



Animal &  
Plant Health  
Agency

Animal and Plant Health Agency  
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Our Ref: ATIC1578

[REDACTED]  
{By Email}

04 February 2019

Dear [REDACTED]

## PROVISION OF REQUESTED INFORMATION

Thank you for your request for information on payscales which we received on 08 January 2018. Your request has been handled under the Freedom of Information Act 2000 (FOI).

The information you requested and our response is detailed below:

'Please provide me with current salary details (pay scales by grade) for each grade employed in the department including:

- Incremental scale for each stated pay-range (if any);
- Pay-zones for each stated pay range (if any)
- Any separate pay ranges for specialist roles (if any);
- Details of progression arrangements for each stated pay range.

In addition please provide details of:

- any fixed allowances paid for specific qualifications or skills e.g. accountancy, legal etc;
- any special rates or allowances to attract and retain DDaT skills;
- any bonus scheme in operation
- any performance pay scheme in operation'

Please find attached appendices 1-3, detailed below:

1. Defra's 2018 pay ranges
2. Defra's current allowance values
3. Defra's In-Year Performance Pay Policy

These documents have been supplied in answer to your requests. Apart from the two points below that have been answered separately.

The Animal and Plant Health Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs working to safeguard animal and plant health for the benefit of people, the environment and the economy.

- Details of progression arrangements for each stated pay range.

Defra does not have any contractual pay progression arrangements

- any performance pay scheme in operation'

End of Year non-consolidated performance payments are awarded to staff who have received the highest performance marking (approximately to 25% of staff) in the previous reporting period. These are paid as part of the annual pay award and in 2018, were worth 4.5% of the mid-point of each pay range.

Information disclosed in response to this FOI request is releasable to the public. In keeping with the spirit and effect of the FOI and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on GOV.UK, together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

I attach an Annex which explains the copyright that applies to the information being released to you and contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact the Access to Information Team at the email address below or postal address at the top of this letter.

Yours sincerely

**ACCESS TO INFORMATION TEAM**

Email: [enquiries@apha.gov.uk](mailto:enquiries@apha.gov.uk)

## **Annex**

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### **Complaints**

If you are unhappy with the result of your request for information you may request an internal review within 40 working days of the date of this letter.

If you wish to request an internal review, please contact: The Access to Information Team at [enquiries@apha.gsi.gov.uk](mailto:enquiries@apha.gsi.gov.uk) or at the postal address at the top of this letter, who will arrange for an internal review of your case.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted APHA's own complaints procedure. The Information Commissioner can be contacted at:

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