



Department  
for Environment  
Food & Rural Affairs

Seacole Building  
4th Floor  
2 Marsham Street  
London  
SW1P 4DF

T: 03459 33 55 77  
helpline@defra.gov.uk  
[www.gov.uk/defra](http://www.gov.uk/defra)

[Redacted]

By email: [Redacted]

Our ref: FOI2023/22273  
6 December 2023

Dear [Redacted]

## **REQUEST FOR INFORMATION: Union signatories - pay and conditions**

Thank you for your request for information of 10 November 2023 about union signatories - pay and conditions. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Your information request and our response are set out below.

1. *The name of unions which are signatories to your main collective agreement covering pay and conditions.*
  - A) *The number of employees covered by the agreement.*
  - B) *A list of pay grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:*
  - C) *Administrative Assistant (AA)*
  - D) *Administrative Officer (AO)*
  - E) *Executive Officer (EO)*
  - F) *Higher Executive Officer (HEO)*
  - G) *Senior Executive Officer (SEO)*
  - H) *Grade 7*
  - I) *Grade 6*

We can confirm that Defra works with the following unions on pay and conditions: FDA, Public and Commercial Services Union (PCS) and Prospect.

The 2023/24 pay settlement covered 12,224 employees within the Defra pay bargaining unit, which comprises central Defra, the Animal and Plant Health Agency (APHA), Veterinary Medicines Directorate (VMD) and the Rural Payments Agency (RPA).

A copy of the 2023/24 pay ranges for grades AA to Grade 6 is attached at Annex C. This shows the changes that have been made to the pay range minima and maxima.

2. *A copy of your latest pay settlement. Please also provide the following information on how any pay increase has been applied:*
  - A) *Is the pay bill increase based on pay guidance set by the Treasury?*
  - 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?*

A copy of the 2023/24 pay settlement is attached at Annex D. The pay bill increase is based on the Civil Service Pay Guidance.

Non-consolidated performance-related payments were awarded to those whose performance was assessed in the top two performance groupings under the annual performance management process. Other non-consolidated payments were made to those at or near the pay range maximum where they were unable to receive a fully consolidated award.

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](https://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 <sup>[Redacted]</sup>, 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/>