



An Oifis Albannach

Corporate Services
1 Melville Crescent
Edinburgh EH3 7HW



Telephone: 0131-244 [redacted]
Fax: 0131-244 [redacted]

[redacted]
Website: www.scotlandoffice.gov.uk

19 December 2011

Dear [redacted]

FREEDOM OF INFORMATION REQUEST

Thank you for your letter sent to the Scotland Office which we received on 21st November 2011.

You asked for the following information under the Freedom of Information Act 2000:

- *The number of staff that have entered employment at the Scotland Office in Dover House and Melville Crescent since 6 May 2010 broken down into grade, job title and salary bracket.*
- *The number of staff that have left employment at the Scotland Office in Dover House and Melville Crescent since 6 May 2010 broken down into grade, job title and salary bracket.*
- *A list of staff numbers, grades, salary brackets and job titles at 6 May 2010.*
- *A list of staff numbers, grades, salary brackets and job titles at the current date.*

I am writing to confirm that the Scotland Office has now completed its search for information.

Firstly, I would like to advise you that the Scotland Office does not employ staff directly. All its staff are on secondment from other public bodies, mainly the Ministry of Justice and the Scottish Government.

The number of staff who began a secondment with the Scotland Office since 6th May 2010 are shown in the table below:

Grade	Number	Job Title	Salary range
Band E/F = Admin	1	▪ Executive Support Administrator	£15,792 - £22,250
Band D = EO	3	▪ Diary Secretary ▪ Assistant Private Secretary ▪ Assistant Policy Adviser	£22,173 - £28,000
Band C = HEO	9	▪ Policy Adviser (7)	£25,165 - £36,061

		<ul style="list-style-type: none"> ▪ Economic Adviser ▪ Executive Assistant 	
Band B = SEO	2	<ul style="list-style-type: none"> ▪ Senior Policy Adviser ▪ Private Secretary 	£32,249 - £44,964
Band A = Grade 6/7	4	<ul style="list-style-type: none"> ▪ Senior Policy Manager (3) ▪ Senior Private Secretary 	£43,736 - £67,969
SCS	2	<ul style="list-style-type: none"> ▪ Deputy Director (2) 	£58,200 - £117,800

The number of staff whose secondments came to an end between 6th May 2010 and 31st October 2011 are shown in the following table:

Grade	Number	Job Title	Salary range
Band E/F = Admin	2	<ul style="list-style-type: none"> ▪ Executive Support Administrator ▪ Corporate Services Administrator 	£15,792 - £22,250
Band D = EO	3	<ul style="list-style-type: none"> ▪ Diary Secretary ▪ Executive Support Officer (2) 	£22,173 - £28,000
Band C = HEO	11	<ul style="list-style-type: none"> ▪ Policy Adviser (6) ▪ Parliamentary Clerk (2) ▪ Economic Adviser ▪ Private Secretary ▪ Corporate Services Adviser 	£25,165 - £36,061
Band B = SEO	2	<ul style="list-style-type: none"> ▪ Senior Policy Adviser ▪ Private Secretary 	£32,249 - £44,964
Band A = Grade 6/7	5	<ul style="list-style-type: none"> ▪ Senior Policy Manager (4) ▪ Senior Economic Manager 	£43,736 - £67,969
SCS	1	<ul style="list-style-type: none"> ▪ Deputy Director 	£58,200 - £117,800

A list of the staff within the Scotland Office as at 6th May 2010 is shown below:

Grade	Number	Job Title	Salary range
Band E/F = Admin	13	<ul style="list-style-type: none"> ▪ Executive Support Administrator (2) ▪ Policy Administrator (3) ▪ Corporate Services Administrator (8) 	£15,792 - £22,250
Band D = EO	6	<ul style="list-style-type: none"> ▪ Correspondence Officer ▪ Diary Secretary ▪ Assistant Policy Adviser ▪ Executive Support Officer ▪ Assistant Corporate Services Adviser (2) 	£22,173 - £28,000
Band C = HEO	18	<ul style="list-style-type: none"> ▪ Policy Adviser (10) ▪ Parliamentary Clerk ▪ Economic Adviser ▪ Private Secretary (2) ▪ Corporate Services Adviser (2) ▪ Executive Assistant ▪ Press Officer 	£25,165 - £36,061
Band B = SEO	7	<ul style="list-style-type: none"> ▪ Private Secretary ▪ Senior Policy Adviser (3) ▪ Senior Corporate Services Adviser (3) 	£32,249 - £44,964
Band A = Grade 6/7	12	<ul style="list-style-type: none"> ▪ Senior Policy Manager (7) ▪ Senior Economic Manager (2) 	£43,736 - £67,969

		<ul style="list-style-type: none"> ▪ Senior Communications Manager ▪ Senior Press Officer ▪ Corporate Services Manager 	
SCS	3	<ul style="list-style-type: none"> ▪ Director ▪ Deputy Director (2) 	£58,200 - £117,800

Finally, the number of staff within the Scotland Office at 31st October 2011 is shown below:

Grade	Number	Job Title	Salary range
Band E/F = Admin	11	<ul style="list-style-type: none"> ▪ Executive Support Administrator ▪ Policy Administrator (3) ▪ Corporate Services Administrator (7) 	£15,792 - £22,250
Band D = EO	7	<ul style="list-style-type: none"> ▪ Correspondence Officer ▪ Diary Secretary ▪ Assistance Private Secretary ▪ Assistant Corporate Services Adviser (3) ▪ Assistant Policy Adviser 	£22,173 - £28,000
Band C = HEO	16	<ul style="list-style-type: none"> ▪ Policy Adviser (11) ▪ Economic Adviser ▪ Private Secretary ▪ Corporate Services Adviser ▪ Executive Assistant ▪ Press Officer 	£25,165 - £36,061
Band B = SEO	7	<ul style="list-style-type: none"> ▪ Private Secretary ▪ Senior Policy Adviser (3) ▪ Senior Corporate Services Adviser (3) 	£32,249 - £44,964
Band A = Grade 6/7	11	<ul style="list-style-type: none"> ▪ Senior Private Secretary ▪ Senior Policy Manager (6) ▪ Senior Economic Manager ▪ Senior Communications Manager ▪ Senior Press Officer ▪ Corporate Services Manager 	£43,736 - £67,969
SCS	4	<ul style="list-style-type: none"> ▪ Director ▪ Deputy Director (3) 	£58,200 - £117,800

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer
1 Melville Crescent
EDINBURGH
EH3 7HW

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 contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

CESHIRE
SK9 5AF

If you have any queries about this letter please contact me.

Yours sincerely


Scotland Office