



United Kingdom Hydrographic Office

Admiralty Way
Taunton
Somerset
TA1 2DN

Telephone:
E-mail:

+44 (0)1823 337 900

Website:

www.ukho.gov.uk

Ref: CS-45087-Y6W4

02 October 2014

Dear [REDACTED]

Thank you for your email of 22 July requesting the following information:

Please could you provide me with answers to the following information requests under the Freedom of Information Act regarding the pay and other terms and conditions of your full time equivalent employees:

- 1) What are the rates of pay broken down by grade for full time equivalent non-SCS staff (if possible with the associated JEGS job evaluation scores) giving the minima and maxima of ranges? If pay rates are divided into London and National rates please provide both.*
- 2) Are there any specialist pay grades, specialist allowances, recruitment and retention allowances or market supplements? If so, please provide details including where relevant whether the payments are consolidated or non-consolidated.*
- 3) How many days annual leave are (full time equivalent) employees on entry entitled to, excluding public holidays?*
- 4) What is the maximum annual leave entitlement achievable for new starters and the service requirement to achieve this entitlement?*
- 5) Does the annual leave entitlement for new starters apply to all current staff on promotion to a higher grade?*
- 6) Are new starters entitled to privilege leave in addition to annual leave, and if so how much?*
- 7) What are the contractual hours for new starters (full time equivalent staff), including any differences applying to London-based staff?*
- 8) What are the arrangements for overtime pay, for example rates paid overtime or time off in lieu, broken down by grade?*
- 9) Are there any regional allowances paid, such as London weighting.*
- 10) What are the sick pay arrangements for new starters, including any service-related conditions?*
- 11) Is enhanced maternity pay, above Statutory Maternity Pay, available for women with sufficient service qualification?*
- 12) What is the length of service qualification for enhanced maternity pay?*
- 13) Is enhanced paternity pay, above Statutory Paternity Pay, available for those with sufficient service qualification?*
- 14) What is the length of service qualification for enhanced paternity pay?*

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.

1) What are the rates of pay broken down by grade for full time equivalent non-SCS staff (if possible with the associated JEGS job evaluation scores) giving the minima and maxima of ranges? If pay rates are divided into London and National rates please provide both.

2013/2014 Pay Scales

	A2 (AA)	A1 (AO)	B3 (EO)	B2 (HEO)	B1 (SEO)	C2 (Grade 7)	C1 (Grade 6)
Min		£17,630	£23,680	£29,712	£37,935	£47,935	£60,064
Max	£16,036	£20,296	£28,124	£33,924	£41,793	£54,049	£66,270

2) Are there any specialist pay grades, specialist allowances, recruitment and retention allowances or market supplements? If so, please provide details including where relevant whether the payments are consolidated or non-consolidated.

The UKHO pay grades are:

A2 (AA)	A1 (AO)	B3 (EO)	B2 (HEO)	B1 (SEO)	C2 (Grade 7)	C1 (Grade 6)
---------	---------	---------	----------	----------	--------------	--------------

There are certain individuals, below SCS grade, whose specialist skills or specific role (e.g. Accountant) attract(s) the payment of a recruitment and retention allowance (RRA).

The rates of agreed RRAs vary, according to the individual business case but they must be agreed by the UKHO's Executive Committee.

Divisional Area	Average of FTE RRA	Number of Staff with RRA
Assurance & Resilience	4139	4
Commercial	5707	13
Corporate Services	5000	3
Finance	3538	13
National Hydrographer	7139	3
Office of Chief Executive	2567	3
Operations	4213	5
Technology	3715	11

3) How many days annual leave are (full time equivalent) employees on entry entitled to, excluding public holidays?

26.5 days annual leave, on entry.

4) What is the maximum annual leave entitlement achievable for new starters and the service requirement to achieve this entitlement?

Rising to 31.5 days annual leave, after 5 years' civil service.

5) Does the annual leave entitlement for new starters apply to all current staff on promotion to a higher grade?

When staff are promoted, there is no change to their annual leave allowance.

6) Are new starters entitled to privilege leave in addition to annual leave, and if so how much?

Yes – one day.

7) What are the contractual hours for new starters (full time equivalent staff), including any differences applying to London-based staff?

37 hours, net. UKHO has no London-based staff.

8) What are the arrangements for overtime pay, for example rates paid overtime or time off in lieu, broken down by grade?

OVERTIME HOURS				
All circumstances where overtime may apply must be approved by management in advance of the occasion.				
	MONDAY TO FRIDAY	SATURDAY	SUNDAY	PUBLIC HOLIDAY
JVB A & B	Time or TOIL* at plain time	Time and a half payment or TOIL* at time and a half Payment as follows: Pay at time plus a pensionable half time premium**.	Double Time payment or TOIL* at double time Payment as follows: Pay at time plus a pensionable time premium**.	Double Time payment or TOIL* at double time Payment as follows: Pay at time plus a pensionable time premium**.
	ALL TOIL* CLAIMED/TAKEN IS WITH MANAGEMENT AGREEMENT			
JVB C	The first 2.5 hours per week (Sunday–Saturday) are worked without recompense either by payment or TOIL*. Approved hours in excess of 2.5 hours per week should be taken as Plain Time TOIL Exceptionally Plain Time can be paid instead of TOIL where this is in the business interest.			

9) Are there any regional allowances paid, such as London weighting.

No

10) What are the sick pay arrangements for new starters, including any service-related conditions?

Status & type of employment

Maximum period for full pay or half pay

Full-time and part-time staff

Not more than six months in all on full pay during any period of 12 months; thereafter, on half-pay (subject to a maximum of 12 months at full and half pay in any period of four years or less).

11) Is enhanced maternity pay, above Statutory Maternity Pay, available for women with sufficient service qualification?

Yes

12) What is the length of service qualification for enhanced maternity pay?

The employee must have worked for and been paid by the UKHO and/or another Government Department for a continuous (no break in service) period of at least 1 year, ending with the 15th week before the EWC.

13) Is enhanced paternity pay, above Statutory Paternity Pay, available for those with sufficient service qualification?

Yes

14) What is the length of service qualification for enhanced paternity pay?

The employee must have worked for and been paid by the UKHO and/or another Government Department for a continuous (no break in service) period of at least 1 year, ending with the 15th week before the EWC.

Under Section 16 of the Act (Advice and Assistance) you may find it helpful to note that the UKHO is in the process of migrating content from its existing website (www.ukho.gov.uk) to the gov.uk portal. Initial content was launched on 4 July; prior to that UKHO home page on gov.uk was a holding page advising visitors that we have a separate website.

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, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail 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.gov.uk>.

Yours sincerely,



Deputy Communications Manager