



Single Source
Regulations Office

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27 October 2020

Dear [REDACTED]

Subject: Request for Information RFI 038

Please find below our responses to your original request for information, dated 30 June 2020, about our annual pay review. We have now received confirmation of the annual pay award and are able to inform you in response to your request for information.

Our 2020 pay award was in line with the civil service pay remit and provided for an 'across-the-board' 2.5% increase.

Freedom of Information Questions

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

Answer: The pay review had an effective date of 5 October 2020 which was back dated to 1 April 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.

Answer: Not applicable.

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

Answer: All employees.

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

Answer: 37

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.

Answer: This was discussed at an all employee Teams Meeting and was subsequently shared by the Chief Executive in a staff bulletin on 16 October 2020, the text of which stated: “We have been informed by the MOD this week that our pay remit has been agreed, and you should all receive an increase of 2.5 per cent (including back-pay from April) in your pay next week”.

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

Answer: Yes, it was.

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.*

Answer: 2.5%

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:*

- 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*

Answer: Regarding pay grades, we do not mirror the pay grades of the civil service but have tried to map ours to theirs in the following table:

Grade	Rate 19/20 (£)	Rate 20/21 (£)
Administrative Assistant (AA)	N/A	N/A
Administrative Officer (AO)	22,070 - 47,292	22,621 – 48,474
Executive Officer (EO)	N/A	N/A
Higher Executive Officer (HEO)	N/A	N/A
Senior Executive Officer (SEO)	47,765 - 63,056	48,959 – 64,632
Grade 7	63,056 - 84,075	64,632 – 86,176
Grade 6	N/A	N/A

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.*

Answer: Not applicable.

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.*

Answer: 2% of the paybill is allocated to non-consolidated bonuses (excludes CEO). Non-consolidated bonuses awarded based on performance throughout the year.

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

Answer: 2.5%

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.*

Answer: No changes.

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

Answer: Not applicable.

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

Answer: Neil Swift, (neil.swift@ssro.gov.uk) Chief Executive, is responsible for overseeing the SSRO's pay review, reporting to the SSRO Board.

Mike Wetherell (mike.wetherell@ssro.gov.uk), Interim Director of Corporate Resources, is the main point of contact.

If you are dissatisfied with the handling of your request, you have the right 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 addressed to: Neil Swift, c/o Enquiries, enquiries@ssro.gov.uk.

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

Enquiries
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