



Defence Electronics &  
Components Agency

Defence Electronics & Components Agency  
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Ref: FOI2019/11608  
7 November 2019

[REDACTED]

Dear [REDACTED]

I am writing in response to your email dated 8 October 2019. I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). In response to your queries, I have completed a search for the information within the Defence Electronics & Components Agency (DECA), and I can confirm that **we do hold information in scope of your request** and include answers to your questions below and at Annex A and B of this response.

- Please state the effective date (day, month and year) of your organisation's 2019/20 pay review.*  
*DECA's Pay Award 2019/20 is effective from 1 August 2019*
- If the 2019/20 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.*  
*N/A*
- Please state the employee group/s covered by the 2019/20 pay review.*  
*All eligible established and Fixed Term employees below SCS grade.*
- Please state the total number of employees covered by the 2019/20 pay review.*  
*429*
- 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.*  
*Attached at annex A*
- Was the latest pay review concluded under the remit of the 2019/20 Civil Service Pay Guidance?*  
*Yes*
- 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.*  
*All employees received 2% consolidated pay rise (with the exception of Year 2 apprentices, who received 2.52% to ensure those apprentices aged over 25 received at least the National Living Wage)*
- 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:*

*Attached at Annex B*

*DECA operates Pay Bands, the equivalents of which are noted below.*

- a. *Administrative Assistant (AA) - Pay Band 4 level 2*
- b. *Administrative Officer (AO) - Pay Band 4 Level 1*
- c. *Executive Officer (EO) - Pay Band 3 Level 1*
- d. *Higher Executive Officer (HEO) - Pay Band 2 Level 2*
- e. *Senior Executive Officer (SEO) - Pay Band 2 Level 1*
- f. *Grade 6 - Pay Band 1 Level 1*
- g. *Grade 7 - Pay Band 1 Level 2*

*Not noted above is DECA's Pay Band 3 Level 2, which is equivalent to industrial Skill Zone 3*

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.*

*N/A*

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

*2.01%*

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.*

*N/A*

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*

*Prospect*

*PCS*

*GMB*

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

*Head of HR*

*[decainfo@deca.mod.uk](mailto:decainfo@deca.mod.uk).*

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 or by e-mailing [CIO-FOI-IR@mod.uk](mailto: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 ended.

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 is complete. You can find further details of the role and powers of the Information Commissioner on the [Commissioner's website](#).

Regards

[REDACTED]

DECA FOI

**WITHOUT PREJUDICE**

**Defence Electronics and Components Agency (DECA) Final Pay Offer 2019**

1. Following constructive and meaningful negotiation with DECA's joint Trades Unions (TU's), this document sets out DECA's Final Pay Offer for 2019, which supersedes any previous offer.
2. This final offer is applicable to DECA employees in all pay bands below the Senior Civil Service (SCS) and includes permanent employees, fixed term employees and apprentices. It is compliant with the Cabinet Office Civil Service Pay Remit Guidance 2019-20 and is within the maximum overall 2% cost increase to DECA's pay bill. DECA acknowledges that TU's continue to oppose the pay cap on public sector pay growth.
3. Details of the proposed offer to employees are:
  - A 12 month pay deal for the period from 1 August 2019 to 31 July 2020 (i.e. backdated to 1 August 2019).
  - A 2% revalorisation of all spine points.
    - This revalorisation comprises up to 1% as set in the 2015 Spending Review period and implementation of flexibility to award up to a further 1% for 2019/20.
  - A detailed breakdown of the proposed new pay scales is attached at Annex A.
  - A 2% revalorisation of DECA Allowances, except fixed Recruitment and Retention Allowances (RRA's). Details of allowances to be revalorised can be found at Annex B.
  - An additional 0.52% to year 2 apprentices, to ensure compliance with the National Living Wage. This will be further increased as necessary in April 2020, should the National Living Wage be increased at that time.
  - The opportunity to discuss priorities for the 2020 Pay Remit, while recognising that the pay threshold is likely to remain limited.
4. DECA remains committed to review its Corporate Bonus Scheme Policy and reaffirms its commitment to the ongoing Pay & Grading Review, in full consultation with Trades Unions.
8. Key considerations, in line with Cabinet Office and HM Treasury guidelines, are the need to recruit, retain and motivate our employees, and affordability. In this respect, DECA proposes implementing flexibility to utilise the maximum affordable 2% increase in pay bill.
9. Within the ongoing constraints set out by government, this is a fair and reasonable proposal and complies with Civil Service Pay Guidelines. I hope that you will be able to recommend this offer to your members.

## Pay Scales

1 August 2018 & 1 August 2019

Pay Band 1 Level 1		
SP	2018	2019
7	£73,817	£75,293
6	£72,232	£73,677
5	£70,647	£72,060
4	£69,064	£70,445
3	£67,479	£68,829
2	£64,838	£66,135
1	£63,255	£64,520

Pay Band 1 Level 2		
SP	2018	2019
7	£61,141	£62,364
6	£59,557	£60,748
5	£57,974	£59,133
4	£56,388	£57,516
3	£54,805	£55,901
2	£53,221	£54,285
1	£51,636	£52,669

Pay Band 2 Level 1		
SP	2018	2019
6	£45,193	£46,097
5	£44,137	£45,020
4	£43,081	£43,943
3	£42,025	£42,866
2	£40,968	£41,787
1	£39,911	£40,709

Pay Band 2 Level 2		
SP	2018	2019
7	£37,800	£38,556
6	£36,743	£37,478
5	£35,686	£36,400
4	£34,631	£35,324
3	£33,575	£34,247
2	£32,519	£33,169
1	£31,463	£32,092

PB3 TTO Reserved Rights		
SP	2018	2019
3	£32,201	£32,845
2	£31,365	£31,992
1	£30,528	£31,139

Pay Band 3 Level 1		
SP	2018	2019
10	£30,195	£30,799
9	£29,454	£30,043
8	£28,821	£29,397
7	£28,188	£28,752
6	£27,554	£28,105
5	£26,921	£27,459
4	£26,286	£26,812
3	£25,864	£26,381
2	£25,548	£26,059
1	£24,702	£25,196

Pay Band 3 Level 2		
SP	2018	2019
5	£25,442	£25,951
4	£24,702	£25,196
3	£23,963	£24,442
2	£23,224	£23,688
1	£22,484	£22,934

PB4 L1 Reserved Rights		
SP	2018	2019
1	£23,287	£23,753

Pay Band 4 Level 1		
SP	2018	2019
6	£22,379	£22,827
5	£21,956	£22,395
4	£21,218	£21,642
3	£20,584	£20,996
2	£20,055	£20,456
1	£19,421	£19,809

Pay Band 4 Level 2		
SP	2018	2019
4	£19,315	£19,701
3	£18,787	£19,163
2	£18,048	£18,409
1	£17,520	£17,870

Internal Apprentices		
SP	2018	2019
3	£20,055	£20,456
2	£19,421	£19,809
1	£18,681	£19,055

External Apprentices		
SP	2018	2019
3	£18,364	£18,731
2	£15,408	£15,796
1	£14,562	£14,853