

FOI reference: 1030

Issued: 17/4/13

I note your request for information was as follows:

I am writing from the Labour Research Department, an independent trade union based research organisation and information provider, who maintain a database of collective agreements for various unions. We request the following information under the Freedom of Information Act.

- 1) Name of unions which are signatories to the main collective agreement covering pay and conditions;
- 2) Number of employees covered by the agreement;
- 3) Types of staff covered;
- 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;
 - 1) Administrative Assistant (AA)
 - 2) Administrative Officer (AO)
 - 3) Executive Officer (EO)
 - 4) Higher Executive Officer (HEO)
 - 5) Senior Executive Officer (SEO)
 - 6) Grade 7
 - 7) Grade 6
- 5) Arrangements for progression within pay grades;
- 6) Copy of latest pay settlement. If the latest pay settlement is the 1% maximum paybill increase set by the Treasury, could you provide the following information on how the 1% has been applied?
 - 1) Have there been any changes to the pay scales?
 - 2) Are progression payments being paid?
 - 3) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?

Clarified –

I am a bit confused by your question as current information must include information from 1st December 2012 to the present. However, if the pay agreement was implemented before that date and continues to apply to many of your staff, please include this information. Please also include any changes that occurred after 1 December 2012. Basically, we would like the most up-to-date information available.

Response

On 1 December 2012 the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged and became the Disclosure & Barring Service (DBS). The DBS continues to do the work previously undertaken by the CRB and ISA. The disclosure service is based in Liverpool and the barring service is based in Darlington.

As we have only recently merged, work is still underway to develop a single set of policies for the DBS including our HR policy and staff pay and grading structures. This response is therefore in two parts as, at this current time, this aspect of our business has not been aligned.

Going forward, as a new organisation decisions need to be made on how pay will be progressed across both sites. At present no decisions have been made and the organisation will only start to consider this in April/May 2013.

In response to the questions asked:

1. Public and Commercial Services (PCS)

2 & 3. All DBS staff are covered by the agreement irrespective of grade. There are 279 employees in Darlington and 492 employees in Liverpool.

Please note – the Senior Civil Service (SCS) grade is not covered under this agreement and are therefore not included in the above headcount.

4. Please see tables below setting out the grades and salary bands for each site.

Liverpool site		Salary bands	
Grade	Min	Max	
AO	15,306	18,750	
EO	20,336	24,913	
SPS	20,753	24,913	
HEO	25,423	32,108	
SEO	32,766	38,936	
SEO Accountant	36,266	43,534	
Grade 7	43,534	57,841	
Grade 6	53,330	70,856	

Darlington site		Salary bands	
Level	Grade	Min	Max
1	AA	13,685	14,743
2	AO	15,882	17,366
3	EO	20,154	23,741
4	HEO	25,197	29,681
5	SEO	32,455	38,230
6	Grade 7	45,033	55,470

7	Grade 6	55,470	68,325
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5. Employees in Darlington are not entitled to automatic pay progression within their pay grade. Progression is based upon an individual's performance in their role.

Employees in Liverpool are entitled to automatic pay progression within their pay grade. This is a contractual 3 milestones.

For the SCS grade, there has been a pay freeze across both sites.

6. Copies of the 2012 pay settlements for both sites are attached. This is the most up to date information available.

- a. There have been no changes to the pay scales for both Liverpool and Darlington.
- b. Progression payments are being paid for Liverpool. For Darlington, those individuals earning under £21,000 received a pay uplift of £350.
- c. Liverpool does not have performance related pay however Darlington does and an organisational bonus of £350 was paid to all Darlington staff last year.

The SCS grade is not included in the attached pay settlements, as advised at question 5 above, they have been on a pay freeze both in Liverpool and in Darlington for the last 3 years.

Details of SCS pay can be found in the annual reports of the legacy organisations and will be in the DBS annual report when published.