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Redacted
By email: Redacted

Our ref: FOI2021/24420
25 October 2021

Dear Redacted,

REQUEST FOR INFORMATION: Pay for Defra and the Animal and Plant Health Agency (APHA)

Thank you for your request for information of 4 October 2021 about pay for Defra and the APHA. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Your information request and our response are set out below.

- 1) *Please state the effective date (day and month) of your organisation's 2021/22 pay review.*

We can confirm that the Defra Pay Bargaining Unit (PBU) pay settlement date is 1 July 2021.

- 2) *If the 2021/22 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.*

We can confirm that the 2021/22 pay review has been finalised. Consolidated salary increases were paid in July and performance awards were paid in September.

- 3) *Please state the employee group/s covered by the 2021/22 pay review.*

We can confirm that the Defra PBU covers Defra, the APHA, the Rural Payments Agency (RPA), and the Veterinary Medicines Directorate (VMD).

- 4) *Please state the total number of employees covered by the 2021/22 pay review.*

The information that you have requested is available at the link below:

<https://data.gov.uk/dataset/9fb1ed1f-00c9-421b-ab18-c30c14559681/workforce-management-information-defra>

The second spreadsheet provides data as at July 2021 which is the pay settlement date.

As the information is reasonably accessible to you by other means, section 21 of the FOIA exempts Defra from providing a copy of the information with this response to your request.

- 5) *Please provide a copy of your 2021/22 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.*

Details of the pay review are attached at Annex C.

- 6) *Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the 2021/22 pay review* excluding the effect of any incremental progression, merit pay or bonuses.*

Employees in the Defra PBU received a salary uplift only if they earned £24,000 Full Time Equivalent, or less, which is in line with the 2021/22 Civil Service Pay Remit Guidance. The lowest paid adult would be on the National Administrative Assistant (AA) pay range, where an uplift of £250 from £18,533 would represent 1.34%.

- 7) *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.*

We can confirm that base pay increases in Defra are not impacted by performance for any employees.

- 8) *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.*

Annex C attached sets out the values that were paid. The percentage of paybill allocated to performance payments in the Defra PBU is 2% of the total paybill. These were one off non-consolidated payments

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

We can confirm that the 2021 pay review represented an increase of 0.12% of the total paybill.

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

We can confirm that the collective agreement covering pay and conditions for Defra PBU includes Public and Commercial Services Union (PCS), Prospect and First Division Associates (FDA).

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

We can confirm that the Defra pay and reward team are collectively responsible for overseeing Defra's annual pay review. Contact details are:

defra.reward@defra.gov.uk

Information disclosed in response to this FOIA request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on [GOV.UK](https://www.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.

We attach Annex A, explaining the copyright that applies to the information being released to you, and Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter please contact me.

Yours sincerely

Redacted

Information Rights Team

InformationRequests@defra.gov.uk

Annex A

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 be also 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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Annex B

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 Andrew Mobsby, Head of Information Rights via email at InformationRequests@defra.gov.uk and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our website.

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 Defra's own complaints procedure.

The ICO's offices are currently closed so please visit their website on how to contact them during this period, here:

<https://ico.org.uk>

Additionally if you wish to make a complaint to the ICO please use the following link:

<https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>