



Foreign &
Commonwealth
Office

Human Resources Directorate
Foreign and Commonwealth Office
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06 December 2016

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 1005-16

Thank you for your email of 26 October 2016 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

- 1) *Name of unions which are signatories to your main collective agreement covering pay and conditions;*
- 2) *Number of employees covered by the agreement;*
- 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*
- 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:*
 - 1) *Have there been any changes to the pay scales?*
 - 2) *Are progression payments being paid?*
 - 3) *Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?*

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) Name of unions which are signatories to your main collective agreement covering pay and conditions.

The Public and Commercial Services union; the First Division Association branch of the Diplomatic Service Association; and Prospect are signatories to the main collective agreement covering pay and conditions.

2) Number of employees covered by the agreement.

The agreement applies to all 4295 UK-based staff.

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

Pay rates, effective 1 April 2016, will be published shortly on the following website:

<https://www.gov.uk/government/publications/foreign-office-staff-and-salary-data>

Therefore, this information is exempt under section 22 of the FOIA – Information intended for future publication.

4) Copy of 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:

- 1) Have there been any changes to the pay scales?
- 2) Are progression payments being paid?
- 3) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?

I attach an extract from the settlement letter sent to the Trade Unions below. The pay settlement was based on the 1% maximum paybill increase set by the Treasury (although HM Treasury agreed the FCO's request for the flexibility to re-allocate 0.5% of overall paybill from the non-consolidated performance related pay "pot" to consolidated base pay).

- 1) Only the A1 spot rate has been revalorised.
- 2) No.
- 3) Yes. For staff at all grades performance related payments were paid to staff who achieved an Exceptional/Tranche1 performance rating.

Yours sincerely,

Human Resources Directorate



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.

Extract of letter about the 2016 Pay Settlement from Head of Unit, Pay and Strategic Workforce Planning (HR Directorate) to the Acting TUS Chair, 22 August 2016

2016 Offer

5. I am now in a position to set out our pay offer – and response to your pay claim - which has been agreed by the Foreign Secretary, the PUS and Board's Executive Committee. The pay offer outlined below is in line with Civil Service pay guidance and applies to FCO Delegated Grades. This includes those employed at Wilton Park Executive Agency but it excludes staff working for FCO Services and those staff on inward interchange who remain on their parent department terms and conditions of service. It also excludes those employed as local staff overseas and those who have third party contracts with the FCO.

6. We propose the following for the 2016 pay settlement:-
 - award Performance Related Pay (PRP) bonuses only to top performers at all grades. As you are aware, the then Foreign Secretary agreed that 2015 would be the last year we would pay for “Met/Tranche 2” ratings for Band A and B staff. This is in line with existing practice for Bands C and D;

 - redistribute £650,000 from non consolidated pay to fund base pay increases. A key part of Civil Service Pay Guidance is that we need to target those funds rather than simply offer a flat rate to all Delegated Grades. We believe that the best approach is to target staff based on performance and position in range. This will mean that better performing staff towards the bottom of the pay ranges will receive a slightly larger consolidated base pay increase and will help ensure greater pay progression for those lowest down payscales. **The average base pay award will be 1.4%**. Annex A sets this out more fully;

 - allocate £500,000 to Directorates for in-year bonus schemes (no change from 2015);

 - award Performance Related Pay (PRP) bonuses to Tranche 1 staff (please see Annex B);

Annex A

	Position in range		
	Bottom 3 rd	Middle 3 rd	Top 3 rd
T1	2.1%	1.9%	1.7%
T2	1.6%	1.4%	1.2%
T3	0.5%	0.5%	0.5%

A2	Position in range		
	Bottom 3 rd	Middle 3 rd	Top 3 rd
T1	£441	£399	£357
T2	£336	£294	£252
T3	£105	£105	£105

B3	Position in range		
	Bottom 3 rd	Middle 3 rd	Top 3 rd
T1	£521	£471	£421
T2	£397	£347	£297
T3	£124	£124	£124

C4	Position in range		
	Bottom 3 rd	Middle 3 rd	Top 3 rd
T1	£619	£560	£501
T2	£471	£412	£353
T3	£147	£147	£147

C5	Position in range		
	Bottom 3 rd	Middle 3 rd	Top 3 rd
T1	£756	£684	£612
T2	£576	£504	£432
T3	£180	£180	£180

D6	Position in range		
	Bottom 3 rd	Middle 3 rd	Top 3 rd
T1	£1,030	£932	£834
T2	£785	£687	£589
T3	£245	£245	£245

D7	Position in range		
	Bottom 3 rd	Middle 3 rd	Top 3 rd
T1	£1,228	£1,111	£994
T2	£936	£819	£702
T3	£292	£292	£292

For A1 staff the 2015 spot rate of £18,520 will be revalorised by 1.4%, increasing it to £18,779.

Annex B

Performance Related Pay (PRP)

Value of awards for Tranche 1 staff as follows:

A1 - £1,455

A2 - £1,555

B3 - £1,655

C4 - £1,755

C5 - £1,955

D6 - £2,155

D7 - £2,355