



UK Hydrographic Office

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REF: FOI2021/12348

26 October 2021

Dear [REDACTED]

Thank you for your email of 5 October 2021 requesting the following information:

- 1] Please state the effective date (day and month) of your organisation's 2021/22 pay review.***
 - 2] If the 2021/22 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.***
 - 3] Please state the employee group/s covered by the 2021/22 pay review.***
 - 4] Please state the total number of employees covered by the 2021/22 pay review.***
 - 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.***
 - 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.***
- * When calculating this figure please bear in mind that, if applicable, employees covered by the 2021/22 Civil Service Pay Remit Guidance who are paid less than the full-time equivalent (FTE) salary of £24,000 receive the greater of a FTE £250 consolidated basic pay rise or an increase taking them up to the National Living Wage of £8.91 an hour.***
- 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.***

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.

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

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

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 all the information in scope of your request is held.

The information you have requested can be found enclosed, at annex A

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

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

The settlement date is 01 August 2021.

It was processed in August's payroll.

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

N/A

3] Please state the employee group/s covered by the 2021/22 pay review.

Annual pay reviews cover all delegated pay grades (i.e. all employees below SCS level).

However, due to the public sector pay pause, the 2021 pay award only affected our A1 (Admin Officer equivalent) pay range.

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

854, however, (as above) only A1's were affected, which amounted to 91 employees.

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.

If appropriate, please provide a **copy** of the following document: [Pay Notice for Pay Award 2021](#)

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.

1.24%

*** When calculating this figure please bear in mind that, if applicable, employees covered by the 2021/22 Civil Service Pay Remit Guidance who are paid less than the full-time equivalent (FTE) salary of £24,000 receive the greater of a FTE £250**

consolidated basic pay rise or an increase taking them up to the National Living Wage of £8.91 an hour.

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.

N/A

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.

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

The distribution of one-off, non-consolidated (not salary) pay award payments were not allowed under the [Civil Service Pay Remit Guidance 2021-22](#). However, the guidance states: "Non-consolidated performance pay will continue to be managed, as in previous years, within each department's non-consolidated performance pay "pot" calculated as a fixed percentage of pay bill."

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

0.07%

10]. 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

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

Chief People Officer