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Our ref: FOI2020/01238
12 February 2020

Dear

REQUEST FOR INFORMATION: Pay Review 2019/20

Thank you for your request for information of 22 January 2020 about the pay review for 2019/20. We have handled your request under the Freedom of Information Act 2000 (FOIA).

The information you requested and our response are detailed below.

1. *Please state the effective date (day, month and year) of your organisation's 2019/20 pay review.*

The effective date of the 2019/20 Defra pay review was 1 July 2019.

2. *If the 2019/20 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.*

The 2019/20 pay review has been finalised.

3. *Please state the employee group/s covered by the 2019/20 pay review.*

The pay review covered staff at Grades AA to Grade 6.

4. *Please state the total number of employees covered by the 2019/20 pay review.*

The pay review covered 9,026 employees covering Defra, APHA, VMD and RPA.

5. *Please provide a copy of your 2019/20 pay agreement (if applicable) or generic pay circular sent to employees (that is one that does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations.*

Details of the pay review are attached at Annex C.

6. *Was the latest pay review concluded under the remit of the 2019/20 Civil Service Pay Guidance?*

The review was concluded under the remit of the 2019/20 Civil Service Pay Guidance.

7. *Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review, excluding the effect of any incremental rises, merit pay and bonuses.*

A 3% increase was received by employees working at AA level in the National pay area.

8. *Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents if applicable:*

- 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*

Please see the pay ranges attached at Annex D.

9. *If an employee's annual pay award is determined solely according to an assessment of their individual performance (commonly known as a merit increase) as opposed to an across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these awards, the range of increases and whether or not the awards are consolidated.*

We are writing to inform you that this information is not held by Defra this is because consolidated pay awards were not differentiated by performance.

10. *If any employees were eligible for individual performance-related payments or bonuses over and above the general pay rise please state the range of increases (either as a percentage of their base salary or a cash amount as applicable), whether or not they were consolidated into basic pay and please state the overall % of the paybill allocated to fund these awards.*

Individual performance related payments ranged from £830 to £1,950. They were paid as non-consolidated payments. 0.54% of paybill was used to fund these awards.

11. *Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.*

The overall paybill increase was 1.8%.

12. Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.

We are writing to inform you that this information is not held by Defra this is because no other changes to terms and conditions were made.

13. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.

The following unions are recognised when negotiating pay and terms and conditions:

- Public and Commercial Services Union (PCS);
- Prospect
- FDA

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

The Defra HR Pay and Reward Team are responsible for overseeing the annual pay review and can be contacted at: Defra.reward@defra.gov.uk

Information disclosed in response to this FOIA request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on [GOV.UK](https://www.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.

We attach Annex A, explaining the copyright that applies to the information being released to you, and Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter please contact the address below.

Yours sincerely

Information Rights Team
InformationRequests@defra.gov.uk

Annex A

Copyright

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Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 11 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Andrew Mobsby, Head of Information Rights, Area 5B, Nobel House, 17 Smith Square, London, SW1P 3JR (email: InformationRequests@defra.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner's Office (ICO) for a decision. Please note that generally the ICO cannot make a decision unless you have first exhausted Defra's own complaints procedure. The ICO can be contacted at:

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