



The Scottish Parliament  
Pàrlamaid na h-Alba

# Pay and Reward Policy Statement for SPCB Staff

**15 June 2023**

**Reference: SPCB (2023) Paper 43**

## Executive summary

1. The purpose of this paper is to recommend a Pay and Reward Policy Statement covering Scottish Parliamentary Corporate Body (SPCB) staff.
2. It does not apply to MSPs' staff whose pay is set by employing Members within the framework of terms and conditions (including benchmarked pay ranges) set by the SPCB in accordance with the Reimbursement of Members' Expenses Scheme.

## Issues and options

3. The SPCB, has responsibility for the provision of property, staff and services required to enable the Scottish Parliament to function. In this capacity, the SPCB is responsible for setting pay and terms and conditions of employment for its staff.
4. To ensure that it can attract, motivate, and retain high quality staff it is in the SPCB's interests to put in place arrangements which value and appropriately reward staff.
5. It is also necessary for the SPCB to demonstrate that it is achieving value for money, including ensuring that pay arrangements are affordable, fair, and attractive.

## Pay and Reward Policy Statement

6. In order to achieve this, the Statement seeks to embed the following principles:
  - **Transparent.** We aim to be clear about what people are paid and why.
  - **Equitable.** We aim to ensure that pay inequalities are eliminated.

- **Consistent.** We aim to ensure that our pay arrangements are simple to understand, perceived to be fair and fairly reward skill, experience, effort, and performance.
- **Flexible.** We will aim to ensure that our pay arrangements can adapt to recruitment market conditions so that the SPCB can continue to recruit and retain talented and diverse staff.
- **Affordable.** We will ensure that the SPCB's pay arrangements make best use of financial resources.
- **Collectively agreed.** We will ensure that pay and reward is negotiated with our Trade Union partners in a spirit of continued partnership.

7. The Statement also seeks to ensure that roles and responsibilities are clearly defined.

## Resource implications

8. This paper has been produced so that the SPCB approves the Pay and Reward Policy Statement, therefore there are no additional financial implications arising from the paper.

## Publication Scheme

9. This paper can be published in line with the SPCB's Publication Scheme.

## Next steps

10. Subject to SPCB's approval the Group Head of People and Culture will be accountable for ensuring its implementation.

## Decision

11. The SPCB is invited to approve the Pay and Reward Policy Statement for its staff.

## People and Culture

June 2023