

DWP briefing



Department for Work & Pensions Group

To: To all members transferring from HMRC to DWP in Preston Central Office, Fylde Coast and Cornwall, GEC
05 October 2017
DWP/MB/002/17/R

HMRC Staff transferring into DWP

Please copy this briefing to PCS members transferring from HMRC to DWP

A large number of HMRC staff are due to transfer into DWP over the coming months. We have already seen members transfer in St Austell and Blackpool and the next group will transfer in Preston starting in October 2017.

Terms and conditions

Transfers like these raise the question of what happens to members' terms and conditions after they transfer and members are likely to have questions about this. This briefing sets out the impact on terms and conditions and the options available to members who transfer.

At the point of transfer the members who transfer join DWP on their HMRC contractual terms and conditions. These include:

- Annual salary
- Hours of work
- Overtime
- Loyalty and recognition award
- Annual leave entitlement
- Public and privilege holidays
- Sick pay entitlements
- Paternity, maternity and adoption leave
- Mobility and travel expenses
- Notice period

Other non-contractual terms and conditions will be changed to DWP terms and conditions at the point of transfer for issues such as people performance, discipline, managing attendance, dress standards and flexitime. Each transferring employee should receive a letter, known as a Measures letter, explain to them what conditions stay the same and which change at the point of transfer.

Pensions and redundancy compensation remain the same as these are civil service wide policies.

Opting for DWP Terms and conditions

Once they become DWP employees the transferring staff will have the option of moving onto DWP terms and conditions. **This is entirely optional and a matter for each individual to decide.** If members wish to remain on the HMRC contractual terms and conditions they can choose to do so.

If they do choose to accept DWP terms and conditions they will be subject to the DWP Employee Deal and the associated contractual changes and pay increases. They will not have an option to opt out of the Employee Deal, if they accept DWP terms and conditions. The choice instead will be whether or not to accept DWP terms and conditions.

As the Employee Deal contractual working hours are 37 hours within the DWP operating hours of 07.45 to 20.00 Monday to Friday and 08.45 to 17.00 on Saturday, it is important that transferring HMRC members understand what their contractual working hours are in HMRC so they can make an informed choice about whether or not to accept DWP's terms and conditions.

Future pay awards

Members who transfer from HMRC to DWP also need to understand how annual pay awards will operate for the remaining years of the Employee Deal (2018 and 2019) if they decide not to accept DWP terms and conditions. The details are in Para 19.17 of Appendix 1 of the employee deal (see extract below)

19.17 Employees not on DWP Terms and Conditions (e.g. TUPE or COSOP transferee's who have retained Terms and Conditions).

If you choose to retain your existing terms and conditions separate pay arrangements will apply as follows:

Consolidated Pay Offer

- If you have contractual pay progression this will still apply subject to your pay scale maximum.*
- Staff who do not have contractual pay progression, will receive a 1% increase in each of the four years, subject to their pay scale maximum.*

The second bullet above means that staff who are on the Max of the HMRC pay scale, and who choose to remain on HMRC terms and conditions, will not receive a consolidated increase in July 2018 or 2019, unless PCS is successful in negotiating an increase in the annual pay review. Staff below the HMRC Max will receive 1%.

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