



Foreign &
Commonwealth
Office

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Human Resources Directorate
Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

Website: <https://www.gov.uk>

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0215-15

Thank you for your email of 24 February 2015 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

I seek the following information relating to the calendar years: 2011, 2012, 2013, 2014:

- 1. The amount paid in signing bonuses or signing on payments to current employees, former employees, or any staff used by the department for the calendar years above and the highest individual payment made.*
- 2. The amount paid in financial incentives or special incentive payments to employees by the department for the calendar years above and the highest individual payment made.*
- 3. The amount paid out in "recruitment and retention" allowances to employees for the years stated and the highest individual payment made.*
- 4. The amount paid out by clauses in contracts that provide the employee with a severance package in the case that the executive loses his or her job through firing, restructuring, or even scheduled retirement and the highest individual payment made.*
- 5. The amount paid out in agreements between the department and an employee, specifying that the employee will receive certain significant benefits if employment is terminated and the highest individual payment made.*

If this request will exceed the cost limit in its current form please notify me as soon as possible, rather than after 20 working days, or carry out only as many questions as possible within the request or questions 1-3 for the years 2013-2014 instead.

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

1. The FCO does not pay any form of 'signing bonus' or 'signing on payments' to new entrant staff.
2. The FCO does not pay financial incentives but - like other government departments and in line with HMT and Cabinet Office guidance - it does pay non consolidated performance related payments (around 3.15% of paybill) to recognise and reward high performance. Note that the figures given for each financial year relate to awards paid for the previous year's performance (e.g. awards paid in 2013-14 relate to performance in the 2012-13 financial year). The figures in the table below relate to highest payments made to staff in the Senior Civil Service (SCS) within the FCO where we follow Cabinet Office guidance in terms of PRP values and limits on the number of recipients of PRP to 25% of SCS staff. This has been the case since 2011-12. Prior to this year Cabinet Office guidance allowed up to 65% of staff in the SCS to receive PRP. The values paid are in line with other Government Departments. For staff in the delegated grades (those below the SCS) payment of PRP forms part of the annual pay award made to staff.

Year	Total	Highest - SCS	Delegated Grades
2010-11	£6,191,430	£13,500	£645 - £2,800
2011-12	£5,564,554	£13,500	£720 - £2,990
2012-13	£5,694,558	£17,500	£760 - £3,090
2013-14	£5,704,102	£17,500	£695 - £2,925

For staff

3. The FCO may pay a Recruitment and Retention Allowance (RRA) to solve intractable recruitment or retention problems when there is a strong business case for doing so and the FCO needs to recruit unique skills not available in the FCO or Civil Service, for example digital, commercial and major project management. Payments of RRA accounted for around 0.01% of FCO paybill in 2013-14.

Year	Total	% of workforce in receipt	Highest payment	Average payment
2010-11	£131,766	0.9%	£19,960	£3,214
2011-12	£93,132	0.8%	£19,960	£2,747
2012-13	£455,198	3.4%	£19,960	£2,977
2013-14	£209,740	3.0%	£26,900	£1,531

Payments of RRA are made on a monthly basis with salary. The highest amounts above are the annual figure awarded and may not necessarily have been paid in full in each year.

4. Redundancy and other departure costs are paid in accordance with the provisions of the Civil Service Compensation Scheme, a statutory scheme made under the Superannuation Act 1972. The amounts paid out are listed in the FCO Annual Resource and Accounts which can be found on the following publically available websites
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/229172/0974.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/32880/annual-report-accounts-2011-12.pdf

<https://www.gov.uk/government/publications/foreign-and-commonwealth-office-annual-report-and-accounts-2012-13>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/325896/FCO_Annual_Report_2013-14.pdf
5. No Payments were made in the years 2011, 2012, 2013 or 2014.

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Yours sincerely,

Knowledge Management Officer
Human Resources Directorate



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