



UK Hydrographic Office

Admiralty Way
Taunton
Somerset
TA1 2DN

Telephone: [REDACTED]
E-mail: [REDACTED]
Website: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

28 December 2022

Dear [REDACTED]

Thank you for your email of 5th December requesting the following information:

- 1] *Please state the effective date (day and month) of your organisation's 2022 pay review.*
- 2] *If the 2022 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 2022 pay review.*
- 4] *Please state the total number of employees covered by the 2022 pay review.*
- 5] *Please provide a copy of your 2022 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 employee as a result of the 2022 pay review excluding the effect of any incremental progression, merit pay or bonuses.*
- 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 rise (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 average increase and whether or not the awards are consolidated.*
- 8] *If any employees were eligible for one-off individual performance-related payments or bonuses over and above the general pay rise please state the range of awards (either as a percentage of their base salary or a cash amount as applicable) and the overall % of the paybill allocated to fund them.*
- 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 that some information in scope of your request is held.

The information you have requested can be found below at annex A, but some of the information falls entirely within the scope of the absolute exemptions provided for at [sections 40 (Personal Data).

Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act 2018. Section 40(2) requires the Department to conduct a balancing exercise, this exercise involves balancing the rights and interests of individuals against the legitimate interests in disclosure, this is not the same as carrying out the public interest test associated with certain exemptions in FOIA. The balancing exercise is carried out in order to decide whether the absolute exemption in section 40(2) is engaged. In particular, there is no assumption of disclosure in the legitimate interests test, as there is with qualified exemptions. The outcome of the balancing exercise lay in withholding the third-party personal data identified in the attached information.

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 2022 pay review.

The settlement date is 01 August 2022.

It was processed in September's payroll and backdated to 01 August 2022.

2. If the 2022 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 2022 pay review.

All employees, below SCS level.

4. Please state the total number of employees covered by the 2022 pay review.

Circa 910

5. Please provide a copy of your 2022 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.

Pay Notice - Remit Year 2022-23 COPY.doc

6. Please state the % consolidated basic pay rise received by the lowest-paid adult employee as a result of the 2022 pay review excluding the effect of any incremental progression, merit pay or bonuses.

4.15%

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 rise (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 average increase and whether or not the awards are consolidated.

N/A

8. If any employees were eligible for one-off individual performance-related payments or bonuses over and above the general pay rise please state the range of awards (either as a percentage of their base salary or a cash amount as applicable) and the overall % of the paybill allocated to fund them.

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

For UKHO's 2022 Pay Award, all staff (subject to performance criteria in attached Pay Notice) received a total award of at least 3.25% of salary (full-time equivalent) or £1,100 (full-time equivalent) - whichever was the higher, made up of either consolidated (pensionable salary increase) or a combination of consolidated increase and non-consolidated (one-off non-pensionable payment).

The non-consolidated 'pot' was used to distribute one-off payments, which ranged from 0.05% - to 2.8% of salary and were one-off, non-consolidated, non-pensionable payments. These payments did not affect the consolidated award, which remained a 3% increase to paybill.

Outside of the pay award, UKHO also utilises the non-consolidated 'pot' for other performance-related reward, such as the Team Performance Award, Special Bonuses and vouchers. In 2022, the Team Performance Award related to our performance year April 2021 – March 2022 and eligible staff received an award of £882 (full-time equivalent).

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

3%

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.

HRRequests@ukho.gov.uk