



# UK Hydrographic Office

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REF: FOI2019/02367

28 February 2019

Dear [REDACTED]

Thank you for your email of 20 February 2019 requesting the following information:

*“a freedom of information request which relates to the organisations Trade Unions, pay and bonuses”*

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

The information you have requested can be found, at annex A.

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, Ground 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.org.uk>.

Yours sincerely,

UKHO Secretariat

## Annex A:

- 1) The names of the unions which are signatories to your main collective agreement covering pay and conditions;

We recognise two unions for collective bargaining purposes; they are Prospect and PCS.

- 2) The number of employees covered by the agreement;

Circa 850

- 3) A list of pay 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

2018	A2 (AA)	A1 (AO)	B3 (EO)	B2 (HEO)	B1 (SEO)	C2 (G7)	C1 (G6)
Min	£17,477	£18,800	£25,324	£31,589	£40,329	£50,965	£63,844
Max	£17,477	£20,776	£28,785	£34,727	£44,784	£56,773	£69,087

- 4) A copy of your latest pay settlement. Please provide the following information on how any pay increase has been applied:

See attached: '20181205 - Pay Notice - Remit Year 2018-19'

- a) Is the paybill increase based on pay guidance set by the Treasury?

Yes – UKHO follows the Civil Service Pay Guidance

- b) Have there been any changes to the pay scales?

Yes

- c) Are progression payments being paid?

UKHO don't currently have any type of progression arrangements, within our pay ranges.

- d) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?

UKHO operates a team performance award, the specific justification for which is reviewed on a yearly basis. UKHO's key performance measures (KPMs) form the basis for individual objectives, set across the business, and the KPMs are the measures against which payment of the team performance award is assessed.

UKHO also operates a recognition awards scheme, which includes cash awards (special bonus) and voucher awards.

Special bonus awards could be £0 - £10,000; however, any award above £500 requires approval by the Executive Committee and awards above £2,000 require approval from UKHO's Remuneration Committee. Voucher awards can be up to £100.



UK Hydrographic  
Office

# Pay Notice for Pay Remit Year 2018/19

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## Document Control

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Approval	HR, AC

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## Document Security

Any person, other than the authorised holder, upon obtaining possession of the document should take it to the nearest Police Station or forward it, together with their name and address in a sealed envelope to: **The Principal Security Advisor,**

The UK Hydrographic Office, Admiralty Way, Taunton, Somerset, TA1 2DN, United Kingdom.

Telephone



Facsimile



## Pay Contacts

HR Pay Manager

[REDACTED]

HR Pay & Policy Officer

[REDACTED]

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### **Consolidated pay bill increase: 1.5%**

As we are operating within the Civil Service Pay Guidance, the pay award is confined to an overall 1.5% increase to the pay bill.

### **UKHO using freedom allowed**

This year, the guidance allowed departments to give a higher consolidated award of up to 1.5% (from a maximum 1%), where they were satisfied the additional 0.5% award was affordable, from within their budgets. EXCO approved the use of our freedom to increase the pay bill by the full 1.5% and also to make use of our non-consolidated 'pot' to increase the overall total award to 2%.

### **Award applies: 01 August 2018 – 31 July 2019**

This award relates to the pay remit period from 01 August 2018 to 31 July 2019 and does not form part of any future pay agreements beyond this period. No expectations for future pay agreements should be formed, based on this pay notice.

This award applies to permanent, fixed term and casual staff employed by UKHO in bands A to C. SCS are subject to separate arrangements.

### **Minister approved**

Our Minister has approved the remit business case for this pay award.

The pay award described in this offer increases UKHO's consolidated pay bill by 1.5%.

### **Guaranteed total award of 2%**

The award includes a guaranteed **total** award amounting to 2%, which will be paid as a one-off non-consolidated payment to those who receive less than the guaranteed total award as consolidated pay.

### **Payable 01 August**

All parts of the 2018/19 pay award are payable from 01 August 2018. Payment of the award will be back-dated to this date.

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**Summary of  
2018/19 Pay  
Award**

Current Position in Pay Range	Consolidated Increase %	Detail
Maximum	0.80%	All grade maxima will be increased by 0.8%. Individuals on the old max will be moved to the new max.
Below Current Maximum	1.25%	Salary uplift will be 1.25%, up to the new max. Individuals will not advance beyond the new max.
Minimum	1.80%	All grade minima will be increased by 1.8%. Individuals on the old min will be moved to the new min.
A1 Minimum	1.95%	The A1 minimum will be increased by 1.95%. Individuals on the old min will be moved to the new min.
A2 Spot Rate	1.80%	The A2 spot-rate will be increased by 1.8%. Individuals on the old rate will be moved to the new rate.

*All awards are based on the average salary for your grade – this means the % consolidated increase may be slightly different to the % detailed above. e.g. The A1 minimum is lower than the average salary for A1 so 1.95% of the average salary equates to 2% consolidated award overall.*

- a) All staff will receive a **total** award of at least 2% of salary (FTE), made up of either consolidated or non-consolidated award, or a combination of both;
- b) 1.5% increase to on-call and standby allowances;
- c) 1.5% increase to Cartographic trainee rate, to £20,149;
- d) UKHO interns - the salary rate applicable to UKHO interns, employed for any length of time, will be the minimum of the grade (usually A1, at £18,800);
- e) Apprentices – the salary rate for externally appointed apprentices (except transfers in) will be the minimum of the grade. See Apprentice policy for details;

**Pay Award**

This pay award allows for consolidated salary increases across the ranges, including at the max.

This award includes a guaranteed minimum total award to all staff (2% FTE).

This year’s pay ranges are set out below:

**Figure 1 – New Pay Ranges**

	A2	A1	B3	B2	B1	C2	C1
Min	£17,477	£18,800	£25,324	£31,589	£40,329	£50,965	£63,844
Max	£17,477	£20,776	£28,785	£34,727	£44,784	£56,773	£69,087

**Calculating the Pay Award (Order of Processing)**

1. Before using Annex 2 of this document, individuals will need to know their current full-time equivalent salary. Part-time members of staff can calculate their full-time salary using the following calculation:

Part-time salary (e.g. £15,508.50) divided by part-time hours (e.g. 18.5) multiplied by net full-time hours (37) = full-time salary (£31,017).

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2. Use Annex 2 to establish new salary, as at 01 August 2018.
  3. If new salary equates to less than a 2% consolidated award, individual will receive a non-consolidated award of the difference, pro-rated for part-timers.

### **Managing Poor Performance**

Individuals subject to managing poor performance procedures will not be entitled to a pay award until their performance has improved to an acceptable level (at the point of entering the sustained performance period). The pay award will become effective from the date of entering the sustained performance period and will not be back-dated to 01 August 2018.

### **Unsatisfactory Attendance Procedures**

Where individuals have spent time under formal unsatisfactory attendance procedures, their pay award will not be affected.

### **Sick Leave/Maternity/Paternity/Adoption/(Shared)Parental/Special Leave (paid and unpaid)**

None of the above types of leave will affect an individual's pay award. If an individual is on any type of unpaid leave at the time of the pay award they will not notice any uplift in their salary until they return to payroll.

### **Promotion and Temporary Promotion**

Staff promotions will continue to be calculated as follows:

A move to a higher grade in a different JVB group (e.g. A to B, B to C) attracts a 10% increase, or the minimum of the new grade, whichever is higher.

A move to a higher grade within the same group (e.g. A2 to A1, B2 to B1 etc.) attracts 7.5% increase or the minimum of the new grade, whichever is higher.

### **Reversion**

Reversions following a period of temporary promotion, will continue to be calculated as follows:

Salary will be reduced by the monetary amount gained on temporary promotion (TP), regardless of the date the TP started. This is the 'Cash Up – Cash Down' principle. This ensures that staff maintain the benefit of reward in the higher grade.

If a reversion calculation produces a rate of pay above the substantive band maximum, the individual will be allowed to mark time on the amount above the maximum until the following 01 Aug pay award. This

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will enable the full value of the last pay award to be realised in the form of monthly pay. When the next pay award is implemented, pay will initially be adjusted to the pre-award grade maximum, which will ensure no different treatment from other staff in the same substantive grade for that award.

If a reversion calculation produces a result less than that which would have been achieved had there not been a TP, then the greater value will be applied to the salary. The individual must suffer no detriment from having been on TP.

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### **Allowances**

The following allowances will be increased by 1.5%:

- On-call
- Standby

Annex 1 sets out the new allowance rates to be published.

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### **Pay Implementation**

The 2018/19 pay award will take effect from 01 August 2018.

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### **Future Pay Implementation**

UKHO are committed to on-going discussions with Prospect and PCS regarding the future pay proposals, following implementation of this pay award. However; should there be a material change in the operation of UKHO business, or to the Treasury Pay Guidelines for 2018, or arising from Cabinet Office discussions with Trade Unions, both or either party may seek to re-open the negotiations by giving written notice stating their reasons for review.

This pay offer covers the period from 01 August 2018 to 31 July 2019 and does not form part of any future pay agreements beyond this date.

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## Annex 1 – New Allowance Rates from 01 August 2018

	On-call	Standby
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### Weekdays

Between the closing of an office in the evening and its opening the following morning for each period of more than 12 hours	£8.46	£24.71
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### Saturdays, Sundays and Privilege Holidays

For each full 24-hour period	£24.12	£64.68
For a period of less than 24 hours, a proportion of	£24.12	£64.68

### Public and Bank Holidays

For each full 24-hour period	£31.34	£88.17
For a period of less than 24 hours	£31.34	£88.17

Unless on standby, an individual that is called out outside normal working hours\* will be eligible for a minimum 3 hours' overtime payment, which will be in line with UKHO overtime payments.

\*For example

A full-time member of staff, who, having completed their hours for the day and left the office, is subsequently called to work.

Or;

A shift-worker called to work outside of their rostered shift hours.

## Annex 2 – Pay Award Tables (FTE Salaries)

*(Please note % consolidated increase is rounded to 2 decimal places)*



All awards are based on the average salary for your grade – this means the % consolidated increase may be different in the below tables to the % detailed above.

e.g. The A1 minimum is lower than the average salary for A1 so 1.95% of the average salary equates to 2% consolidated award overall.

Grade	Pre-award FTE Salary	£ Consolidated Increase	Post-award FTE Salary	% Consolidated Increase
A2	£17,167	£310	£17,477	1.80%

Grade	Pre-award FTE Salary	£ Consolidated Increase	Post-award FTE Salary	% Consolidated Increase
A1	£18,431	£369	£18,800	2.00%
A1	£18,588	£236	£18,824	1.27%
A1	£18,785	£236	£19,021	1.26%
A1	£18,944	£236	£19,180	1.25%
A1	£19,102	£236	£19,338	1.24%
A1	£19,493	£236	£19,729	1.21%
A1	£19,851	£236	£20,087	1.19%
A1	£20,003	£236	£20,239	1.18%
A1	£20,235	£236	£20,471	1.17%
A1	£20,436	£236	£20,672	1.15%
A1	£20,625	£151	£20,776	0.73%

Grade	Pre-award FTE Salary	£ Consolidated Increase	Post-award FTE Salary	% Consolidated Increase
B3	£24,856	£468	£25,324	1.88%
B3	£24,962	£362	£25,324	1.45%
B3	£25,204	£325	£25,529	1.29%
B3	£25,446	£325	£25,771	1.28%
B3	£25,688	£325	£26,013	1.27%
B3	£25,713	£325	£26,038	1.26%
B3	£25,786	£325	£26,111	1.26%
B3	£25,930	£325	£26,255	1.25%
B3	£26,275	£325	£26,600	1.24%
B3	£26,291	£325	£26,616	1.24%
B3	£26,348	£325	£26,673	1.23%
B3	£26,457	£325	£26,782	1.23%
B3	£26,572	£325	£26,897	1.22%
B3	£26,629	£325	£26,954	1.22%
B3	£26,636	£325	£26,961	1.22%
B3	£27,500	£325	£27,825	1.18%
B3	£27,708	£325	£28,033	1.17%
B3	£28,115	£325	£28,440	1.16%
B3	£28,577	£208	£28,785	0.73%

<b>Grade</b>	<b>Pre-award FTE Salary</b>	<b>£ Consolidated Increase</b>	<b>Post-award FTE Salary</b>	<b>% Consolidated Increase</b>
B2	£31,017	£572	£31,589	1.84%
B2	£31,072	£517	£31,589	1.66%
B2	£31,104	£485	£31,589	1.56%
B2	£31,110	£479	£31,589	1.54%
B2	£31,197	£397	£31,594	1.27%
B2	£31,371	£397	£31,768	1.27%
B2	£31,462	£397	£31,859	1.26%
B2	£31,632	£397	£32,029	1.26%
B2	£31,635	£397	£32,032	1.25%
B2	£31,893	£397	£32,290	1.24%
B2	£32,001	£397	£32,398	1.24%
B2	£32,096	£397	£32,493	1.24%
B2	£32,154	£397	£32,551	1.23%
B2	£32,505	£397	£32,902	1.22%
B2	£33,188	£397	£33,585	1.20%
B2	£33,871	£397	£34,268	1.17%
B2	£34,157	£397	£34,554	1.16%
B2	£34,465	£262	£34,727	0.76%
B2	£34,473	£254	£34,727	0.74%

<b>Grade</b>	<b>Pre-award FTE Salary</b>	<b>£ Consolidated Increase</b>	<b>Post-award FTE Salary</b>	<b>% Consolidated Increase</b>
B1	£39,599	£730	£40,329	1.84%
B1	£39,633	£696	£40,329	1.76%
B1	£39,840	£507	£40,347	1.27%
B1	£39,881	£507	£40,388	1.27%
B1	£40,129	£507	£40,636	1.26%
B1	£40,377	£507	£40,884	1.26%
B1	£40,625	£507	£41,132	1.25%
B1	£40,718	£507	£41,225	1.25%
B1	£41,060	£507	£41,567	1.23%
B1	£41,598	£507	£42,105	1.22%
B1	£41,733	£507	£42,240	1.21%
B1	£42,029	£507	£42,536	1.21%
B1	£42,403	£507	£42,910	1.20%
B1	£42,416	£507	£42,923	1.20%
B1	£43,006	£507	£43,513	1.18%
B1	£43,113	£507	£43,620	1.18%
B1	£43,777	£507	£44,284	1.16%
B1	£44,459	£325	£44,784	0.73%

Grade	Pre-award FTE Salary	£ Consolidated Increase	Post-award FTE Salary	% Consolidated Increase
C2	£50,041	£924	£50,965	1.85%
C2	£50,068	£897	£50,965	1.79%
C2	£50,367	£641	£51,008	1.27%
C2	£50,665	£641	£51,306	1.27%
C2	£50,964	£641	£51,605	1.26%
C2	£51,262	£641	£51,903	1.25%
C2	£52,013	£641	£52,654	1.23%
C2	£52,247	£641	£52,888	1.23%
C2	£53,320	£641	£53,961	1.20%
C2	£54,562	£641	£55,203	1.17%
C2	£55,073	£641	£55,714	1.16%
C2	£55,417	£641	£56,058	1.16%
C2	£56,363	£410	£56,773	0.73%

Grade	Pre-award FTE Salary	£ Consolidated Increase	Post-award FTE Salary	% Consolidated Increase
C1	£62,692	£1,152	£63,844	1.84%
C1	£62,714	£1,130	£63,844	1.80%
C1	£63,075	£800	£63,875	1.27%
C1	£65,410	£800	£66,210	1.22%
C1	£68,185	£800	£68,985	1.17%
C1	£68,709	£378	£69,087	0.55%

**These salaries are all full-time equivalent. Part-time members of staff will need to pro-rate their salary, as follows:**

Full-time salary divided by 37 (full-time hours), multiplied by part-time hours.

E.g. £25,324/37 x 24 = £16,426.38

A1 staff on the Cartographic Training Rate will increase from £19,851 to £20,149.

## Reviewers

Name	Role	Date reviewed	Version reviewed
Author	[REDACTED]	05/12/2018	FINAL