



# United Kingdom Hydrographic Office

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30 December 2014

Dear [Redacted]

Thank you for your email of 9 December requesting information about UKHO collective agreements with Trade Unions.

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 Ministry of Defence, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found below with a copy of the latest pay settlement attached. Section 40(2) has been applied to the pay settlement document in order to protect personal information as governed by the Data Protection Act 1998. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

- 1) Name of unions which are signatories to your main collective agreement covering pay and conditions: **Prospect, PCS**
- 2) Number of employees covered by the agreement: **981**
- 3) 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

UKHO Grades	A2	A1	B3	B2	B1	C2	C1
Civil Service Grades	AA	AO	EO	HEO	SEO	G7	G6
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
Performance Zone						£60,000	£68,000

4) Copy of latest pay settlement. **Attached.**

If the latest pay settlement is based on the 1% maximum paybill increase set by the Treasury, please provide the following information on how the 1% has been applied:

- 1) Have there been any changes to the pay scales? **Please see Previous Pay (12/13) scale below**

	A2	A1	B3	B2	B1	C2	C1
	AA	AO	EO	HEO	SEO	G7	G6
Step 7			£23,446	£29,418	£37,559	£47,460	£59,469
Step 6		£17,455	£24,116	£30,064	£38,183		
Step 5		£17,928	£24,570	£30,591	£38,811		
Step 4		£18,239	£25,270	£31,251	£39,471		
Step 3		£18,739	£25,970	£31,921	£40,131		
Step 2		£19,239	£26,660	£32,591	£40,801		
Step 1	£15,877	£20,095	£27,846	£33,588	£41,379	£53,514	£65,614
Performance Zone						£60,000	£68,000

- 2) Are progression payments being paid? **NO**

3) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses? **Please see attached pay notice**

- 5) Have any changes to terms and conditions been implemented as a result of the Civil Service Reform Plan (Modernising the Employment Contract)? If so, what changes have been made? Do these changes apply to:

- 1) new staff?
- 2) promoted staff?
- 3) existing staff?

	Details
Annual leave	New starters - 26.5 days, rising to 31.5 days after 5 years' service. The only change involved a shortening of the time taken to receive full annual leave allowance, from 10 years to 5 years. This took effect from 01 October 2013. This applies to all UKHO staff below SCS (for SCS terms, please see MOD return).
Privilege leave	1.5 of the 2.5 privilege days were incorporated into annual leave (see above), with effect from 01 October 2013. The Queen's birthday privilege day remains separate. This applies to all UKHO staff below SCS, including new starters and staff on promotion.
Occupational sick pay	No change – the UKHO's OSP policy remains the same, this is due to the cost of changing our systems, to align with Cabinet Office recommendations.
Hours of work	No change – UKHO is a single-site department (not London-based)
Mobility	No change – all UKHO staff below SCS have at least a minimum mobility obligation, which means they are liable to: A. transfer

	locally within reasonable daily travelling distance of their home and B. serve away from home for periods of detached duty. For full-time staff at B3 (EO) level and above, replace (A) with a liability to: transfer anywhere in the United Kingdom or abroad.
Probation	Since 01 October 2013 new staff do not have an automatic right to flexi-time arrangements for the first 26 weeks of employment. Managers are able to choose whether their new staff can work under the flexitime system or agree pre-arranged hours. Staff are able to request flexi-time with their line manager. There will be no obligation on line managers to accept requests in the first 26 weeks. Only applicable to new starters. Not applicable to OGD transferees, with more than 26 weeks' service.

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, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto: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,



Communications Manager

