

## Information Released under Freedom of Information Act

**Subject:** Request for information relating to trade union membership and pay details

**Date Released:** 11 July 2016

**Summary of request:** The enquirer requested information relating to trade union membership and pay details

### Information Released

You requested the following information;

- 1) **Name of unions which are signatories to your main collective agreement covering pay and conditions;**  
We only recognise one union the PCS.
- 2) **Number of employees covered by the agreement;**  
Our headcount is currently 903 heads
- 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)** - Our equivalent is Band A pay scale spot rate of £16,156
  - 2) **Administrative Officer (AO)** – Our equivalent is band B pay scale £16,156 - £20,125
  - 3) **Executive Officer (EO)** – Our equivalent is Band C pay scale £20,125 - £24,692
  - 4) **Higher Executive Officer (HEO)** – Our equivalent is Band D pay scale £24,692 - £32,765
  - 5) **Senior Executive Officer (SEO)** – Our equivalent Band E pay scale £32,765 - £41,233
  - 6) **Grade 7** – Our equivalent is Band F pay scale £41,233 -£52,740
  - 7) **Grade 6** – Our equivalent is Band G pay scale £52,740 - £65,429
- 4) **Copy of your latest pay settlement. 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:**  
Copy of 2015/2016 pay award attached.
  - 1) **Have there been any changes to the pay scales?**  
Last year's pay award saw us increase all pay steps by 1%.
  - 2) **Are progression payments being paid?**  
We negotiated the removal of contractual progression as part of last year's pay award.
  - 3) **Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?**  
We pay a non-consolidated award to the top 10% of our performers