



Home Office

Identity & Passport Service

Xxxxx XXXXXXXX

xxxx@xxx.xxx.xx

Reference: FOICR 21346/12

8 February 2012

Dear Xxxxx

FREEDOM OF INFORMATION REQUEST

Thank you for your e-mail of 11 January 2012 in which you ask for information on union collective agreements with the Identity and Passport Service (IPS). 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 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 21346/12. 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

Headquarters
Identity and Passport Service
Parliamentary & Correspondence
Management Team
4th Floor, Peel Building, SE
2 Marsham Street
London
SW1P 4DF

Tel (0207) 752 7362

Fax (0870) 336 9175

Email hqenquiries@ips.gsi.gov.uk

Web www.homeoffice.gov.uk/ips

As part of any internal review the Department's handling of your information request will be reassessed by members of 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 & Correspondence Management Team

Freedom of Information request from Xxxxx Xxxxxxx (reference 21346/12)]

Information requested and IPS response below

1) Name of unions which are signatories to main collective agreement covering pay and conditions;

Public and Commercial Service Union

2) Number of employees covered by the agreements;

3697 (as at 31/12/2011)

3) Does this agreement cover all staff or only certain categories of staff?

Passport Officer 1 – Grade 6

4) Lists of grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:

a) Administrative Assistant (AA)

PO1

b) Administrative Officer (AO)

PO1
PO2

c) Executive Officer (EO)

d) Higher Executive Officer (HEO)

e) Senior Executive Officer (SEO)

f) Grade 7

g) Grade 6

See attached excel sheet

5) Arrangements for progression with pay grades;

None

6) Copy of latest pay settlement. If the latest pay settlement is the 2 year pay freeze covering the public sector workforce, please could you provide the following information on how the freeze has been applied?

a) Have there been any changes to the pay scales?

Yes, necessary due to £250 being consolidated.

b) Are progression payments being paid?

No

c) Are performance-related bonuses being paid?

No

d) If so what are the arrangements for performance-related bonuses?

None

e) Was the £250 paid to staff earning under £21,000pa FTE, paid over and above any progression payments or bonuses?

£250 paid, no progression paid.

f) Is the £21,000 threshold determined on base salary only?

Yes

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