



UK Hydrographic Office

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REF: FOI2020/11545

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Dear

Thank you for your email of 13 October 2020 requesting the following information:

"I was wondering whether the 2020/21 employee pay review/settlement has now been finalised and implemented.

If so, please find enclosed a Freedom of Information request regarding this matter".

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that some information in scope of your request is held.

The information you have requested can be found below at annex A but some of the information falls entirely within the scope of the absolute exemptions provided for at sections 40(2) (Personal Data) and of the FOIA and has been withheld.

Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act and General Data Protection Regulation 2018. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,
UKHO Secretariat

Annex A

Freedom of Information Questions

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

The settlement date is 01 August 2020

It was processed in September's payroll and backdated to 01 August 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.

See above

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

All employees, below SCS level.

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

Circa 830

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.

See Annex A: Pay Notice for Pay Award 2020

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

Yes

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 progression, merit pay or bonuses.

4.18%

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

2019	A1 (AO)	B3 (EO)	B2 (HEO)	B1 (SEO)	C2 (G7)	C1 (G6)
Min	£19,361	£26,001	£32,371	£41,337	£52,243	£65,399
Max	£20,932	£29,001	£34,988	£45,120	£57,199	£69,606

Current grades and salary ranges:

2020	A1 (AO)	B3 (EO)	B2 (HEO)	B1 (SEO)	C2 (G7)	C1 (G6)
Min	£20,171	£26,737	£33,287	£42,507	£53,721	£67,250
Max	£21,141	£29,291	£35,338	£45,571	£57,771	£70,302

Note – we no longer employ any A2 - Administrative Assistant grade staff.

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.

N/A

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.

UKHO's non-consolidated 'pot' for performance-related awards is 2.9% of paybill.

For UKHO's 2020 award, all staff (subject to performance criteria in attached Pay Notice) received a total award of at least 3% of salary (full-time equivalent), made up of either consolidated (pensionable salary increase) or non-consolidated (one-off non-pensionable payment) award, or a combination of both.

The non-consolidated 'pot' was used to distribute one-off payments, which ranged from 0.08% - to 2% of salary and were one-off, non-consolidated, non-pensionable payments. These payments did not affect the consolidated award, which remained a 2.5% increase to paybill.

Outside of the pay award, UKHO also utilises the non-consolidated 'pot' for other performance-related reward; such as the Team Performance Award, Special Bonuses and vouchers. In 2020, the Team Performance Award related to our performance year April 2019 – March 2020 and eligible staff received an award of £840 (full-time equivalent).

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

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.

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.

Prospect and PCS

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

Withheld under Sections 40 (Personal Data). The position is below SCS.