



**Private and Confidential**

Gary Palmer  
Via email

Northern House  
Units 7-8 Talisman Business Centre  
Bicester  
Oxfordshire  
OX26 6HR  
Tel: +44 (0) 1869365000

20 March 2025

Dear Gary

**Re: ACA Banding**

Thank you for our call earlier and as discussed I am writing to set out the offer to your members and wider ACA Band 2 group of staff within SCAS.

Following on from our initial offer to implement the change from 1 April 2024 we are now offering to make the implementation date 1 September 2023 recognising that the formal grievance regarding the banding was raised in this month.

This also accepts your proposal that those with more than 2 years' service at ACA Band 2 move to the top point of Band 3 and those with less to the bottom point.

Whilst appreciating there have been delays on our side would it be possible to seek a formal response by noon on Wednesday 26 March 2005 please?

We are conscious there will be a need to recalculate unsocial hours for staff as well as calculate back pay for basic pay.

We are keen to resolve the issue before staff transfer out of the Trust for 1 April 2025 and so ensure staff transferring move across with the correct pay information from day one with their new employer.

Do give me a call if you need to.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'PS' or similar initials.

**Phil Smith**  
**Acting Assistant Director of HR**