



# UK Hydrographic Office

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[REDACTED]  
[REDACTED]  
REF: FOI2018-14861

26 November 2018

Dear [REDACTED],

Thank you for your email of 13 November 2018 requesting information about our “*organisation’s 2018/19 pay award.*”

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found, below at annex A and B.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

UKHO Secretariat

Annex A:

1. Name of the unions signatory to your main collective agreement covering pay and conditions.

*Prospect and PCS*

2. Please state the settlement date of your latest collective pay agreement.

*01 August 2017*

3. Please state the employee groups covered by the pay agreement.

*All employees, below SCS level.*

4. Please state the number of employees covered by the agreement.

*Circa 850*

5. Please provide a copy of your latest pay agreement.

*Please see annex B*

6. Was the latest pay settlement under the remit of the 2018/19 Civil Service pay guidance?

*No, we have not yet agreed the 2018 pay award, for remit year 2018/19.*

7. Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents:

a] Administrative Assistant (AA)

b] Administrative Officer (AO)

c] Executive Officer (EO)

d] Higher Executive Officer (HEO)

e] Senior Executive Officer (SEO)

f] Grade 6

g] Grade 7

2016	A2 (AA)	A1 (AO)	B3 (EO)	B2 (HEO)	B1 (SEO)	C2 (G7)	C1 (G6)
Minima	16711	18223	24597	30701	39196	49531	62058
Maxima	16711	20436	28318	34157	44056	55853	67941

*Current grades and salary ranges:*

2017	A2 (AA)	A1 (AO)	B3 (EO)	B2 (HEO)	B1 (SEO)	C2 (G7)	C1 (G6)
Min	£17,167	£18,431	£24,856	£31,017	£39,599	£50,041	£62,692
Max	£17,167	£20,625	£28,577	£34,473	£44,459	£56,363	£68,575

8. Please give details of any individual performance-related increases paid in terms of the percentage of the paybill allocated to fund these awards and please state whether these were consolidated or non-consolidated.

*2.9% non-consolidated*

9. Please state the overall paybill increase as a result of the 2018/19 pay settlement (including employer National Insurance and employer pension contributions).

*As stated, the 2018 pay award has not yet been agreed.*

10. Have any other changes been made to terms and conditions as part of the latest pay award?

*No*

11. Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay negotiations.

*David Eickhoff: [david.eickhoff@ukho.gov.uk](mailto:david.eickhoff@ukho.gov.uk)*

12. If an agreement has yet to be reached, please state the month in which you anticipate 2018/19 pay increase will be paid.

*The 2018 pay award (for remit year 2018/19) will be back-dated to 01 August 2018. We currently plan to pay the award in December 2018.*



United Kingdom  
Hydrographic Office

## Pay Notice for Pay Remit Year 2017/18

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### Document Control

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Approval	HR, AC

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M:\HR\PAY & POLICY DEVELOPMENT\Pay\2017\Pay Award\Pay Offer\20170807 - Pay Notice - Remit Year 2017-18 V1.0 -

### Document Security

Any person, other than the authorised holder, upon obtaining possession of the document should take it to the nearest Police Station or forward it, together with their name and address in a sealed envelope to: **The Principal Security Advisor,**

The UK Hydrographic Office, Admiralty Way, Taunton, Somerset, TA1 2DN, United Kingdom.

Telephone (01823) 337900 Facsimile (01823) 284077

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**Pay Contacts**

HR Pay Manager

David Eickhoff

HR Pay &amp; Policy Officer

Sara Walker

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**Consolidated pay bill increase 1%**

As we are operating within the Civil Service Pay Guidance, the pay award is confined to an overall 1% increase to the pay bill.

**Award applies to 01 August 2017 – 31 July 2018**

This pay award relates to the pay remit period from 01 August 2017 to 31 July 2018 and does not form part of any future pay agreements beyond this period. No expectations for future pay agreements should be formed based on this offer.

This award applies to permanent, fixed term and casual staff employed by UKHO in bands A to C. SCS are subject to separate arrangements.

**Minister approved**

Our Minister has approved the remit case for this pay award.

The pay award described in this notice increases UKHO's pay bill by 1%.

**Guaranteed total award of £300**

This award includes a guaranteed **total** award of £300 FTE, which will be paid as a one-off non-consolidated payment to those who will receive less than the guaranteed total award as consolidated pay.

**Payable 01 August**

All parts of the 2017/18 pay award are payable from 01 August 2017.

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**Summary of 2017/18 Pay Award**

- a) A1 grade minimum is increased by 1.1% of average grade salary; this is a higher uplift than across other grades, due to the planned increases to the National Living Wage.
  - b) All grades (except A1 min) will receive 1% of their grade's average salary as a consolidated increase to salary.
  - c) Minima – A2 & B3-C1 grade minima (and those staff on the min) will increase by 1% of the average grade salary.
  - d) Maxima – all grade maxima (and those staff on the max) will increase by 1% of the average grade salary.
  - e) All staff will receive a **total** award of at least £300 (FTE), made up of either consolidated or non-consolidated award, or a combination of both.
  - f) 1% increase to on-call and standby allowances.
  - g) Cartographic trainee rate will rise to £19,851
  - h) UKHO interns - the salary rate applicable to UKHO interns, employed for any length of time, will be the minimum of the grade (usually A1, at £18,431).
  - i) Apprentices – the salary rate for externally appointed apprentices (except transfers in) will be the minimum of the grade. See Apprentice policy for details.
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## Pay Award

This pay award allows for consolidated salary increases across the ranges, including at the max.

This award includes a guaranteed minimum total award to all staff (£300 FTE).

This year's pay ranges are set out below:

**Figure 1 – New Pay Ranges**

2017/18	A2	A1	B3	B2	B1	C2	C1
New Min	£16,879	£18,431	£24,856	£31,017	£39,599	£50,041	£62,692
New Max	£16,879	£20,625	£28,577	£34,473	£44,459	£56,363	£68,575

### Calculating the Pay Award (Order of Processing)

1. Before using Annex 2 of this document, individuals will need to know their current full-time equivalent salary. Part-time members of staff can calculate their full-time salary using the following calculation:

Part-time salary (e.g. £15,350.50) divided by part-time hours (e.g. 18.5) multiplied by net full-time hours (37) = full-time salary (£30,701).

2. Use Annex 2 to establish new salary, as at 01 August 2017.
3. If new salary equates to less than a £300 consolidated award, individual will receive a non-consolidated award of the difference, pro-rated for part-timers.

### Managing Poor Performance

Individuals subject to managing poor performance procedures will not be entitled to a pay award until their performance has improved to an acceptable level (at the point of entering the sustained performance period). The pay award will become effective from the date of entering the sustained performance period and will not be back-dated to 01 August 2017.

### Unsatisfactory Attendance Procedures

Where individuals have spent time under formal unsatisfactory attendance procedures, their pay award will not be affected.

### Sick Leave/Maternity/Paternity/Adoption/(Shared)Parental/Special Leave (paid and unpaid)

None of the above types of leave will affect an individual's pay award. If an individual is on any type of unpaid leave at the time of the pay award they will not notice any uplift in their salary until they return to payroll.

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## Promotion and Temporary Promotion

Staff promotions will continue to be calculated as follows:

A move to a higher grade in a different JVB group (e.g. A to B, B to C) attracts a 10% increase, or the minimum of the new grade, whichever is higher.

A move to a higher grade within the same group (e.g. A2 to A1, B2 to B1 etc.) attracts 7.5% increase or the minimum of the new grade, whichever is higher.

## Reversion

Reversions following a period of temporary promotion, will continue to be calculated as follows:

Salary will be reduced by the monetary amount gained on temporary promotion (TP), regardless of the date the TP started. This is the 'Cash Up – Cash Down' principle. This ensures that staff maintain the benefit of reward in the higher grade.

If a reversion calculation produces a rate of pay above the substantive band maximum, the individual will be allowed to mark time on the amount above the maximum until the following 01 Aug pay award. This will enable the full value of the last pay award to be realised in the form of monthly pay. When the next pay award is implemented, pay will initially be adjusted to the pre-award grade maximum, which will ensure no different treatment from other staff in the same substantive grade for that award.

If a reversion calculation produces a result less than that which would have been achieved had there not been a TP, then the greater value will be applied to the salary. The individual must suffer no detriment from having been on TP.

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## Allowances

The following allowances will be increased by 1%:

- On-call
- Standby

Annex 1 sets out the new allowance rates to be published.

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## Pay Implementation

The 2017/18 pay award will take effect from 01 August 2017.

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**Future Pay  
Implementation**

UKHO are committed to on-going discussions with Prospect and PCS regarding the future pay proposals, following implementation of this pay award. However; should there be a material change in the operation of UKHO business, or to the Treasury Pay Guidelines for 2017, or arising from Cabinet Office discussions with Trade Unions, both or either party may seek to re-open the negotiations by giving written notice stating their reasons for review.

This pay offer covers the period from 01 August 2017 to 31 July 2018 and does not form part of any future pay agreements beyond this date.

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## Annex 1 – New Allowance Rates from 01 August 2017

On-call	Standby
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### Weekdays

Between the closing of an office in the evening and its opening the following morning for each period of more than 12 hours	£8.33	£24.34
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### Saturdays, Sundays and Privilege Holidays

For each full 24-hour period	£23.76	£63.72
For a period of less than 24 hours, a proportion of	£23.76	£63.72

### Public and Bank Holidays

For each full 24-hour period	£30.87	£86.86
For a period of less than 24 hours	£30.87	£86.86

Unless on standby, an individual that is called out outside normal working hours\* will be eligible for a minimum 3 hours' overtime payment, which will be in line with UKHO overtime payments.

\*For example

A full-time member of staff, who, having completed their hours for the day and left the office, is subsequently called to work.

Or;

A shift-worker called to work outside of their rostered shift hours.

## Annex 2 – Pay Award Tables (FTE Salaries)

(Please note % consolidated increase is rounded to 2 decimal places)

Grade	Pre-award FTE Salary	£ Increase	01 August 2017 FTE Salary	% Increase
A2	£16,711	£168	£16,879	1.01%

Grade	FTE Pre-award Salary	£ Increase	01 August 2017 FTE Salary	% Increase
A1 - INTERN	£18,223	£208	£18,431	1.14%

Grade	FTE Pre-award Salary	£ Increase	01 August 2017 FTE Salary	% Increase
A1	£18,223	£208	£18,431	1.14%
	£18,306	£189	£18,495	1.03%
	£18,399	£189	£18,588	1.03%
	£18,596	£189	£18,785	1.02%
	£18,755	£189	£18,944	1.01%
	£18,913	£189	£19,102	1.00%
	£19,304	£189	£19,493	0.98%
	£19,662	£189	£19,851	0.96%
	£19,814	£189	£20,003	0.95%
	£20,046	£189	£20,235	0.94%
	£20,436	£189	£20,625	0.92%

Grade	FTE Pre-award Salary	£ Increase	01 August 2017 FTE Salary	% Increase
B3	£24,597	£259	£24,856	1.05%
	£24,703	£259	£24,962	1.05%
	£24,945	£259	£25,204	1.04%
	£25,187	£259	£25,446	1.03%
	£25,429	£259	£25,688	1.02%
	£25,454	£259	£25,713	1.02%
	£25,527	£259	£25,786	1.01%
	£25,671	£259	£25,930	1.01%
	£25,780	£259	£26,039	1.00%
	£26,016	£259	£26,275	1.00%
	£26,032	£259	£26,291	0.99%
	£26,313	£259	£26,572	0.98%
	£26,324	£259	£26,583	0.98%
	£26,377	£259	£26,636	0.98%
	£27,449	£259	£27,708	0.94%
	£27,856	£259	£28,115	0.93%
	£28,318	£259	£28,577	0.91%

Grade	FTE Pre-award Salary	£ Increase	01 August 2017 FTE Salary	% Increase
B2	£30,701	£316	£31,017	1.03%
	£30,756	£316	£31,072	1.03%
	£30,794	£316	£31,110	1.03%
	£31,055	£316	£31,371	1.02%
	£31,146	£316	£31,462	1.01%
	£31,316	£316	£31,632	1.01%
	£31,577	£316	£31,893	1.00%
	£31,685	£316	£32,001	1.00%
	£31,838	£316	£32,154	0.99%
	£32,189	£316	£32,505	0.98%
	£32,872	£316	£33,188	0.96%
	£33,555	£316	£33,871	0.94%
	£34,149	£316	£34,465	0.93%
	£34,157	£316	£34,473	0.93%

Grade	FTE Pre-award Salary	£ Increase	01 August 2017 FTE Salary	% Increase
B1	£39,196	£403	£39,599	1.03%
	£39,230	£403	£39,633	1.03%
	£39,478	£403	£39,881	1.02%
	£39,726	£403	£40,129	1.01%
	£39,974	£403	£40,377	1.01%
	£40,222	£403	£40,625	1.00%
	£40,657	£403	£41,060	0.99%
	£41,195	£403	£41,598	0.98%
	£41,330	£403	£41,733	0.98%
	£42,000	£403	£42,403	0.96%
	£42,013	£403	£42,416	0.96%
	£42,603	£403	£43,006	0.95%
	£44,056	£403	£44,459	0.91%

Grade	FTE Pre-award Salary	£ Increase	01 August 2017 FTE Salary	% Increase
C2	£49,531	£510	£50,041	1.03%
	£49,558	£510	£50,068	1.03%
	£49,857	£510	£50,367	1.02%
	£50,155	£510	£50,665	1.02%
	£50,454	£510	£50,964	1.01%
	£50,752	£510	£51,262	1.00%
	£51,503	£510	£52,013	0.99%
	£51,737	£510	£52,247	0.99%
	£52,810	£510	£53,320	0.97%
	£54,052	£510	£54,562	0.94%
	£54,563	£510	£55,073	0.93%
	£54,907	£510	£55,417	0.93%
	£55,627	£510	£56,137	0.92%
	£55,853	£510	£56,363	0.91%

Grade	FTE Pre-award Salary	£ Increase	01 August 2017 FTE Salary	% Increase
C1	£62,058	£634	£62,692	1.02%
	£62,080	£634	£62,714	1.02%
	£62,441	£634	£63,075	1.02%
	£63,525	£634	£64,159	1.00%
	£64,776	£634	£65,410	0.98%
	£67,551	£634	£68,185	0.94%
	£68,709	£0	£68,709	0.00%

**These salaries are all full-time equivalent. Part-time members of staff will need to pro-rate their salary, as follows:**

Full-time salary divided by 37 (full-time hours), multiplied by part-time hours.

E.g.  $£18,431/37 \times 24 = £11,955.24$

A1 staff on the Cartographic Training Rate will increase from £19,662 to £19,851.

## Reviewers

Name	Role	Date reviewed	Version reviewed
Author	David Eickhoff HR Sara Walker HR	FINAL	07/08/2017