



The Insolvency  
Service

**Information Rights Team**  
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[www.gov.uk/insolvency-service](http://www.gov.uk/insolvency-service)

Our ref: FOI24/25-079  
Date: 3<sup>rd</sup> October 2024

Dear [Redacted]

**Re: Freedom of Information Act 2000 (FOIA) Request**

Thank you for your email of 8<sup>th</sup> September 2024 in which you requested from the Insolvency Service (the agency):

- "1) What are the rates of pay broken down by grade for full time equivalent non-SCS staff giving the minima and maxima of ranges? If pay rates are divided into London and National rates please provide both.*
- 2) If the grades are not standard civil service grades, are the grades based on JEGS scores? If so please provide the relevant scores for each grade.*
- 3) Are there any specialist pay grades, specialist allowances, recruitment and retention allowances or market supplements? If so, please provide details including where relevant whether the payments are consolidated or non-consolidated.*

[Redacted]

Your request has been dealt with under the Freedom of Information Act 2000 (FOIA).

I can confirm the agency holds the information that you have requested and I have provided answers to your questions below.

1) What are the rates of pay broken down by grade for full time equivalent non-SCS staff giving the minima and maxima of ranges? If pay rates are divided into London and National rates please provide both.

		01-Aug-22	01-Aug-22
Insolvency Grade	CS Grade Equivalent	Min	Max
INSS-Band A1.London	AA	£22,700	£22,700
INSS-Band A2.London	AO	£25,809	£25,809
INSS-Band B1.London	EO	£26,719	£30,162
INSS-Band B2.London	HEO	£31,730	£36,171

INSS-Band B3.London	HEO	£37,440	£44,008
INSS-Band C1.London	SEO	£41,063	£46,890
INSS-Band C2.London	SEO	£43,856	£50,079
INSS-Band D2.London	Grade 7	£53,400	£61,588
INSS-Band D3.London	Grade 6	£71,696	£81,869
INSS-Level 2 Examiner.London	EO	£31,730	£36,171
INSS-Level 3 Examiner.London	HEO	£37,440	£44,008
INSS-Band A1.National	AA	£20,204	£20,204
INSS-Band A2.National	AO	£22,183	£22,183
INSS-Band B1.National	EO	£24,283	£26,935
INSS-Band B2.National	HEO	£28,842	£32,706
INSS-Band B3.National	HEO	£34,399	£40,279
INSS-Band C1.National	SEO	£38,454	£43,910
INSS-Band C2.National	SEO	£41,880	£47,822
INSS-Band D2.National	Grade 7	£51,518	£58,828
INSS-Band D3.National	Grade 6	£67,320	£76,873
INSS-Level 2 Examiner.National	EO	£28,842	£32,706
INSS-Level 3 Trainee Examiner.National	HEO	£34,399	£40,279

2) If the grades are not standard civil service grades, are the grades based on JEGS scores? If so please provide the relevant scores for each grade.

The Civil Service Grade equivalents are shown in the above table.

3) Are there any specialist pay grades, specialist allowances, recruitment and retention allowances or market supplements? If so, please provide details including where relevant whether the payments are consolidated or non-consolidated.

Recruitment and retention supplements are used to improve attrition within the agency and are used to alleviate a recruitment or retention problem.

Where it is necessary to pay a supplement one of the following rates should be applied:

- £1,330
- £2,200
- £3,200
- £4,200
- £5,150
- £6,100

There is no scope for variation of these rates, except following a review and/or any appropriate discussions with the trade union side. Supplements are paid in addition to basic pay and are not a permanent part of an individual's pay. Supplements are reckonable for superannuation (pension) and for calculating overtime payments. However, it is not reckonable for calculating promotion or temporary cover. All supplements qualify for tax and National Insurance contributions.

## Complaints

If you are not satisfied with the response we have provided to you and would like us to reconsider our decision by way of an internal review (IR), please contact our Information Rights team within 40 working days of this letter at [foi@insolvency.gov.uk](mailto:foi@insolvency.gov.uk) or by post at:

Information Rights Team  
The Insolvency Service  
3rd Floor  
Cannon House  
18 Priory Queensway  
Birmingham  
B4 6FD  
United Kingdom

You also have the right to contact the Information Commissioner's Office (ICO) if you wish for them to investigate any complaint you may have regarding our handling of your request. However, please note that the ICO is likely to expect an IR to have been completed in the first instance.

Yours sincerely

Information Rights Team  
The Insolvency Service

The Department for Business and Trade, Official Receivers and the Adjudicator are Data Controllers in respect of personal data processed by the Insolvency Service. For the details about how personal data is processed by the agency, please see the full Insolvency Service Personal Information Charter here:  
<https://www.gov.uk/government/organisations/insolvency-service/about/personal-information-charter>