



Animal &
Plant Health
Agency

Animal and Plant Health Agency
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www.gov.uk/apha

Our Ref: ATIC2147

[REDACTED]

{By Email}

23 September 2020

Dear [REDACTED]

PROVISION OF REQUESTED INFORMATION

Thank you for your request for information about the pay review which we received on 26 August 2020. Your request has been handled under the Freedom of Information Act 2000 (FOI).

The information you requested and our response is detailed below:

“Freedom of Information Questions

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

The confirmed effective date for the latest pay review is 01st 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 2020/21 pay review has been finalised.

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

The review covers the Department of the Environment, Food and Rural Affairs (DEFRA), Animal and Plant Health Agency, Rural Payments Agency and Veterinary Medicines Directorate.

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

The review covers a total of 9610 members of staff.

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.

Please see Appendix 1.

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 rises, merit pay and bonuses.

A 3% increase was received by the employees currently working at the AA level.

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

Please see Appendix 2. This is a copy of the 2020 pay structure. The pre-award min and max values show the pay ranges for 2019.

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.

The pay award is delivered through a matrix approach with awards paid as a mixture of consolidated increases to base pay and non-consolidated one-off payments depending on an individual's position in the pay range. Higher consolidated increases are awarded to those lower down the pay range in order to aid progression.

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.

Those rated as the highest performers under the annual performance management process are eligible to receive a non-consolidated performance payment. For the 2020 pay review, the value of these payments are shown in the table below:

Pay range	A	B	C	D	E	F	G	H	J
Grade	(AA)	(AO)	(EO)	(HEO)	(FS)	(SEO)	(VO/ VIO)	(G7)	(G6)
Value	£850	£850	£850	£1,200	£1,200	£1,200	£1,200	£1,900	£1,900

1.11% of paybill was allocated to fund these awards.

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

The overall paybill increase was 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 changes have been made.

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

The following unions are recognised when negotiating pay and terms and conditions:

- Public and Commercial Services Union (PCS)
- Prospect
- FDA

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

The Defra HR Pay and Reward Team are responsible for overseeing the annual pay review. The name and contact details are not customer facing and have been exempted from release under Section 40 of the Freedom of Information Act. (3rd Party information).

Section 40

We confirm that APHA does hold the information that you have requested, but we have decided that the information should be withheld under sections 40(2) and 40(3A) of the FOIA as the information constitutes personal data relating to persons other than you. These sections exempt personal information from disclosure if that information relates to someone other than the applicant, and if disclosure of that information would breach any of the data protection principles in Article 5(1) of the General Data Protection Regulation (GDPR).

We consider that disclosure of this information is likely to breach the first data protection principle, which provides that personal data must be processed lawfully, fairly, and in a transparent manner. Disclosure would not constitute 'fair' processing of the personal data because they are not public facing officials and they would not reasonably have expected their names to be made public.

Information disclosed in response to this FOI request is releasable to the public. In keeping with the spirit and effect of the FOI and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on GOV.UK, together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

An Annex is attached which explains the copyright that applies to the information being released to you and contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact the Access to Information Team at the email address below. During the current Coronavirus outbreak, our offices will be closed.

Yours sincerely

ACCESS TO INFORMATION TEAM

Email: enquiries@apha.gov.uk

Annex

Copyright

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs or logos) can also be used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

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Copyright in other documents may rest with a third party. For information about obtaining permission from a third party see the [Intellectual Property Office's website](#).

Complaints

If you are unhappy with the service you have received in relation to your request, you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 11 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to the Access to Information Manager at the address at the top of this letter or email enquiries@apha.gov.uk and the team will arrange for an internal review of your case.

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner's Office (ICO) for a decision. Please note that generally the ICO cannot make a decision unless you have first exhausted APHA's own complaints procedure. The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Coronavirus

However, following the changes to Government advice, from Tuesday 24 March 2020 the ICO offices will be closed. They will therefore not be able to collect correspondence sent via post. Where possible, they ask that you [contact them online](#) or call on 0303 123 1113