



Defence Electronics &
Components Agency

Defence Electronics & Components Agency
Building 15
Welsh Road
Deeside
Flintshire
CH5 2LS

Ref. FOI2018-03044

Telephone
E-mail:

29 March 2018

Dear

I am writing in response to your email dated 28 February 2018 requesting information about pay and conditions agreement, grades and pay rates and pay settlements.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA)

In response to your queries, I have completed a search for the information within the Defence Electronics & Components Agency (DECA), and I can confirm that **we hold the information in scope of your request.**

For ease of reference, I provide our responses against each of your five questions below

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

Unite
Prospect
PCS
GMB
FDA

Please note that currently FDA does not have any members within DECA and therefore there is no FDA representative within the business

2. Number of employees covered by the agreement;

416 (as at 1 March 2018)

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:

- a. **Administrative Assistant (AA)**
DECA Pay Band 4 Level 2
Pay range £16,741 to £19,030
- b. **Administrative Officer (AO)**
DECA Pay Band 4 Level 1
Pay Range £19,134 to £22,048
- c. **Executive Officer (EO)**
DECA Pay Band 3 Level 1
Pay range £24,337 to £29,749
- d. **Higher Executive Officer (HEO)**
DECA Pay Band 2 Level 2
Pay Range: £30,998 to £37,241

- e. **Senior Executive Officer (SEO)**
DECA Pay Band 2 Level 1
Pay range £39,321 to £44,525
- f. **Grade 7**
DECA Pay Band 1 Level 2
Pay Range £50,873 to £60,237
- g. **Grade 6**
DECA Pay Band 1 Level 1
Pay range £62,320 to £72,726

Also used, but not on the Grade Equivalent List above – Pay Band 3 Level 2 (equivalent to an industrial grade of Skill Zone 3)
Pay range £22,152 to £25,066

4. Copy of latest pay settlement (Please provide the following information on how any pay increase has been applied)

See Annex A

This document is our offer letter and a copy of the pay scales is at Annex B

- a. **Have there been any changes to the pay scales?**
Outcome of the Pay Offer for 2017 resulted in an increase of 1% to all scales. See Annex B
DECA must comply with HM Treasury pay guidance of an increase to equate to no more than 1% of the DECA pay bill
- b. **Are progression payments being paid?**
No
- c. **Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?**
No

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). 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 ended.

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 is complete. You can find further details of the role and powers of the Information Commissioner on the Commissioner's website, <https://ico.org.uk/>.

Regards

[Redacted signature]

Annex A - offer letter
Annex B - pay scales



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Flintshire
CH5 2LS

Reference: HRD 04-01-02

Telephone [MOD]: +44 (0)1244 847126

E-mail: Trudy.Shields@deca.mod.uk

See distribution

30th October 2017

WITHOUT PREJUDICE

Defence Electronics and Components Agency (DECA) Final Pay Offer 2017

1. Following constructive and meaningful negotiation with the Trades Unions, this document sets out DECA's Final Pay Offer for 2017, which supersedes any previous offers.
2. This offer is applicable to DECA employees in all Pay Bands below the Senior Civil Service (SCS) and includes permanent employees, fixed term employees and apprentices. It is compliant with HM Treasury Civil Service Pay Guidance 2017 to 2018 and is within the permitted maximum 1% cost increase to DECA's pay bill. DECA acknowledges that Trades Unions continue to oppose the 1% cap on public sector pay growth and that dialogue continues with the Cabinet Office/HM Treasury at National Level.
3. Details of the proposed offer to employees are:
 - A 12 month pay deal for the period from 1 August 2017 to 31 July 2018.
 - A 1% revalorisation of spine points; a 1% consolidated increase for all employees, except those currently above their Pay Band maximum.
 - A part consolidated and part non-consolidated payment to apply for those employees currently above their Pay Band maximum. This will bring all affected personnel onto an existing pay spine this year.
 - A 1% revalorisation of DECA allowances (except Fixed RRAs).
 - Graduating apprentices who are offered and accept a permanent appointment after 31 July 2017 will join their relevant pay band on the minimum spine point.
 - With effect from the Flexible Working Hours (FWH) period commencing 4th December 2017, the link between FWH and pre-approved overtime will be removed. This means that there will be no deduction of hours from FWH debit balances and there will be no requirement to be less than two hours in debit before overtime is paid. Paid overtime or TOIL will apply as appropriate. All relevant DECA policies will be amended to reflect this change.

- The opportunity for Trades Unions to discuss priorities for the 2018 Pay Remit, while recognising that the pay threshold may remain limited to 1%.
- As part of our five year pay strategy, agreed in our 2015 Pay Offer, DECA also remain committed to:
 - A review of all paid allowances.
 - A review and potential overhaul of the existing Corporate Bonus Scheme.
 - A full review of DECA's FWH Policy.
 - Identifying options to harmonise terms and conditions between the two DECA operating sites (i.e. Sealand and Stafford).
 - A review of the Pay on Promotion policy.
 - Continued meaningful consultation/negotiation with the Trades Unions on all aspects of DECA future pay strategy.

4. Key considerations, in line with HM Treasury and Cabinet Office guidelines, are the need to recruit, retain and motivate our employees, affordability, the government's inflation target and compliance with the Treasury's Total Reward Principles and the Civil Service Reform Agenda.

5. Within the ongoing constraints set out by government, this is a fair and reasonable offer and is compliant with Public Sector Pay Policy. I hope that you will be able to recommend this offer to your respective executives and memberships.

6. If the offer is accepted, arrangements will be set in place with Equiniti-ICS to implement payment as soon as possible.

Yours sincerely,

[Redacted signature]

Distribution:

National TU representatives:

[Redacted list of national TU representatives]

Local TU Focal Points:

[Redacted list of local TU focal points]

Defence Electronics & Components Agency Pay Bands, Levels and Scales
2016 and 2017

Pay Band 1 Level 1		
SP	2016	2017
7	£72,006	£72,726
6	£70,460	£71,165
5	£68,914	£69,603
4	£67,369	£68,043
3	£65,824	£66,482
2	£63,248	£63,880
1	£61,703	£62,320

Pay Band 1 Level 2		
SP	2016	2017
7	£59,641	£60,237
6	£58,096	£58,677
5	£56,551	£57,117
4	£55,005	£55,555
3	£53,460	£53,995
2	£51,915	£52,434
1	£50,369	£50,873

Pay Band 2 Level 1		
SP	2016	2017
6	£44,084	£44,525
5	£43,054	£43,485
4	£42,024	£42,444
3	£40,994	£41,404
2	£39,963	£40,363
1	£38,932	£39,321

Pay Band 2 Level 2		
SP	2016	2017
7	£36,872	£37,241
6	£35,842	£36,200
5	£34,811	£35,159
4	£33,781	£34,119
3	£32,751	£33,079
2	£31,721	£32,038
1	£30,691	£30,998

PB3 TTO Reserved Rights		
SP	2016	2017
3	£31,411	£31,725
2	£30,595	£30,901
1	£29,779	£30,077

Pay Band 3 Level 1		
SP	2016	2017
10	£29,454	£29,749
9	£28,732	£29,019
8	£28,114	£28,395
7	£27,496	£27,771
6	£26,878	£27,147
5	£26,260	£26,523
4	£25,642	£25,898
3	£25,230	£25,482
2	£24,921	£25,170
1	£24,096	£24,337

Pay Band 3 Level 2		
SP	2016	2017
5	£24,818	£25,066
4	£24,096	£24,337
3	£23,375	£23,609
2	£22,654	£22,881
1	£21,933	£22,152

PB4 L1 Reserved Rights		
SP	2016	2017
1	£22,716	£22,943

Pay Band 4 Level 1		
SP	2016	2017
6	£21,830	£22,048
5	£21,418	£21,632
4	£20,697	£20,904
3	£20,079	£20,280
2	£19,563	£19,759
1	£18,945	£19,134

Pay Band 4 Level 2		
SP	2016	2017
5	£18,842	£19,030
4	£18,326	£18,509
3	£17,605	£17,781
2	£17,090	£17,621
1	£16,575	£16,741

Internal Apprentices		
SP	2016	2017
3	£19,563	£19,759
2	£18,945	£19,134
1	£18,223	£18,405

External Apprentices		
SP	2016	2017
3	£17,914	£18,093
2	£15,030	£15,180
1	£14,205	£14,347