



Advisory Committee on  
Business Appointments

**Civil Service Commission**

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By email only:

24 October 2018

**Our Reference:** *...*

Dear ..

Thank you for your email dated 15 October to the Advisory Committee on Business Appointments, which requested the following information:

1. *Name of the unions signatory to your main collective agreement covering pay and conditions.*
2. *Please state the settlement date of your latest collective pay agreement.*
3. *Please state the employee groups covered by the pay agreement.*
4. *Please state the number of employees covered by the agreement.*
5. *Please provide a copy of your latest pay agreement.*
6. *Was the latest pay settlement under the remit of the 2018/19 Civil Service pay guidance?*
7. *Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents:*
  - a) *Administrative Assistant (AA)*
  - b) *Administrative Officer (AO)*
  - c) *Executive Officer (EO)*
  - d) *Higher Executive Officer (HEO)*
  - e) *Senior Executive Officer (SEO)*
  - f) *Grade 6*
  - g) *Grade 7*
8. *Please give details of any individual performance-related increases paid.*

9] Please state the overall paybill increase as a result of the 2018/19 pay settlement (including employer National Insurance and employer pension contributions).

10] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay negotiations.

11] If no agreement has yet to be reached please state the month in which you anticipate 2018/19 pay increase will be paid.

I am dealing with this request under the terms of the Freedom of Information Act 2000 (the Act).

The Advisory Committee on Business Appointments shares an office and secretariat with the Civil Service Commission, and Office of the Commissioner for Public Appointments. The secretariat is currently staffed by civil servants seconded from Cabinet Office (our sponsoring department); as such, employees are subject to the pay and reward policy implemented by Cabinet Office. For details of the most recent Cabinet Office pay agreement, you can make a Freedom of Information request to Cabinet Office online: <https://www.gov.uk/contact/foi>

If you are unhappy with the service you have received in relation to your request or wish to request an internal review, you should write to:

Peter Lawrence  
Chief Executive  
Civil Service Commission  
Room G/08  
1 Horse Guards Road  
London  
SW1A 2HQ

E-mail: [chief.executive@csc.gov.uk](mailto:chief.executive@csc.gov.uk)

You should note that the Civil Service Commission will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the Civil Service Commission. The Information Commissioner can be contacted at:

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

Yours sincerely,

**Daniella Emery**  
Commission Secretariat

