhanced severance payment for a period of 12 months following their leaving date. However, in exceptional circumstances and subject to a business case and Chief Officer approval, the Council may re-employ employees. Re-engagement includes contracts of employment, consultancy arrangements or through an agency.

14. Termination of Employment of Chief Officer

Any compensation payments made to Chief Officers and Deputy Chief Officers on ceasing to hold office or to be employed by the Council will be made on the same basis as any other employee in line with the Council's Early Retirement and Severance policies.

In the event of an employee being made redundant or applying for voluntary severance, the Council's Managing Reorganisations & Restructures Policy contains details of the circumstances in which a redundancy payment is payable.

The Local Government Pension Scheme regulations provide for access to pension benefits without reduction from the age of fifty-five in the event of an employee being made redundant.

15. Mutually Agreed Resignation Scheme [MARS]

The Council operates a Mutually Agreed Resignation Scheme (MARS), designed to support periods of change and the drive for workforce efficiencies. This scheme is voluntary and employees, with agreement may choose to leave employment in return for a severance payment.

The scheme may be advertised for a time-limited period only or restricted to specified grades/areas within the Council. Outside the publicised periods MARS would remain closed. The Council reserves the right to determine whether or not an application will be approved and

there will be no right of appeal on the part of those employees whose applications are not successful.

Surrey Pay

Applies to all schools and non-schools based Surrey Pay staff employed by the Council.

Table 1: Job Family Pay Scales – effective from 1 April 2024

		1 April 2024 - 31 March 2025					
Pay Model	Grade Name	Pay Scale					
		Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
Job Family Pay Model	PS1/2	£22,599					
	PS3			£23,576			
	PS4		£24,275	£24,690	£25,112	£25,543	£25,993
	PS5		£26,777	£27,241	£27,715	£28,199	£28,686
	PS6		£29,697	£30,220	£30,755	£31,299	£31,848
	PS7		£32,512	£33,126	£33,753	£34,010	£34,654
	PS8		£35,730	£36,425	£37,134	£37,858	£38,585
	PS9		£40,296	£41,082	£41,884	£42,702	£43,735
	PS10		£45,680	£46,574	£47,485	£48,416	£49,588
	PS11		£52,047	£53,275	£54,533	£55,823	£57,125
	PS12		£59,868	£61,291	£62,750	£64,245	£65,755
	PS13		£68,774	£70,420	£72,108	£73,836	£75,583
	PS14		£79,260	£81,168	£83,123	£85,129	£87,153
Leadership Pay Model	PS15	£87,561					£98,431
	PS16	£98,432					£121,552
	PS17	£121,553					£145,464
	PS18	£145,465					£174,157
	CEX	£223,822					£248,017

Career Pay Grades

Table 2: Social Wellbeing – effective from 1 April 2024

Social Wellbeing – 1 April 2024 to 31 March 2025				
Job Family	Pay Model	Grade Name	Pay Point	Salary
Social Wellbeing	Career Pay Model	PS8SC	N/A	£36,817
		PS9SC	Point 2	£40,929
			Point 3	£42,331
			Point 4	£43,735
		PS10SC	Point 2	£46,399
			Point 3	£47,994
			Point 4	£49,588
		PS11SC	Point 2	£52,942
			Point 3	£55,034
			Point 4	£57,125
		PS12SC	Point 2	£60,033
			Point 3	£62,458
			Point 4	£65,755

Table 3: Finance CIPFA Trainee Scheme – effective from 1 April 2024

Finance CIPFA Trainee Scheme – 1 April 2024 - 31 March 2025				
Job Family	Pay Model	Grade Name	Pay Point	Salary
Finance Trainee	Career Pay Model	PS7F	Point 2	£32,512
		PS8F	Point 2	£35,730
	Job Family Pay Model	PS9	Point 2	£40,296
			Point 3	£41,082
			Point 4	£41,884
			Point 5	£42,702
			Point 6	£43,735

Table 4: Community protection, Transport & Environment – effective from 1 April 2024

Scheme 1: PS5HT - PS7*					
Job Family	Pay Model	Grade	Point	Salary	
Regulation and Technical	CT&E Career Pay Model	PS5HT	Point 1	£26,777	
			Point 2	£27,504	
		PS6HT	Point 1	£29,697	
			Point 2	£30,516	
	Job Family Pay Model	PS7			
			Point 2	£32,512	
			Point 3	£33,126	
			Point 4	£33,753	
			Point 5	£34,010	
			Point 6	£34,654	

Scheme 2: PS6HT – PS8*					
Job Family	Pay Model	Grade	Point	Salary	
Regulation and Technical	CT&E Career Pay Model	PS6HT	Point 1	£29,697	
			Point 2	£30,516	
		PS7HT	Point 1	£32,512	
			Point 2	£33,472	
	Job Family Pay Model	PS8			
			Point 2	£35,730	
			Point 3	£36,425	
			Point 4	£37,134	
			Point 5	£37,858	
			Point 6	£38,585	

Scheme 3 PS7HT - PS9*					
Job Family	Pay Model	Grade	Point	Salary	
Regulation and Technical	CT&E Career Pay Model	PS7HT	Point 1	£32,512	
			Point 2	£33,472	
		PS8HT	Point 1	£35,730	
			Point 2	£36,817	
	Job Family Pay Model	PS9			
			Point 2	£40,296	
			Point 3	£41,082	
			Point 4	£41,884	
			Point 5	£42,702	
			Point 6	£43,735	

*Applies to staff on the CT&E Professional Development Programme (PDP)

Table 5: Lawyers Career Scheme – effective from 1 April 2024

Job Family	Pay Model	Grade Name	Pay Point	Salary
Business Function	Career Pay Model	PS10L	Point 1	£45,680
			Point 2	£47,485
		PS11L	Point 1	£52,047
			Point 2	£54,533
			Point 3	£57,125

Table 6: Twelve 15 Education Catering - effective from 1 April 2024

1 April 2024 - 31 March 2025			
Position	Grade	Pay Point	Starting Salary
Catering / Chef Assistant	PS1/2	N/A	£22,599
Trainee Chef Manager	PS3	Point 3	£23,576
Chef Manager	PS4	Point 2	£24,275

Table 7: Political Assistants – effective from 1 April 2024

Grade	Pay Scale					
	Point 1	Point 2	Point 3	Point 4	Point 5	Point 6*
PS9(PA)		£40,296	£41,082	£41,884	£42,702	£43,735

*These are unique posts and have a set maximum salary determined by The Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2021. This is currently capped by the maximum pay point for Surrey Pay grade PS9 or NJC pay point 38, if lower.

Table 8: Planning Officers – effective from 1 April 2024

Job Family	Pay Model	Grade	Pay Point	Salary	
Regulation & Technical	Career Pay Model	PS7PG	Point 1	£32,512	
			Point 2	£33,753	
		PS8PG	Point 1	£35,730	
			Point 2	£37,134	
	Job family pay model	PS9			
			Point 2	£40,296	
			Point 3	£41,082	
			Point 4	£41,884	
			Point 5	£42,702	
			Point 6	£43,735	

Table 9: Apprenticeship and internship pay rates – effective from 1 April 2024

Apprenticeship	Apprenticeship Level	Year	Annual Salary
Intermediate and Advanced	2	Year 1	£22,599
		Year 2	£23,576
	3	Year 1	£22,599
		Year 2	£23,576
Higher*	4+	Year 1+	£23,576
Internship	N/A	N/A	£23,576

*Apprentices at level 6 and above will be paid the rate for the role as evaluated under the Council's job evaluation scheme.

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Table 10: Surrey Adult Learning Tutors:

Role Level	Surrey Grade equivalent	Surrey Adult Learning Tutor Grade	Basic Hourly Rate	Total incl. hourly rate & preparation allowance ¹	Total Hourly Rate Inclusive of Holiday Pay ²		
					Less than 2 years' service (15%)	More than 2, and less than 5 years' service (16%)	More than 5 years' service (17%)
Adult Learning Standard (ALS) Community courses which are non-qualification based	PS7	ALS A	£16.74	£23.69	£27.24		
		ALS B				£27.48	
		ALS C					£27.71
Adult Learning Higher (ALH) Accredited courses which are qualification based	PS8	ALH A	£19.48	£27.57	£31.70		
		ALH B				£31.98	
		ALH C					£32.26
Adult Learning Top (ALT) Highly specialist subject areas	PS9	ALT A	£21.05	£29.79	£34.26		
		ALT B				£34.56	
		ALT C					£34.86

¹ Preparation allowance is 41.5% of the basic hourly rate.

² Percentage uplift of basic hourly rate & preparation allowance to reflect annual leave entitlement with 8 bank holidays for 2024.

Table 11: Surrey Arts Tutors:

Role Level	Surrey Grade equivalent	Surrey Arts Tutor Grade	Basic Hourly Rate	Basic hourly rate plus preparation & travel allowances ¹	Total Hourly Rate Inclusive of Holiday Pay ²		
					Less than 2 years' service (15%)	More than 2, and less than 5 years' service (16%)	More than 5 years' service (17%)
Unqualified Instrumental Music Teacher; Qualified Instrumental Music Teacher.	PS7	SA1 A	£16.63	£24.29	£27.82		
		SA1 B				£28.05	
		SA1 C					£28.29
Assistant Teacher for the whole class; Team Support Teacher; Curriculum Lead.	PS8	SA2 A	£17.05	£24.90	£28.52		
		SA2 B				£28.76	
		SA2 C					£29.00
		SA3 A	£17.81	£26.00	£29.78		
		SA3 B				£30.03	
		SA3 C					£30.28
		SA4 A	£18.83	£27.50	£31.50		
		SA4 B				£31.76	
SA4 C					£32.03		
Group/Ensemble Conductor/Director; Lead Teacher for the whole class.	PS9	SA5 A	£20.06	£29.28	£33.54		
		SA5 B				£33.83	
		SA5 C					£34.11
		SA6 A	£22.11	£32.29	£36.98		
		SA6 B				£37.29	
		SA6 C					£37.60

¹ Travel allowance of 4.5% & preparation allowance of 41.5% applied to basic hourly rate.

² Percentage uplift of basic hourly rate & preparation allowance to reflect annual leave entitlement with 8 bank holidays for 2024.