



UK Hydrographic Office

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REF: FOI2022/02986

17 March 2022

Dear 

Thank you for your email of 21st February 2022 requesting the following information:

I am writing from the Labour Research Department, an independent trade union based research organisation and information provider, who maintain a database of collective agreements for various unions. We request the following information under the Freedom of Information Act.

- 1) *Name of 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.*
- 4) *A copy of your latest pay settlement. Please provide the following information on how any pay increase has been applied:*
 - a) *Have there been any changes to the pay scales? If so, what were the changes?*
 - b) *Were progression payments made?*
 - c) *Were performance-related bonuses paid? If so, what were the arrangements for performance-related bonuses?*
 - d) *Were any other non-consolidated payments made? If so, what were the arrangements for these payments?*

Family friendly policies

- 5) *What is the entitlement to occupational maternity pay for employees? Please specify:*
 - a) *any service requirement*
 - b) *period for which occupational maternity pay is paid*
 - c) *level of payment*

eg. 26 weeks paid at 100% of pay for staff with one year's service
- 6) *What is the entitlement to occupational adoption pay for employees? Please specify:*
 - a) *any service requirement*
 - b) *period for which occupational adoption pay is paid*
 - c) *level of payment*

eg. 26 weeks paid at 100% of pay for staff with one year's service

7) What is the entitlement to occupational shared parental pay for employees? Please specify:

- a) any service requirement**
- b) period for which occupational shared parental pay is paid**
- c) level of payment**

eg. 26 weeks paid at 100% of pay for staff with one year's service

8) What is the entitlement to occupational paternity pay for employees? Please specify:

- a) any service requirement**
- b) period for which occupational paternity pay is paid**
- c) level of payment**

eg. 3 weeks paid at 100% of pay for staff with 26 weeks' service

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 that all the information in scope of your request is held.

The information you have requested can be found below, 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) Name of unions which are signatories to your main collective agreement covering pay and conditions;

We recognise two unions for collective bargaining purposes; they are Prospect and PCS.

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

Circa 885

- 3) A list of pay grades and current pay rates.

2021	A1	B3	B2	B1	C2	C1
Min	£20,421	£26,737	£33,287	£42,507	£53,721	£67,250
Max	£21,391	£29,291	£35,338	£45,571	£57,771	£70,302

Please note A2 grade has been removed from the table since there are currently no A2 grade staff at UKHO.

**A2 = AA
A1 = AO
B3 = EO
B2 = HEO
B1 = SEO
C2 = Grade 7
C1 = Grade 6**

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

- a. Have there been any changes to the pay scales? If so, what were the changes?
The A1 pay range increased – please see attached.
- b. Were progression payments made?
UKHO don't currently have any type of progression arrangements, within our pay ranges.
- c. Were performance-related bonuses paid? If so, what were the arrangements for performance-related bonuses?
Please see below.
- d. Were any other non-consolidated payments made? If so, what were the arrangements for these payments?
Please see below.

UKHO operates a team performance award, which is not part of the pay award, the specific justification for which is reviewed on a yearly basis. UKHO's key performance measures (KPMs) form the basis for individual objectives, set across the business, and the KPMs are the measures against which payment of the team performance award is assessed.

UKHO also operates a recognition awards scheme, which includes cash awards (special bonus) and voucher awards. Special bonus awards could be £1 - £10,000; however, any award above £500 requires approval by the Executive Leadership Team and awards above £2,000 require approval from UKHO's Remuneration and Nominations Committee. Voucher awards can be up to £100.

Family friendly policies

5) What is the entitlement to occupational maternity pay for employees? Please specify:

- a. any service requirement
- b. period for which occupational maternity pay is paid
- c. level of payment

eg. 26 weeks paid at 100% of pay for staff with one year's service

26 weeks at full rate of pay (during the 26 weeks of ordinary maternity leave). For those staff with at least one year's continuous service, who meet eligibility criteria.

6) What is the entitlement to occupational adoption pay for employees? Please specify:

- a. any service requirement
- b. period for which occupational adoption pay is paid
- c. level of payment

eg. 26 weeks paid at 100% of pay for staff with one year's service

26 weeks at full rate of pay (during the 26 weeks of ordinary adoption leave). For those staff with at least one year's continuous service, who meet eligibility criteria.

7) What is the entitlement to occupational shared parental pay for employees? Please specify:

- a. any service requirement
- b. period for which occupational shared parental pay is paid
- c. level of payment

eg. 26 weeks paid at 100% of pay for staff with one year's service

26 weeks at full rate of pay (less any week's statutory maternity pay, maternity allowance or statutory adoption pay and leave already taken). For those staff with at least one year's continuous service, who meet eligibility criteria.

8) What is the entitlement to occupational paternity pay for employees? Please specify:

- a. any service requirement
- b. period for which occupational paternity pay is paid
- c. level of payment

eg. 3 weeks paid at 100% of pay for staff with 26 weeks' service

2 weeks at full rate of pay, for staff with 26 weeks' continuous service, who meet eligibility criteria.