

**Name of unions which are signatories to your main collective agreement covering pay and conditions**

Our recognised Unions are: PCS, Prospect, FDA, UCU and Unite

**Number of employees covered by the agreement**

As at 31 March 2022 we had 1,131 employees

**A copy of your 2021/22 pay settlement. Please provide the following information:**

- a) Was the 2021/22 public sector pay freeze applied for all employees earning over £24,000pa with those earning less receiving either an increase in line with the National Living Wage or a consolidated £250, whichever the greater?
- b) Have there been any changes to the pay scales? If so, what were the changes?
- 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?

The 2021/22 pay settlement is attached at Annex B.

- a) The 2021/22 public sector pay freeze was applied to all employees earning over £24,000pa with those earning less receiving a consolidated increase of £250
- b) The pay scales (minimum and maximum) for AA and AO were increased by £250, updated as follows:

Grade	London		National	
	Minimum	Maximum	Minimum	Maximum
AO (London)	£23,323	£23,922	£23,573	£24,172
AO (National)	£19,573	£20,877	£19,623	£20,422
AA (London)	£20,277	£20,699	£20,527	£20,949
AA (National)	£16,527	£17,146	£16,777	£17,199

- c) Performance related bonuses were paid to staff whose end of year rating was “Excellent”. These were non-consolidated payments that were paid as follows:

Grade	Payment
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AO - EO	£845
HEO – SEO	£975
Grade 7 – Grade 6	£1,135

d) No other non-consolidated payments were made

### Family friendly policies

**4) 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

**5) 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

**6) 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

**7) 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

The entitlement to maternity, adoption and shared parental leave is the same and applies to all Agency employees who have at least one year's continuous service within the Civil Service. In those cases, it is 100% of pay for 26 weeks' service followed by 13 weeks paid at Statutory Maternity/Adoption Pay rate.

The entitlement to paternity leave is 2 weeks paid at 100% of pay where they have at least 26 weeks continuous service within the Civil Service.