Home Office
Identity & Passport Service

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Identity and Passport Service
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Xxxxxx Xxxxxxx

Email: xxxxxxxxxxxx@xxx.xxx

Reference: FOICR 19683/11

23 August 2011

Dear Xxxxxx

FREEDOM OF INFORMATION REQUEST

Thank you for your e-mail of 16 August, in which you ask for information on the calculation of pay rates. Your request has been handled as a request for information under the Freedom of Information Act 2000.

I am able to disclose the information set out in the enclosed Annex.

In keeping with the Freedom of Information Act, we assume that all information can be released to the public unless it is exempt. In line with normal practice we are therefore releasing the information which you requested via the Home Office website.

I hope that this information meets your requirements. I would like to assure you that we have provided you with all relevant information that the Identity and Passport Service (IPS) holds.

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference FOICR 19683/11. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London SW1P 4DF

e-mail: FOIRequests@homeoffice.gsi.gov.uk

As part of any internal review the Department's handling of your information request will be reassessed by staff who were not involved in providing you with this response. If you remain dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely

X Xxxxx

Parliamentary and Correspondence Management Team

ANNEX

Freedom of Information request from Xxxxx Xxxxx reference: FOICR 19683/11

Information requested

Under FOI provisions, please provide me with the calculation you use to calculate the rate of pay for a part time member of staff working in the Identity and Passport Service.

As a secondary question, (unless it is obvious from the answer to the first part of my request), please confirm if the hourly rate used to calculate the pro rata salary is based upon dividing a full time equivalent's weekly pay by 42 hours or 37 hours.

Response

Monthly salary and hourly rate for employees who are doing part time hours of 30 hours per week

London - Weekly - 36 Conditioned hours	Example A	Example B	Calculations
Annual FTE salary	£34,564.00	£24,888.00	
Monthly salary	£2,400.28	£1,728.33	Annual FTE salary / 12 months / weekly 36 hours X part time hours (30hrs) - (£ 34,564 / 12 / 36 X 30)
Hourly rate	£18.39	£13.24	Annual FTE salary / 52.2 weeks / weekly 36 hours - (£ 34,564 / 52.2 / 36)

National - Weekly - 37 Conditioned hours	Example A	Example B	Calculations
Annual FTE salary	£26,867.00	£21,228.00	
Monthly salary	£1,815.34	£1,434.32	Annual FTE salary / 12 months / weekly 37 hours X part time hours (30hrs) - (£ 26,867 / 12 / 37 X 30)
Hourly rate	£13.91	£10.99	Annual FTE salary / 52.2 weeks / weekly 37 hours - (£ 26,867 / 52.2 / 37)

23 August 2011

Passport Adviceline: 0300 222 0000
Email us at hqenquiries@ips.gsi.gov.uk.
Visit our website at www.homeoffice.gov.uk/ips

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