

From: [Enquiries](#)
To: s.40
Subject: [OFFICIAL] 20160362 - NDA response - T&Cs
Date: 21 April 2016 09:27:00
Attachments: [HRSP03 - Employee Handbook - Rev 3 - August 2015.doc](#)
[HRSP01 - Code of Conduct - Rev 3.doc](#)

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Dear s.40

As per my previous response to your request, the NDA Annual Report and Accounts Remuneration Report, sets out in some detail the: salary, pension, performance related pay, long term incentive plan, "other" benefits such as car allowances, notice periods, for all the NDA Directors and CEO. See:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440238/NDA_Annual_Report_and_Accounts_2014_to_2015.pdf

Having reviewed the NDA Band A (Directors) contract the only additional information which would constitute terms and conditions not covered in the ARAC relate to NDA policy or procedure, such as HR policies relating to sickness, absence, discipline, grievance, travel & expenses etc. Please see the attached "Employee Handbook" for an overview of these policies. In addition all employees are subject to a "Code of conduct" which I have attached. These are not unique to John Clarke or Pete Lutwyche and are available either on our website or can be supplied to you if you desire copies.

In relation to hours worked. The standard "normal working" pattern in all NDA contracts is 8:30 – 16:30 Monday to Friday with a half hour paid lunch break. The band A (Directors) contract also states that "you may be expected to work those hours reasonably required for the full performance of your role and responsibilities". They also have an opt out clause from the Working Time Directive. Annual leave is 30 days in addition to public holidays.

If you are unhappy with the way your request for information has been handled, you can request the NDA carry out an internal review (contact: enquiries@nda.gov.uk).

If you remain dissatisfied with the handling of your request or complaint you have a right to appeal to the Information Commissioner at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Yours sincerely

s.40
Information Access Manager
NDA, Herdus House, Westlakes Science & Technology Park, Moor Row, CA24 3HU
Tel. no. 01925802077

Please note that I work Mon – Fri from 8:30 – 14:30.

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From: s.40
Sent: 08 April 2016 10:57
To: Enquiries
Subject: FOI request

We would like to submit a Freedom of Information request on behalf of the GMB and Unite Sellafeld branches. We would like to request the salaries, terms of conditions including hours worked, all benefits including bonuses, for John Clarke, Chief Executive Officer for the NDA and Peter Lutwyche, NDA Programme Director for Sellafeld,

Thanks s.40

s.40

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