



Department
for Environment
Food & Rural Affairs

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Your ref:
Our ref: RFI 6891
Date: 10th October 2014

Dear

REQUEST FOR INFORMATION: PAY AND OTHER TERMS AND CONDITIONS OF DEFRA FULL TIME EQUIVALENT EMPLOYEES

Thank you for your request for information about pay and other terms and conditions of full time equivalent employees, which we received on 15 September 2014. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked for the following. Answers follow each question. Answers cover core Defra. Two of Defra's five agencies (AHVLA and VMD) also have the same pay, terms and conditions.

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.

1) Defra's current pay ranges are attached at Annex C. The range of JEGS scores for each grade is as follows:

AA – 0 to 210
AO – 210 to 320
EO – 320 to 420
HEO – 420 to 520
SEO – 520 to 600
G7 – 600 to 685
G6 – 685 to 720

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.



2) There is a separate pay range for Veterinary Officers (VO) which is shown at Annex C. All other specialist staff are paid within the standard pay ranges. The current specialist allowances payable are shown at Annex D. Such payments are non-consolidated.

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

3) On entry full time employees are entitled to 25 days annual leave excluding public holidays.

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

4) The maximum annual leave entitlement achievable for new starters is 30 days. Annual leave increases by one day each year. The maximum of 30 days is achievable after 5 years continuous service.

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

5) No. Annual leave allowances are not affected by promotion.

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

6) New starters are entitled to an additional 1 day off each year for the Queen's birthday. This is usually taken on the day after the late May Public Holiday.

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

7) Contractual hours for new starters are 42 hours, including meal breaks, regardless of location.

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

8) Each hour of overtime worked between Monday and Friday is paid at plain time rate and a half. Each hour of overtime worked at the weekend or on a Bank Holiday is paid at double time. These rates are applicable to staff at all grades below the SCS. Time off in lieu can be taken as an alternative to payment for overtime.

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

9) Defra has separate Inner London, Outer London and National pay ranges as shown at Annex C. It does not pay regional allowances.

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

10) New starters receive 1 month's full pay and 1 month's half pay, rising incrementally each year to 5 month's full pay and 5 month's half pay after 4 years of service, up to a maximum of 10 months sick pay in a 4-year rolling period.

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

11) Yes.

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

12) In order to qualify for contractual maternity pay employees must have completed one year's service.

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

13) All employees are entitled to Paternity Pay at Departmental rather than Statutory rates. The number of days received is dependent on length of service.

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

14) An employee must have completed at least one year's paid service in the Civil Service before the date on which the child is expected to be born, or by the expected week of placement for adoption, to qualify for 15 days (pro rata for part time staff) of Departmental Paternity Pay. Those individuals with less than one year's service will be entitled to nine days (pro rata for part time staff) of Departmental Paternity Pay.

In keeping with the spirit and effect of the FOIA, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on our website together with any related information that will provide a key to its wider context.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

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

Yours sincerely,

Defra FOI and EIRs Team

Email informationrequests@defra.gsi.gov.uk

Annex A

Copyright

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs or logos) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

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Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: requestforinfo@defra.gsi.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

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

Annex C

Defra Current Pay Ranges



Annex A - 2014 Pay
Structure b.pdf

Annex D

Specialist Allowances

| | |
|--|--------|
| Accountancy Supplements (per annum) | |
| Part qualified 1 (London) | £1,281 |
| Part qualified 1 (National) | £796 |
| Part qualified 2 (London) | £2,553 |
| Part qualified 2 (National) | £1,590 |
| Accountancy qualified (London) | £4,495 |
| Accountancy qualified (National) | £3,107 |
| Audit Supplements (per annum) | |
| Audit G (London) | £1,866 |
| Audit G (National) | £934 |
| Audit GM (London) | £2,522 |
| Audit GM (National) | £1,590 |
| Audit IT 1 (National) | £1,750 |
| Audit IT 1/G (National) | £2,452 |
| Audit IT 2/G (National) | £4,263 |
| Audit IT/GM (National) | £4,823 |
| IT Supplements (per annum) | |
| Level 1 | £2,291 |
| Level 2 | £4,081 |