



Pubs Code Adjudicator

Office of the Pubs Code Adjudicator
Lower Ground
Victoria Square House
Victoria Square
Birmingham
B2 4AJ

Email: office@pubscodeadjudicator.gov.uk

16 June 2020

Dear [REDACTED]

Thank you for your email which was received on 4th June 2020 in which you requested information from the office of the Pubs Code Adjudicator (PCA) under the Freedom of Information Act 2000 (FOIA).

The FOIA entitles you to:

- know whether the information you have requested is held by the PCA; and
- be provided with that information, subject to any exemptions in the FOIA which may apply.

You have requested the following information on Pay:

Please provide me with a complete copy of your current Pay Policy.

- **Do you operate a Mark time policy? If yes:**
- **Please provide a copy of the Mark time policy**
- **Please provide a definition of the Mark time policy**
- **Please also provide an explanation of the purpose of the Mark time policy**
- **Where relevant, is Mark time applied for a fixed period or for an undetermined amount of time?**
- **Is Mark time ever applied upon promotion? If yes, does this limit the promoted staff member to the minimum of their new pay scale?**
- **Please also provide a copy of your promotion pay policy or any other pay policy/ies that are applicable to pay on promotion.**

If you are not able to provide me with this information, could you please provide me with the contact details of the relevant person/s that will be able to assist?

I can confirm that the Office of the PCA does not hold information relevant to your request. The Pubs Code Adjudicator is a corporation sole established under the Small Business, Enterprise and Employment Act 2015 and does not employ anyone. Staff, other than the appointed Pubs Code Adjudicator, are seconded to the Office of the PCA from their home organisation. All staff retain the terms and conditions of the organisation from which they are seconded.



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If you do not believe that the office of the PCA has provided an appropriate response to your request, as set out above, you are entitled to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be made in writing, quoting the above reference, to office@pubscodeadjudicator.gov.uk or:

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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. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

Office of the Pubs Code Adjudicator