



NIO

Northern Ireland Office
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Freedom of Information Team

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REFERENCE: 12/15

I write in relation to your email and its request for the release of the following information:

- 1) Name of unions which are signatories to main collective agreement covering pay and conditions;**
- 2) Number of employees covered by the agreements;**
- 3) Does this agreement cover all staff or only certain categories of staff**
- 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 2 year pay freeze covering the public sector workforce, please could you provide the following information on how the freeze has been applied;**
 - Have there been any changes to the pay scales?**
 - Are progression payments being paid?**
 - Are performance-related bonuses being paid? If so what are the arrangements for performance-related bonuses?**
 - Was the £250 paid to staff earning under £21,000pa FTE, paid over and above any progression payments or bonuses?**
 - Is the £21,000 threshold determined on base salary only?**

The information you requested is as follows:

1. The Public and Commercial Services and First Division Association unions are both signatories to our pay agreement.
2. The Northern Ireland Office directly employs 88 members of staff all of whom are covered by our pay agreement.
3. It covers all directly employed personnel



4. The NIO uses the following bands instead of the grades shown in your e-mail. Listed below are your grades with the equivalent Departmental grades next to them:

Administrative Assistant - Band F

Administrative Officer - Band E

Executive Officer - Band D

Higher Executive Officer - Band C

Senior Executive Officer - Band B

Grade 7/Grade 6 - Band A

Pay Range 1 - Inner London

		August 2008	August 2009	August 2010
Band A	Minimum	£44,138	£47,228	£50,534
	Target Min	£51,975	£53,534	£55,140
	Target Max	£61,408	£62,329	£63,264
	Maximum	£65,975	£66,965	£67,969
Band B	Minimum	£32,224	£33,835	£35,188
	Target Min	£35,963	£37,402	£38,898
	Target Max	£41,656	£42,280	£42,915
	Maximum	£43,645	£44,300	£44,964
Band C	Minimum	£26,250	£27,825	£29,425
	Target Min	£29,209	£30,377	£31,592
	Target Max	£32,928	£33,554	£34,192
	Maximum	£35,350	£35,704	£36,061
Band D	Minimum	£21,467	£22,755	£24,007
	Target Min	£23,458	£24,514	£25,617
	Target Max	£26,747	£27,148	£27,555
	Maximum	£28,000	£28,000	£28,000
Band E	Minimum	£16,906		
	Step	£17,655	£17,985	
	Step	£18,404	£18,748	£19,135
	Step	£19,153	£19,511	£19,914
	Step	£19,902	£20,274	£20,693
	Step	£20,651	£21,037	£21,471
	Maximum	£21,400	£21,800	£22,250
Band F	Minimum	£14,809		



	Step	£15,437	£15,738	
	Step	£16,065	£16,379	£16,737
	Step	£16,694	£17,019	£17,391
	Step	£17,332	£17,660	£18,046
	Maximum	£17,950	£18,300	£18,700

Pay Range 3 - Belfast, Hillsborough

		August 2008	August 2009	August 2010
Band A	Minimum	£37,766	£40,032	£42,034
	Target Min	£44,048	£46,030	£47,871
	Target Max	£52,542	£53,331	£54,131
	Maximum	£58,870	£59,753	£60,649
Band B	Minimum	£27,137	£28,494	£29,634
	Target Min	£30,286	£31,497	£32,757
	Target Max	£35,079	£35,606	£36,140
	Maximum	£37,555	£38,118	£38,690
Band C	Minimum	£22,599	£23,955	£25,392
	Target Min	£25,147	£26,153	£27,199
	Target Max	£28,349	£28,888	£29,437
	Maximum	£31,310	£31,623	£31,939
Band D	Minimum	£18,212	£19,305	£20,367
	Target Min	£19,901	£20,797	£21,733
	Target Max	£22,691	£23,031	£23,376
	Maximum	£24,240	£24,482	£24,727
Band E	Minimum	£14,892		
	Step	£15,551	£15,840	
	Step	£16,211	£16,512	£16,813
	Step	£16,871	£17,184	£17,497
	Step	£17,531	£17,856	£18,182
	Step	£18,190	£18,528	£18,866
	Maximum	£18,850	£19,200	£19,550
Band F	Minimum	£12,705		
	Step	£13,244	£13,502	
	Step	£13,783	£14,052	£14,320
	Step	£14,322	£14,601	£14,880
	Step	£14,861	£15,151	£15,440



	Maximum	£15,400	£15,700	£16,000
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5. The Department is currently in a two year pay freeze, however before this the progress of staff within their pay grades was according to their overall performance assessment and where they sat in their bands pay scale. Details of the way in which staff progress through each pay scale can be obtained from the Ministry of Justice by e-mailing data.access@justice.gsi.gov.uk whose pay scales and pay progression rules the NIO follows.
6. A copy of the latest pay settlement is attached
 - There have been no changes to the pay scales in the pay freeze
 - Pay progression is only taking place during the pay freeze for staff earning under £21,000
 - In line with MoJ guidelines any staff receiving an “exceptional” box marking for the reporting year receives a bonus payment of £1,200
 - The £250 increase was paid to staff earning less than £21,000, though some staff would have been moved up the pay scale one step and therefore received a larger increase.
 - The £21,000 threshold is determined by base salary.

