



Homes
England

Date: 20 May 2021

Our Ref: RFI3435

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 – RFI3435

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

- 1) *The names of the unions which are signatories to your main collective agreement covering pay and conditions;*
- 2) *The number of employees covered by the agreement;*
- 3) *A list of pay grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:*

- 1) *Administrative Assistant (AA)*
- 2) *Administrative Officer (AO)*
- 3) *Executive Officer (EO)*
- 4) *Higher Executive Officer (HEO)*
- 5) *Senior Executive Officer (SEO)*
- 6) *Grade 7*
- 7) *Grade 6*

- 4) *A copy of your latest pay settlement. Please provide the following information on how any pay increase has been applied:*

- a) *Is the paybill increase based on pay guidance set by the Treasury?*
- b) *Have there been any changes to the pay scales?*
- c) *Are progression payments being paid?*
- d) *Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?*

Response

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

- 1) ***The names of the unions which are signatories to your main collective agreement covering pay and conditions;***
PCS, Unison and Unite

- 2) ***The number of employees covered by the agreement;***

All colleagues below 'Head Of Team' Level - 1,098. Please see our response to Q3 regarding grades/levels.

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3) A list of pay grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:

- 1) Administrative Assistant (AA)**
- 2) Administrative Officer (AO)**
- 3) Executive Officer (EO)**
- 4) Higher Executive Officer (HEO)**
- 5) Senior Executive Officer (SEO)**
- 6) Grade 7**
- 7) Grade 6**

Please be advised that Homes England are an Arm's Length Body and employees are not considered 'Civil Servants'.

Regarding 'Executive Director' Level:

We are able to confirm that Homes England does not hold the information detailed in your request. This is because Executive Director level does not have a set pay range/rate. Executive Directors are on 'spot salaries'. Furthermore, for any Executive Director role where we seek to pay above £150k, advance approval of the Chief Secretary to the Treasury (CST) is required as per the civil service pay remit.

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 our Executive Director's salary amounts are published in our Annual Report, please see pages 69- 71 of the report which is available on the following link:

[Homes England Annual Report 2019 20 05 11 20.pdf \(publishing.service.gov.uk\)](#).

Remaining Grades:

For the remaining grades in your request we have provided the equivalent Homes England grade and pay rate/ranges in the table below:



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Civil Service Grades	HE Grades	Min	Max
SCS	Executive Director	N/A	N/A
SCS	General Manager	87,138.00	128,144.00
6/7	Head of Team	66,635.00	87,138.00
6/7	Senior Specialist	51,258.00	71,761.00
SEO/HEO	Specialist	30,755.00	59,459.00
EO	Analyst	18,453.00	35,881.00
AO	N/A	N/A	N/A
AA	N/A	N/A	N/A

4) A copy of your latest pay settlement. Please provide the following information on how any pay increase has been applied:

a) Is the paybill increase based on pay guidance set by the Treasury?

b) Have there been any changes to the pay scales?

c) Are progression payments being paid?

d) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?

The last pay settlement was in 2019 and was £545 per person, agreed by our sponsor department, the Ministry of Housing Communities and Local Government (MHCLG). We about to start consultation regarding the 2020/2021 pay settlement.

- a) Yes – the pay settlement was approved by MHCLG and the Treasury.
- b) No
- c) No
- d) Yes:

Homes England operates a Performance Management Scheme to provide a framework around objective setting and reviews and enable regular discussions between colleagues and managers. The Performance Management year runs from 1 April to 31 March.

Performance is measured by the appraisal system which is designed to assess all aspects of a colleague's performance against agreed objectives. Colleagues objectives will be agreed at the beginning of the appraisal year, when colleagues join Homes England or as soon as possible thereafter, and following any change in job role. Formal appraisals will take place annually between April and May.

The Performance bonus is linked to performance management. This is a one off non-consolidated payment and it is applicable to all colleagues who have successfully completed their probation period by 1 April, met their objectives and are employed by Homes England on 31 March of the following year. The amount paid is based on the agreed appraisal rating.



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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. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Email: infogov@homesengland.gov.uk

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

Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

You may also complain to the Information Commissioner's Office (ICO) 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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