

UNITE Pay and Conditions Service

How to access the Pay and Conditions Service

Go to www.lrd.org.uk/payline and enter your username and password

Please enter your user name and password.

User Name

Password

If you do not know your password, phone 020 7902 9811 or email pay@lrd.org.uk - please tell us your union in the email. You can log in as username **guest** password **guest**, however you will only be able to see agreements beginning with the letter "A".

Alternatively, you can enter the Pay and Conditions Service directly from the UNITE website without entering a password if you have a My Unite account.

www.unitetheunion.com/resources.aspx

UNITE Pay and Conditions Service

Welcome screen

Once you have logged in, you will see a welcome screen.

FEEDBACK: [click here to send details about pay & service conditions in your workplace](#)

Status and news
Agreements: 2325
User: unite
Logout
Payline latest
Pay and prices
Workplace Report articles
LRD website

Basic search
Agreement search

Pay

Working time and leave

Allowances and benefits

Working parents

Contracts and procedures

Health

Miscellaneous

Payline latest

Welcome to Payline, the pay and conditions database. The database provides information on pay deals, salaries, hours of work, time off and other topics, to help in your day-to-day negotiations and campaigns.

The menus on the left group the available reports by category. To expand a category, click on the category name. In the current economic climate, the [Redundancy](#) report, which compares redundancy policies from more than 150 workplaces may be useful.

The database is updated regularly. If you can supply information for the database, or have any questions, get in touch with the Labour Research Department using [feedback](#).

Pay and Prices

Pay settlements from Payline: Median (midpoint) increase for October-December 2008: **4.0%**
Average Earnings (official figures): **2.7%** higher in November 2008 than a year earlier
Retail prices: RPI **0.9%** in the year to December 2008

More details about the latest labour market trends are available on the [pay and prices](#) report. You can use the [pay medians](#) report, to get a listing of the pay rises for the any three month period in the last year.

Bargaining

With RPI inflation dropping dramatically in the year to December and pay deals at 4.0% settlements were well ahead of inflation. However early indications for January suggest that pay freezes are back on the agenda.

Pay settlements effective since the start of January on Payline show a wide range of pay increases. More of the higher paying settlements came as second or third stages of staged pay agreements.
[Gulf Offshore](#) - 7.1% from 1 January

The welcome screen gives you brief information about the latest pay, prices and earnings figures and brief details of some of the most recent pay settlements on Payline.

On the left there are a series of report menus. You can expand any menu by clicking on the menu header.

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Available Reports

Report Name	Notes
Basic search menu	
Agreement Search	Brief details of the workplace, latest pay settlement and summary of the other available information about the agreement
Pay menu	
Pay increases	
Pay rates	
Grade spine points	If there is a nationally negotiated pay spine, eg local authorities, shows the points on the spine which grades are allocated to, where subject to local negotiation.
Shift pay	Shift arrangements, shift premia and shift pay rates
Regional allowances	Regional allowances and regional pay rates
Overtime	
Pay medians	Settlements in a three month period listed by descending basic pay increase ¹
Working time and leave menu	
Hours	
Holidays	Includes service related holiday
Special leave	
Sickness absence	Details of sick leave, sick pay and other aspects of policies, including disciplinary procedures
Time off for public duties	
Career breaks	
Allowances and benefits menu	
Mileage allowances	
Standby and callout	
Other allowances	Includes Health and Safety, Responsibility/Skills, Subsistence/Travel
Working parents	
Maternity leave	
Paternity leave	
Parental leave	
Adoption	
Childcare	vouchers, payments and nursery facilities
Dependency leave	
Contracts and Procedures menu	
Job evaluation	
Redundancy	Criteria, redeployment, payments
Health and safety menu	
Health and safety	
Equality menu	
Equal opportunities	Includes equal pay audits

¹ Percentage increase for the lowest paid grade

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Report Name	Notes
Miscellaneous menu	
Apprentices	Pay rates and results of 2009 apprentice survey
Union Facilities	

Selecting which agreements will appear on a report

Each report selects certain records, so as to present information which is not too out of date to be useful, for example the *Pay increases report* will only show pay increases where the pay stage² end date is less than one year ago. When you select a report you can specify further conditions on the *Search Options* screen. Some options appear whichever report you have selected and some options only apply to some reports.

Search options

[Click here for help with selecting options](#)

Agreements	All agreements	<input type="checkbox"/> Voluntary sector only
UNITE group	All	
Sector	Public and private	<input type="checkbox"/> Voluntary sector only
Industry		
<input checked="" type="radio"/> Basic	All	
<input type="radio"/> Industrial Classification (SIC 92)	All	
Type of worker	Any	
Size of workforce	Any	
Region	All regions	
Location		
Parent agreement	Any/None	
Agreements with current pay settlement only?	<input type="checkbox"/>	
Agreement name		
Search comments for		
Results per page	50	

² A pay settlement consists of one or more pay stages. A one year settlement will typically have one pay stage, whilst a multi-year settlement will have more than one pay stage.

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The following options are available for all reports, except the *pay medians report*.

Option	Notes
Agreements	<i>All agreements or UNITE agreements only</i>
UNITE group	Allows you to select a group, eg <i>T&G - Road Transport Commercial</i> – these groups were previously used to classify agreements but may no longer be accurate.
Sector	<i>Public sector, private sector</i> or all – you can also restrict the report to <i>voluntary sector only</i>
Industry	Choose from the <i>Basic menu</i> for a shorter list of industries or the <i>Industrial Classification (SIC 92)</i> list for a longer list of industries.
Type of worker	<i>Manual, non-manual</i> or all
Size of workforce	
Region	
Location	
Parent agreement ³	You can restrict the report to show subsidiary agreements of a particular parent or to show only unparented agreements or all agreements
Agreements with current pay settlements only	Select this to only include agreements where the pay stage end date is less than the current date.
Agreement name	You can search on any part of an agreement name. The name of the agreement within the Payline database may not always be what you expect.

You can select a number of different options together, eg you could choose *UNITE agreements* in the *Chemicals* industry in the *NorthEast* region. Once you have made your choice, click on the *Search* link to run the report.

If the search initially gives too many or too few results, you can click on the [search again](#) link to refine your selection.

³ A parent agreement is a nationally negotiated pay and conditions agreement that covers a number of local agreements, eg Local authorities (England and Wales) JNC aka the green book, covers a large number of councils.

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Once you have run the report, you can click on the agreement name link eg [Securitas \(CVIT\)](#) to see a report showing all the information for that agreement.

Exporting Data to Excel

You can export data from reports to an Excel spreadsheet for further analysis, by clicking on the [Import all results into Excel](#) link at the top of the report. The option to export data is above the main body of the report. The reports that you can export to Excel are those reports that include numbers/percentages.

- Adoption Report
- Career Breaks Report
- Dependency Leave Report
- Grade Spine Points Report
- Holidays Report
- Hours Report
- Maternity Leave Report
- Other Allowances Report
- Overtime Report
- Parental Leave Report
- Paternity Leave Report
- Pay Increases Report
- Pay Rates Report
- Redundancy Report
- Regional Allowances Report
- Shift Pay Report
- Sickness Absence Report
- Special Leave Report
- Standby and Callout Report
- Time Off for Public Duties Report

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Agreement Search Report (Basic Search Menu)

This report shows the key information for agreements and lists what other information is available for each agreement.

Example

[3663](#)

General Information

Sector: Private

Industry: Wholesale of food, beverages and tobacco (SIC92 code 51300)

Type of worker: Manual

Number of workers: 5,600

Locations: East Midlands (Nottingham), North East (Gateshead), South East (Abingdon, Oxfordshire)

Scope: Local agreement

Notes: Pullman Foods & Bookers Cash & Carry merged to form 3663.

Latest pay settlement

Period covered: 01/07/08 - 01/07/09

Increase on lowest basic pay: 3.25 %

Details: First stage of a 2 stage 24 month agreement with a 3.25% increase on all basic rates of pay and fixed allowances, with a further adjustment to ensure the 3.25% is applied to all bonus elements of pay. A further underpinning for those few employees still remaining on the lower rates of pay. The 2nd stage of the agreement due on the 1 July 2009 will again increase all basic rates of pay and fixed allowances by 3.25%, with a further adjustment to ensure the 3.25% is applied to all bonus elements of pay. A re-opener clause is applied to 2009, should there be significant changes in the economic situation that would warrant further discussions. During 2008 joint working groups to be set up via the NNC to undertake work on: reduction of sickness absence; implementation of a drugs and alcohol policy. Followed by a further national working group in 2009 to undertake joint work on: review pay and bargaining structures for each of the business units, including an efficiency scheme & a joint view of current collective bargaining agreement.

Other information

The agreement also has information about:-

Holidays

Maternity leave

Paternity leave

Additional Search Filters

Option	Notes
Search comments for	Selects agreements where specified words appear in the description of the pay settlement or the description of the workplace

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Pay Increases Report (Pay Menu)

This report shows pay settlements. Settlements are listed in descending order of increase on lowest basic salary.

Example

Glaxo SmithKline (Ulverston)

Stage number	1 of 3			
Stage	01/04/08	To	01/04/09	
Settlement	01/04/08	To	01/10/11	
Increase on lowest basic	Average increase	Paybill increase	Headline increase	Minimum increase (underpin)
3.80%	3.80%		3.80%	

Details: First stage of a three stage 42 month agreement with a 3.8% increase to all grades and associated allowances, eg. Shift pay, skill blocks, etc. Second stage from 1 April 2009, increase based on RPI for the months Nov/Dec/Jan. Final stage from 1 April 2010 also based on RPI for Nov/Dec/Jan but for 18 months therefore next agreement from 1 October 2011.

Pay settlements are frequently complex and so a number of different figures can be used to describe them

Description	Meaning
Increase on lowest basic	Increase paid to the lowest paid grade, excluding apprentices, trainee and youth rates
Average increase	This may represent the average percentage value of increase to employees or where this is unknown the average of the increases to different grades.
Paybill increase	Percentage increase on paybill – this figure is frequently quoted when pay is performance related. It may include the increases due to progression within grades, changes to hours etc, so represents the cost of the settlement to the employer
Headline increase	‘Typical’ increase, as might be used to describe settlement in newspaper headlines etc

Additional Search Filters

Option	Notes
Increases	Selects agreements where specified words appear in the description of the pay settlement or the description of the pay settlement
Settlements from	Selects agreements where current pay stage ⁴ came into force after specified month. This is a good method for finding the most recent agreements
Only show 'new' (unstaged/first stage) settlements?	Selects agreements where current pay stage is the first or only pay stage
Performance related?	Selects agreements where current pay stage includes a performance related element

⁴ A pay settlement consists of one or more pay stages. A one year settlement will typically have one pay stage, whilst a multi-year settlement will have more than one pay stage.

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Pay Rates Report (Pay Menu)

This report shows pay rates – where information is available, the notes will give information about progression within grades.

Example

Co-operative Financial Services (CFS)

Period	01/04/08 to 01/04/09			
Notes	Pay matrix based on 5 performance ratings: Exceeded; Achieved; Working Towards New; Working Towards; Off Track; Nil Return, with 5 positions in each band. Salaries are based on a Minimum, Market Reference Salary and Maximum.			
Meaning of 'mid' grade	Market Reference Salary			
Grade	Basic Minimum	Maximum	'Mid' grade	Increments
Band E Level 1	£52,000 pa	£78,050 pa	£65,000 pa	
<i>Specialist Managers (Organisation Contribution: Delivering Business Plans) Financial institution managers</i>				
Band D Level 3	£45,000 pa	£67,450 pa	£56,200 pa	
<i>Customer Relationship Managers, Management Advisers, Project Managers, Resource Managers, Technologists (Organisation Contribution: Delivering Business Plans) Customer care managers</i>				
Band D Level 2	£38,700 pa	£58,050 pa	£48,350 pa	
<i>Customer Relationship Managers, Management Advisers, Project Managers, Resource Managers, Technologists (Organisation Contribution: Delivering Business Plans) Customer care managers</i>				
Band D Level 1	£32,000 pa	£47,650 pa	£40,050 pa	
<i>Customer Relationship Managers, Management Advisers, Project Managers, Resource Managers, Technologists (Organisation Contribution: Delivering Business Plans) Customer care managers</i>				
Band C Level 1	£17,300 pa	£25,950 pa	£21,600 pa	
<i>Analysts, Business Advisers, Customer Consultants, Project Consultants, Team Managers, Technical Advisers, Trainers (Organisation Contribution: Leading & Advising) Finance and investment analysts/advisers</i>				

A 'Mid' grade may be entered where for example, there is a non-discretionary maximum.

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Additional Search Filters

Option	Notes
Youth/trainee/apprentice	Selects apprentice, trainee and youth pay rates
Occupation	Select pay rates for selected occupation. You can either search on a <i>Standard Occupational Code (SOC)</i> or on a Job title or description. The SOC codes have a hierarchical structure, so a major SOC code is a very broad occupational grouping, eg code 8 is <i>Process, plant and machine operatives</i> , whilst the full SOC code is a very precise occupational grouping, code 8222 is <i>Fork-lift truck drivers</i> .

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Grade Spine Points Report (Pay Menu)

This report gives grading information for subsidiary agreements of a parent agreement, where there is a nationally agreed pay spine but there is scope for local negotiation about where job roles are placed on the pay spine, as for example in local councils.

Example

Luton Borough Council

Agreement began: 01/04/07

Comments: Single status implemented. No pay protection. 16 short salary scales (mostly 4 scale pts each) based on NJC pay spine and extended locally up to scp 65.

Period: 01/04/08 - 01/04/09

Grade	Minimum Point (Salary)	Maximum Point (Salary)	'Mid' Point (Salary)	Increments	Comment
L1a	4 (£11,961)	7 (£12,592)			See (1)
<i>Kitchen and catering assistants</i>					
L1b	8 (£12,989)	11 (£14,545)			
L2	12 (£14,847)	15 (£15,849)			See (2)
<i>Chefs, cooks; Care assistants and home carers; Refuse and salvage occupations</i>					
L3	16 (£16,230)	19 (£17,574)			See (3)
<i>Gardeners and groundsmen/groundswomen; Chefs, cooks</i>					
L4	20 (£18,217)	23 (£19,940)			See (4)
<i>Refuse and salvage occupations</i>					
L5	24 (£20,591)	27 (£22,664)			See (5)
L6	28 (£23,405)	31 (£25,940)			See (6)
<i>Care assistants and home carers; Educational assistants</i>					
L7	31 (£25,940)	34 (£28,270)			See (7)
<i>Care assistants and home carers</i>					
M1	34 (£28,270)	37 (£30,456)			See (8)
Finance Officer	34 (£28,270)	45 (£37,555)			
Human Resources Officer	34 (£28,270)	45 (£37,555)			
<i>Personnel and industrial relations officers</i>					
M2	38 (£31,348)	41 (£34,107)			See (9)
M3	42 (£34,976)	45 (£37,555)			See (10)
M4	45 (£37,555)	48 (£40,220)			

Notes:

- (1) Kitchen Assistant (Schools)
- (2) Care Assistant & Cook. Litter Picker
- (3) Grounds person, Grass Cutter, Cook in Charge
- (4) Kitchen Manager, Refuse Chargehand
- (5) Site Agent Level 2, Sign Language Interpreter
- (6) Teaching Assistant Level 4, Senior Day Care Officer
- (7) Home/Day Care Unit Manager
- (8) Scrutiny Officer
- (9) Equalities Officer, Senior Practitioner
- (10) Finance & Admin Manager

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Additional Search Filters

Option	Notes
Occupation	Select pay rates for selected occupation. You can either search on a <i>Standard Occupational Code (SOC)</i> or on a Job title or description. The SOC codes have a hierarchical structure, so a major SOC code is a very broad occupational grouping, eg code 8 is <i>Process, plant and machine operatives</i> , whilst the full SOC code is a very precise occupational grouping, code 8222 is <i>Forklift truck drivers</i> .