



Homes
England

Date: 25 August 2020

Our Ref: RFI3065

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

Making homes happen

██████████
By Email Only

Windsor House
Homes England – 6th Floor
50 Victoria Street
London
SW1H 0TL

Dear ██████████

RE: Request for Information – RFI3065

Thank you for your recent email, which was processed under the Freedom of Information Act 2000 (FOIA). For clarification, you requested the following information:

- 1] Please state the effective date (day, month and year) of your organisation's 2020/21 pay review.
- 2] If the 2020/21 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.
- 3] Please state the employee group/s covered by the 2020/21 pay review.
- 4] Please state the total number of employees covered by the 2020/21 pay review.
- 5] Please provide a copy of your 2020/21 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.
- 6] Was the latest pay review concluded under the remit of the 2020/21 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.
- 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
- 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.
- 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.

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

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.

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

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

Response

We can confirm that we do hold some of the requested information. We will address each of your questions in turn.

1] Please state the effective date (day, month and year) of your organisation's 2020/21 pay review.

1 July 2020

2] If the 2020/21 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.

The pay award for 2020/21 has not yet been finalised. We currently anticipate it will be concluded by 31 March 2021.

Any award will be backdated to 1 July 2020 when agreed and implemented.

3] Please state the employee group/s covered by the 2020/21 pay review.

All Homes England employees are covered by the pay award

4] Please state the total number of employees covered by the 2020/21 pay review.

c.1100

5] Please provide a copy of your 2020/21 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.

I am able to confirm that Homes England does not hold the information detailed in your request. This is because the latest (2020/21) pay award has not yet been finalised.

In order to conclude that the information is not held, we have searched with our Human Resources team who would have the requested information if held.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that as per our response to Q2, the pay award for 2020/21 has not yet been finalised and the process is on going. No documentation has been produced or issued.



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6] Was the latest pay review concluded under the remit of the 2020/21 Civil Service Pay Guidance?

As advised, the review has not been concluded. However we can advise that we will be adhering to Civil Service pay guidance as required under the Homes England Framework Agreement.

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.

I am able to confirm that Homes England does not hold the information detailed in your request. This is because the latest (2020/21) pay award has not yet been finalised.

In order to conclude that the information is not held, we have searched with our human resources team who would have the requested information if held.

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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

We can advise that Homes England employees are not civil servants and that Homes England operates its own internal grading structure. Our grade and salary structure is provided below. These grades apply to both this year and the previous year.

Homes England Pay Grades	Minimum	Maximum
Director	106,452.00	128,144.00
Assistant Director	87,138.00	106,452.00
Head of Team	66,635.00	87,138.00
Senior Specialist	51,258.00	71,761.00
Specialist	30,755.00	59,459.00
Analyst	18,453.00	35,881.00



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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.

I am able to confirm that Homes England does not hold the information detailed in your request.

In order to conclude that the information is not held, we have searched with our Human Resources team who would have the requested information if held.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that last year's pay award was allocated as an across-the board flat rate across all Homes England employees, and this was not based on individual performance. Last year's award allocated as above was broadly equivalent to 1%.

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.

I am able to confirm that Homes England does not hold the information detailed in your request. This is because the latest (2020/21) pay award has not yet been finalised.

In order to conclude that the information is not held, we have searched with our human resources team who would have the requested information if held.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

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

I am able to confirm that Homes England does not hold the information detailed in your request. This is because the latest (2020/21) pay award has not yet been finalised.

In order to conclude that the information is not held, we have searched with our human resources team who would have the requested information if held.



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The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

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.

No

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

Unite, PCS and Unison.

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

We are able to inform you that we do hold the information that you have requested. However, we rely on Section 40 (2) of the FOIA to withhold the information from disclosure.

Section 40 – Personal information

We are withholding information on the grounds that it constitutes third party personal data and therefore engages section 40(2) of the FOIA.

To disclose personal data, such as names, contact details, addresses, email addresses and personal opinions could lead to the identification of third parties and would breach one or more of the data protection principles.

Section 40 is an absolute exemption which means that we do not need to consider the public interest in disclosure. Once it is established that the information is personal data of a third party and release would breach one or more of the data protection principles, then the exemption is engaged.

The full text in the legislation can be found on the following link;

<https://www.legislation.gov.uk/ukpga/2000/36/section/40>

Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that the responsible department is the Human Resources department. Correspondence to Homes England departments can be directed through our enquiries team via the following:

Email

enquiries@homesengland.gov.uk

Telephone

0300 1234 500



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Right to Appeal

If you are not happy with the information that has been provided or the way in which your request has been handled you may request an internal review by writing to;

The Information Governance Team
Homes England – 6th Floor
Windsor House
50 Victoria Street
London
SW1H 0TL

Or by email to infogov@homesengland.gov.uk

You may also complain to the Information Commissioner however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link

<https://ico.org.uk/>

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

The Information Governance Team
For Homes England

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