



Homes  
England

Making homes happen

Date: 10 March 2023

Our Ref: RFI4086, RFI4111, RFI4112, RFI4188, RFI4189, RFI4215

Tel: 0300 1234 500

Email: [infogov@homesengland.gov.uk](mailto:infogov@homesengland.gov.uk)

██████████  
By Email Only

Information Governance Team  
Homes England  
Windsor House – 6<sup>th</sup> Floor  
50 Victoria Street  
London  
SW1H 0TL

Dear ██████████

**RE: Request for Information – RFI4086, RFI4111, RFI4112, RFI4188, RFI4189, RFI4215**

Thank you for your requests for information which have been processed in accordance with the Freedom of Information Act 2000 (FOIA). For completeness and accessibility purposes, we have combined our response to your requests for information in one response.

Please accept our sincere apologies for the time it has taken to process your requests. We recognise that our handling of your requests has fallen below expectations and the time for compliance set out in the legislation.

You requested the following information:

**RFI4086**

*Please could you provide the following information:*

1. *From your records, can you advise the date when:*
  - a. *The Homes England pay and grading review was completed (the Annual Report provides an implementation date)*
  - b. *The Secretary of State approval was given for the new pay and grading framework by the Department for Levelling Up, Housing and Communities,<sup>1</sup> and*
  - c. *The Homes England Nominations and Remuneration Committee gave its approval*
2. *Please provide me with a copy of the new pay and grading framework that is mentioned in the Homes England Annual Report and Financial Statement 2021-22 (at page 122).*
3. *Please provide me with a copy of the staff communication that was issued with the implementation of the new pay and grading framework, giving the new pay and grading details (if there has been no staff communication, then please state so. I am only concerned with information held by Homes England – as per Section 1(1) of the FOIA).*
4. *Please provide me with a copy of the "remuneration strategy for 2022 and beyond", which is mentioned in Homes England Annual Report and Financial Statement 2021-22 (at page 122).*

OFFICIAL



Date: 10 March 2023

Our Ref: RFI4086, RFI4111, RFI4112, RFI4188, RFI4189, RFI4215

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**RFI4111**

*So, from your records, please could you provide the following information:*

*A. For the job role of HR Director, which Government public sector staff pay policy guidance is applicable and will be applied in the future ?*

*B. For the job role of ED MPP, which Government public sector staff pay policy guidance is applicable and be applied in the future ?*

*C. If Homes England is not required to comply with the Government public sector staff pay policy guidance's (as outlined at paragraph 3 above), then please provide me with a copy of the staff pay policy guidance used by Homes England and a copy of the HM Treasury derogation letter, giving Homes England the delegation to have a bespoke staff pay policy.*

**RFI4112**

*Please could you provide the following information:*

*A. Does Homes England hold a record of utilising the HAY Group Reference Levels as part of its pay determination process for senior and non-senior staff ?*

*B. For the specific job role of ED MPP (attached), which is classified as SCS PB2 equivalent in the published Government data, what is the HAY Group Reference Level ?*

*C. If Homes England does not hold a record of a HAY Group Reference Level for the job role of ED MPP, then please tell me the name of the pay market methodology Homes England utilises to establish the pay market position of (or benchmark) the ED MPP job role – please note that I am not seeking any job specific financial or pay records that identifies the current pay market data – this will in due course be disclosed separately under the Government's transparency agenda (see paragraph 3 above) – in any case Section 22 of the FOIA would apply.*

**RFI4188**

*Please could you provide the following information:*

*A. Do you hold a record of a written document (or in electronic form) that sets out the contractual obligations mentioned in RFI3874 and RFI4076 ? (Yes or No)*

*B. If you hold a written (or electronic) record of a contractual obligation, then is it an employment contractual obligation, or is it a commercial contractual obligation with a third party ?*

*C. If you hold a written (or electronic) record of a contractual obligation, then is it:*

*a. Part of an individual Non-Disclosure Agreement with any Homes England employee ? (Yes or No, or state not applicable)*

*b. With a Trade Union (or employee representative body) ? (Yes or No)*

*c. With Korn Ferry (UK), Limited or a business owned by Korn Ferry (UK) Limited ? (Yes or No)*



Date: 10 March 2023

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*d. With Townhouse Consulting Limited, or Jonathan Donovan in any commercial business arrangement ? (Yes or No)*

*D. If you hold a written (or electronic) record of a contractual obligation, then do you have a record of:*

*a. The Homes England Accounting Officer approval for this type of contractual obligation ? (Yes or No)*

*b. The DLUHC3 Secretary of State approval for this type of contractual obligation ? (Yes or No)*

*c. Cabinet Office approval for this type of contractual obligation ? (Yes or No)*

*d. Chief Secretary to the Treasury approval for this contractual obligation? (Yes or No)*

*E. Finally, if you hold a written (or electronic) record of a contractual obligation, then please could you provide me with a copy of it (if necessary a redacted copy that removes any personal data, and/or cost-related sensitive data).*

#### **RFI4189**

*So in line with Section 1,1(a) of the FOIA, from your records, please could you provide the following information:*

*A. Do you hold a record of a payment to Townhouse Consulting Limited (or Jonathan Donovan Associates) ?*

*B. If you hold a record for Question A, then please tell me when the payments were made, what the value of the payments were, and to whom the payments were made ?*

*C. Do you hold a record for the due diligence exercise for the awarding of a contract to Townhouse Consulting Limited, and if so, then please could you provide me with the outcome of the exercise ? If possible, I would welcome to know what you actually did, rather than just say it was done or not.*

*D. Which Government procurement framework did you use for this contract ?*

#### **RFI4215**

*From the records you hold, I would like to make the following information request under the Freedom of Information Act 2000 (FOIA):*

*Qualified HAY Job Evaluators*

*A. How many Homes England employees are currently qualified as HAY job evaluators ?*

*B. Who trained your Homes England job evaluators ?*

*C. Do you have a designated Job Evaluation Manager(s), or someone in a Homes England job role that has a designated responsibility for job evaluations undertaken within Homes England ? If so, then what is the grade of this Officer(s) ?*

*D. Do you have a call-off contract for an external job evaluation provider to undertake your HAY job evaluations ? (Yes or No will suffice)*

*Job Evaluation Scores*



Date: 10 March 2023

Our Ref: RFI4086, RFI4111, RFI4112, RFI4188, RFI4189, RFI4215

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*E. Do you hold a central database of HAY job evaluation scores for Homes England employees ((Yes or No will suffice), and how many job evaluation scores does it hold ?*

*Executive Director - MPP*

*F. What was the job grade of the Homes England employee who conducted the HAY job evaluation of the Executive Director – MPP job role (I have received confirmation from that a HAY job evaluation had been done for this job role, prior to its advertisement in April 2022 – your reference RFI3874 refers) ?*

*G. If a Homes England employee did not conduct the job evaluation of the Executive Director – MPP role, then do you hold a record of who did and tell me who did it.*

## **Response**

We can confirm that we do hold some of the information detailed in your request, we will address each of your questions in turn.

### **RFI4086**

***1. From your records, can you advise the date when:***

***a. The Homes England pay and grading review was completed (the Annual Report provides an implementation date)***

We can confirm that Homes England does not hold recorded information in scope of this question.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

### **Advice and Assistance**

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that there is no singular date when the Pay and Grading project completed. For some colleagues, the review has not yet completed.

***b. The Secretary of State approval was given for the new pay and grading framework by the Department for Levelling Up, Housing and Communities***

3 March 2021



Date: 10 March 2023

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**c. The Homes England Nominations and Remuneration Committee gave its approval**

14 January 2021

**2. Please provide me with a copy of the new pay and grading framework that is mentioned in the Homes England Annual Report and Financial Statement 2021-22 (at page 122).**

	Minimum (85%)	Mid-point (100%)	Maximum (115%)
Level 21-22	£109,883	£129,274	£148,665
Level 19-20	£73,165	£86,077	£98,988
Level 18	£59,504	£70,005	£80,506
Level 17	£50,813	£59,780	£68,746
Level 16	£43,523	£51,203	£58,883
Level 15	£34,027	£40,032	£46,037
Level 14	£29,385	£34,571	£39,757
Level 13	£25,673	£30,203	£34,733
Level 12	£22,960	£27,012	£31,064

**3. Please provide me with a copy of the staff communication that was issued with the implementation of the new pay and grading framework, giving the new pay and grading details (if there has been no staff communication, then please state so. I am only concerned with information held by Homes England – as per Section 1(1) of the FOIA).**

We can confirm that the staff communication that was issued implementing new pay and grading details was sent to individual employees setting out their own personal circumstances, there was no staff-wide universal communication. A copy of the template used for communicating with staff about the implementation of the new pay and grading framework is contained in Annex A. For clarity, this template was populated with relevant personal information prior to being issued to staff.

**4. Please provide me with a copy of the "remuneration strategy for 2022 and beyond", which is mentioned in Homes England Annual Report and Financial Statement 2021-22 (at page 122).**

We can confirm that Homes England does not hold recorded information in scope of this question.



Date: 10 March 2023

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Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that the full related text in Homes England's 2021-2022 Annual Report stated: "Our remuneration strategy for 2022 and beyond will aim to build on the firm foundation of the new framework, regularly benchmarking salaries against key markets to ensure we remain competitive." As indicated by the use of the word 'will', the 2021-2022 Annual Report did not state that this document had already been developed. At the time in which your request was received, Homes England can confirm it does not hold recorded information in scope of your question.

RFI4111

***A. For the job role of HR Director, which Government public sector staff pay policy guidance is applicable and will be applied in the future ?***

Senior Civil Service Pay Award

***B. For the job role of ED MPP, which Government public sector staff pay policy guidance is applicable and be applied in the future ?***

Senior Civil Service Pay Award

***C. If Homes England is not required to comply with the Government public sector staff pay policy guidance's (as outlined at paragraph 3 above), then please provide me with a copy of the staff pay policy guidance used by Homes England and a copy of the HM Treasury derogation letter, giving Homes England the delegation to have a bespoke staff pay policy.***

We can confirm that Homes England is required to comply with the Senior Civil Service Pay Award guidance.

RFI4112

***A. Does Homes England hold a record of utilising the HAY Group Reference Levels as part of its pay determination process for senior and non-senior staff ?***

Homes England use Korn Ferry to undertake pay benchmarking for both senior and non-senior staff, in order to establish appropriate levels of remuneration.

***B. For the specific job role of ED MPP (attached), which is classified as SCS PB2 equivalent in the published Government data, what is the HAY Group Reference Level ?***

We can confirm that we do hold the information that you have requested regarding the Hay Group Reference Level however, we rely on section 43(2) of the FOIA to withhold the information from disclosure.



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### Section 43 - Commercial interests

Under section 43(2) Homes England is not obliged to disclose information that would, or would be likely to, prejudice the commercial interests of any party.

The information requested relating to the Hay Group Reference Level engages section 43(2) of the FOIA as it is commercial in nature and its release would be likely to prejudice the commercial interests of Homes England.

Homes England has identified that the information requested, if released, would be likely to prejudice the effective operation of the organisation's pay and grading review.

Section 43 is a qualified exemption. This means that once we have decided that the exemption is engaged, Homes England must carry out a public interest test to assess whether it is in the wider public interest for the information to be disclosed.

### Arguments in favour of disclosure:

- Homes England acknowledges there is a general public interest in promoting accountability, transparency, public understanding and involvement in how Homes England undertakes its work and how it spends public money.

### Arguments in favour of withholding:

- Disclosure of the information would erode confidence in the pay and grading scheme adopted by Homes England. This would in turn adversely affect our position in the recruitment market and our ability to retain existing Homes England staff. The publication of job evaluation scores may result in fewer applications which would detriment Homes England's ability to compete with similar organisations, in both private and public sector, and deliver commercial activity in the future.
- As a public authority, Homes England has a duty to safeguard the public purse and ensure it delivers value for money in its activity, including recruitment. Release of the information would reveal Homes England's assessment and scoring criteria, which prejudices its ability to maintain a fair and robust process. If the information was disclosed, job evaluation processes could be undermined as it would be possible to manipulate the pay and grading system to achieve a desired result which would directly prejudice the commercial interests of Homes England and is not in the public interest.
- It is possible to take the score and compare it to the standard Korn Ferry grading boundaries and make an assumption as to the job level it translates to. Releasing the score in the absence of our particular scoring boundaries/application could lead to an incorrect assumption being made about the job level and its comparability to roles in other organisations. Application of the methodology is specific to the organisational context, and it is for organisations to adopt and maintain the scheme, with some organisations over or under evaluating. These in turn would be likely to prejudice the commercial interests of Homes England and is not in the public interest.
- Homes England has been unable to identify a wider public interest in disclosing the information requested.



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***C. If Homes England does not hold a record of a HAY Group Reference Level for the job role of ED MPP, then please tell me the name of the pay market methodology Homes England utilises to establish the pay market position of (or benchmark) the ED MPP job role – please note that I am not seeking any job specific financial or pay records that identifies the current pay market data – this will in due course be disclosed separately under the Government's transparency agenda (see paragraph 3 above) – in any case Section 22 of the FOIA would apply.***

We can confirm that we do hold a record of the Hay Group Reference Level for the job role of ED MPP, but as set out above we rely on Section 43(2) of the FOIA to withhold this information.

#### **RFI4188**

***A. Do you hold a record of a written document (or in electronic form) that sets out the contractual obligations mentioned in RFI3874 and RFI4076 ? (Yes or No)***

***B. If you hold a written (or electronic) record of a contractual obligation, then is it an employment contractual obligation, or is it a commercial contractual obligation with a third party ?***

***C. If you hold a written (or electronic) record of a contractual obligation, then is it:***

***a. Part of an individual Non-Disclosure Agreement with any Homes England employee ? (Yes or No, or state not applicable)***

***b. With a Trade Union (or employee representative body) ? (Yes or No)***

***c. With Korn Ferry (UK), Limited or a business owned by Korn Ferry (UK) Limited ? (Yes or No)***

***d. With Townhouse Consulting Limited, or Jonathan Donovan in any commercial business arrangement ? (Yes or No)***

***D. If you hold a written (or electronic) record of a contractual obligation, then do you have a record of:***

***a. The Homes England Accounting Officer approval for this type of contractual obligation ? (Yes or No)***

***b. The DLUHC3 Secretary of State approval for this type of contractual obligation ? (Yes or No)***

***c. Cabinet Office approval for this type of contractual obligation ? (Yes or No)***

***d. Chief Secretary to the Treasury approval for this contractual obligation? (Yes or No)***

***E. Finally, if you hold a written (or electronic) record of a contractual obligation, then please could you provide me with a copy of it (if necessary a redacted copy that removes any personal data, and/or cost-related sensitive data).***

We can confirm that Homes England does not hold recorded information in scope of these questions.

#### **Advice and Assistance**

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that following an internal review of RFI4076, which reviewed the decision to rely on section 43(2) to withhold information regarding the job evaluation score for the position of HR Director, it was found that whilst a contract exists between Homes England and Korn Ferry, there were no contractual obligations that prevented us from disclosing this information.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.





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The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

#### **RFI4189**

***A. Do you hold a record of a payment to Townhouse Consulting Limited (or Jonathan Donovan Associates) ?***

***B. If you hold a record for Question A, then please tell me when the payments were made, what the value of the payments were, and to whom the payments were made ?***

***C. Do you hold a record for the due diligence exercise for the awarding of a contract to Townhouse Consulting Limited, and if so, then please could you provide me with the outcome of the exercise ? If possible, I would welcome to know what you actually did, rather than just say it was done or not.***

***D. Which Government procurement framework did you use for this contract ?***

We can confirm that Homes England does not hold recorded information in scope of these questions.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

#### **Advice and Assistance**

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that the relevant contract for services is the Call off ESPO 3S-18 Strategic HR Services contract. This was awarded to Penna PLC, who in turn contract Townhouse Consulting Limited. Payments made under this contract have been made directly to Penna PLC, which can be viewed on the Government's Transparency Data releases using the following link: <https://www.gov.uk/government/publications/homes-england-spend-for-transactions-over-250>

#### **RFI4215**

##### ***Qualified HAY Job Evaluators***

***A. How many Homes England employees are currently qualified as HAY job evaluators ?***

11

***B. Who trained your Homes England job evaluators ?***

Korn Ferry



Date: 10 March 2023

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***C. Do you have a designated Job Evaluation Manager(s), or someone in a Homes England job role that has a designated responsibility for job evaluations undertaken within Homes England? If so, then what is the grade of this Officer(s)?***

Yes, Homes England's Reward Manager oversees and manages the job evaluation process. The Reward Manager is job level 16.

***D. Do you have a call-off contract for an external job evaluation provider to undertake your HAY job evaluations? (Yes or No will suffice)***

We can confirm that Homes England does not hold recorded information in scope of this question.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

#### Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that we do have a contract which includes scope for support with job evaluations where this is required, for example due to capacity or where there might be potential sensitivities or conflicts of interest.

#### ***Job Evaluation Scores***

***E. Do you hold a central database of HAY job evaluation scores for Homes England employees ((Yes or No will suffice), and how many job evaluation scores does it hold)?***

Yes, we can confirm that we do hold a database of scores for evaluated roles. The database contains 381 full job evaluation scores.

#### ***Executive Director - MPP***

***F. What was the job grade of the Homes England employee who conducted the HAY job evaluation of the Executive Director – MPP job role (I have received confirmation from that a HAY job evaluation had been done for this job role, prior to its advertisement in April 2022 – your reference RFI3874 refers)?***

We can confirm that Homes England does not hold recorded information in scope of this question.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>



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Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that the Executive Director – MPP job role was evaluated by Korn Ferry.

***G. If a Homes England employee did not conduct the job evaluation of the Executive Director – MPP role, then do you hold a record of who did and tell me who did it.***

Korn Ferry.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]



Date: 10 March 2023

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[Redacted]

[Redacted]

**Right to Appeal**

If you are not happy with the information that has been provided or the way in which your request has been handled, you may request an internal review. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Email: [infogov@homesengland.gov.uk](mailto:infogov@homesengland.gov.uk)

The Information Governance Team  
Homes England – 6<sup>th</sup> Floor  
Windsor House  
50 Victoria Street  
London  
SW1H 0TL

Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

You may also complain to the Information Commissioner's Office (ICO) however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

**The Information Governance Team**  
For Homes England

Dear [NAME]

### **Pay and grading project – this letter requires your immediate attention please**

We wrote to you on [DATE] to advise you of the implications of the pay and grading proposals for you personally. That date also opened a period of consultation with colleagues which closed on [DATE].

The purpose of this letter is twofold:

- Firstly, to set out the pay and grading arrangements that will apply to you with effect from 1 January 2022 along with details of what the 1 July 2020 pay review means for you
- Secondly, for you to confirm EITHER your individual agreement to what is set out below, OR to opt for the reserved right.

What this means is set out below, along with details **of what you need to do next. Please do not ignore this letter.**

### **Your personal position in respect of pay and grading**

The salary information in this letter is based on the date we have extracted the data from the payroll system which is [DATE]. Please note that if there are any changes between that date and prior to 1 January 2022 which impact your pay, such as a promotion, increase or decrease in hours and so on, your actual pay information as at 1 January 2022 will be used.

The new job level structure is being implemented on 1 January 2022. All colleagues will move onto the structure on that date. Your job level is set out in Appendix 1.

The pay range for your job level runs from 85% to 115% of the new pay range midpoint. The midpoint is set by reference to market benchmarking and will be reviewed annually in light of any market movements. The new pay range for your job level is detailed on the intranet.

Details of any pay increase, backpay or non-consolidated payment applied to your role(s) is set out in Appendix 1. The estimated backpay figure detailed in Appendix 1 is calculated up to [DATE], however the precise figure will only be known when we run the [DATE] payroll. Given the pay and grading project impacts all colleagues, this is the earliest that payment can be made and we appreciate the patience of colleagues throughout the time the project has taken.

### **The outcome of consultations**

As you will know, the consultation period for most colleagues ended on 27 October, although colleagues who have not received their initial letter at the same time as most are being given longer to feed in their views about the pay and grading proposals. Homes England also continues to engage with the trade unions in respect of colleagues up to and including Senior Specialists and with the Elected Representatives in respect of colleagues from Head Of level up to and including Corporate Directors. A significant number of ideas have been put forward about the pay and grading proposals and all of these are being considered alongside any new ideas from the small number of colleagues still in the consultation stage. I can confirm that

the position for you as an individual set out in this letter will not reduce. However, if any changes are made as a result of consultation that may beneficially impact your situation, we will let you know.

Homes England has retained some funds from the 2.5% pay remit agreed by the former Secretary of State to ensure that successful job evaluation reviews raised by colleagues can be implemented within the overall funds available. Once the financial impact of successful reviews is known, expected towards the end of this year, Homes England will work to determine priorities for change arising through the consultations. Homes England has committed to spend the entire pay remit and will do so. We will issue a further communication to all colleagues once all points arising from consultation have been considered, in the interests of openness and transparency, and we will also update the job framework matrix on the intranet to reflect the impact of successful reviews once the review process is completed. This will become a managed reference source which is part of ensuring that the new arrangements remain up to date and fit for purpose for many years to come.

### **What you need to do next**

The new job level structure will be implemented on 1 January 2022.

You now have a choice as to whether to accept the pay arrangements that apply to you, as set out above, or whether to opt for a reserved right. All colleagues are required to make a choice and how you do that is set out below. This choice is entirely yours and it is important for you to understand what each choice means for you.