

**Department of Energy & Climate
Change**
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Ref no: 12/1658

19 December 2012

Thank you for your email of 26 November 2012 when you requested the following information:
Please provide the following information regarding 'Christmas bonuses'. These should include all financial bonuses given to staff in December.

- 1) The total amount expected/budgeted for bonuses to be given in December 2012.*
- 2) The total amount spent on Christmas bonuses for (a) December 2011 (b) December 2010.*
- 3) The total number of bonuses which the department expects to give in December 2012.*
- 4) The total number of bonuses given by the department in (a) December 2011, (b) December 2010.*
- 5) The highest single bonus paid to an employee in (a) December 2011, (b) December 2010.*

Additionally, please provide the total costs/ expected costs of any material Christmas bonuses given in (a) 2012 (b) 2011 (c) 2010, e.g. mobile phones, laptops, holidays, etc.

If it is not possible to provide all of the information, please nevertheless provide as much of it as possible

Freedom of Information Act 2000

Your request has been handled under the Freedom of Information Act 2000 ('the Act'). Under the Act you have the right to:

- know whether we hold the information you have requested and;
- be provided with that information (subject to any exemptions under the Act which may apply).

DECC does not give "Christmas bonuses" to staff and has no policy for doing so and therefore, does not hold this particular data.

You also requested information on '*all financial bonuses given to staff in December*' to which DECC does hold the information requested. The Department uses non-consolidated performance related payments to help drive high performance as they:

- encourage continuous high attainment because the payments are dependent upon continuing strong performance;
- prevent a permanent rise in salary and an increase in pension on the basis of one off performances while still allowing good performance to be rewarded;
- have no long term costs, in particular it does not increase future pension payments;
- focus the work of employees more directly on the priority goals of the organization;

- motivate employees by linking an element of compensation to the achievement of objectives rather than offering payment for time served;
- target money at those who make the biggest contribution.

End year non-consolidated performance awards are used to reward the departments highest performers as assessed in their end of year appraisal reports.

Non-consolidated in year special awards are used to recognise performance or behaviours which might not be fully reflected in an end of year performance appraisal. These may be used to reward staff for exceptional pieces of work or taking on additional responsibilities.

In December 2010 DECC paid end year non-consolidated performance awards to its highest performers as part of its pay award for August 2010 due to the late settlement of this award. DECC paid a number of non-consolidated in year special awards to staff. Appendix 1 details the number, total sums paid and highest single amounts for 2010.

In December 2011 DECC paid three end year non-consolidated performance awards to staff who transferred to DECC from other Government departments, where DECC paid the previous department's pay award. No other performance awards from the DECC August 2011 pay award were made in December as the award was paid on time. Non-consolidated in year special awards were also paid and these are detailed in Appendix 1.

For the remit year 2012/13 DECC, in-line with HM Treasury's Civil Service Pay guidance [http://www.hm-treasury.gov.uk/d/civil_service_pay2012_13.pdf], has frozen its non-consolidated performance pay pot for a third successive year. DECC has budgeted 1.06% of its pay bill for the payment of end year non-consolidated performance awards in its August 2012 pay award which it will be paying in December 2012.

As we are unable to extract information from our payroll system at this time regarding non-consolidated performance awards and non-consolidated in year special awards, I will write to you again in January 2013 with details of the awards paid in December 2012.

Concerning point 5 in your email on material Christmas bonuses, DECC do not give bonus awards such as mobile phones, laptops or holidays.

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this email. If you wish to request an internal review, please contact me.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Please do not hesitate to contact me if I can be of further assistance.

End year non-consolidated performance awards and non-consolidated in-year special awards paid 2010 - 2012

Year	End year non-consolidated performance awards			Non-consolidated in year special awards			Total	
	No of awards	Amount spent	Highest	No of awards	Amount spent	Highest	Nos	Amount
Dec 2010	349	373,296	2507	32	14,200	1000	381	387,496
Dec 2011	3	2980	1450	60	29,550	1500	63	32,530
Dec 2012	1.06% of payroll budgeted			Not yet known			Not yet known	-