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Redacted

By email: Redacted

Our ref: FOI2022/26662  
27 January 2023

Dear Redacted,

### **REQUEST FOR INFORMATION: Human Resource Policies**

Thank you for your request for information of 29 December 2022 about Human Resource policies. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Your information request and our response are set out below.

*Please can you send me the following Human Resource policies:*

*Annual leave and bank / public holidays policy*

*Current pay strategy*

*Pay policies*

*Sick pay policy*

Please find attached policies within scope of your request, as follows:

Pay on appointment – Annex C  
Defra pay policy for grades AA to G6 – Annex D  
Overtime guide for G6 and below – Annex E  
Environmental allowances – Annex F  
Pay related allowances and supplements – Annex G  
Specialist pay lead policy – Annex H  
Project based payments for Avian Influenza – Annex I  
Payment for shift and night working – Annex J  
Annual leave and public holidays policy – Annex K  
Sick pay policy – Annex L

In our obligation to advise and assist under section 16 of FOIA we can advise that our current strategy is to apply remits in line with the Civil Service pay remit guidance, which can be viewed at the link below:

[Civil Service Pay Remit guidance, 2022 to 2023 - GOV.UK \(www.gov.uk\)](http://www.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](http://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](mailto:InformationRequests@defra.gov.uk)

## **Annex A**

### **Copyright**

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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](mailto: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 can be contacted using the following link:

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