

**Reference: 2025-003**

Thank you for your email in which you requested the following information under the Freedom of Information Act 2000 (FOIA):

- 1. Salary Min/Max or Spot Rate: Provide the full salary range for each grade, including minimum and maximum pay points or spot rates.**
- 2. Grade/Band and Civil Service Equivalent: If your department operates its own grading structure, please indicate the corresponding Civil Service grade where applicable.**
- 3. Multi-Year Pay Deal: Please confirm whether your department is currently within a multi-year pay settlement. If so, provide details of this arrangement.**
- 4. Mechanism for Reaching Maximum Pay Point: Outline if there is a structured pathway or mechanism for employees to progress to the maximum salary point within their grade (e.g., time-served contractual pay progression, performance/capability-based pay).**
- 5. Non-Consolidated Pay: Confirm whether your department has a non-consolidated pay pot (e.g., for awarding bonuses or a reward and recognition scheme). Include details of such schemes and specify the total amount represented by the non-consolidated pay pot.**
- 6. Contracted Hours: Confirm the number of hours salary calculations as based on (i.e. 42-hour gross / 37-hour net contracts, or any other variations/calculations). Particularly in relation to National Living Wage/Minimum Wage hourly rate calculations.**
- 7. Weeks Per Year: Confirm whether salaries (hourly rates) are calculated based on 52 weeks per year, 52.2 weeks, or another arrangement.**
- 8. Annual Leave: Confirm annual leave, public holiday, and privilege holiday entitlements for all grades (including retained grades). Specify any mechanisms for leave increases (e.g., one additional day per year up to a maximum, or increases after a set number of years).**
- 9. Overtime Arrangements: Confirm overtime pay arrangements for all overtime scenarios (e.g., weekday, weekend, public/privilege holidays).**

### **Response**

Please see below our response to your questions in the order asked.

#### **Question 1 – Salary Min/Max or Spot Rate**

<b>Grade</b>	<b>Grade Type</b>	<b>Minimum</b>	<b>Maximum</b>
Band G (Apprentice)	Spot Rate	£23,470	£23,470
Band F (AO)	Spot rate	£27,753	£27,753
Band E (EO)	Corporate	£28,506	£33,565
	Digital	£31,655	£35,243
	Operational	£28,506	£33,565
Band D (HEO)	Corporate	£34,437	£37,853
	Digital	£38,556	£41,104
	Operational	£34,437	£41,767

	Investigator Start Point	£36,950	£41,767
Band C (SEO)	Corporate	£40,178	£44,780
	Digital	£43,886	£49,887
	Operational	£41,223	£49,083
	Investigator Start Point	£42,840	£49,083
Band B (G7)	Corporate	£55,789	£66,021
	Digital	£60,899	£69,323
	Operational	£58,083	£67,473
Band A (G6)	Corporate	£71,056	£79,061
	Digital	£73,396	£83,428
	Operational	£72,320	£83,281

## **Question 2 – Grading Comparison**

<b>SFO Grade</b>	<b>Civil Service Equivalent</b>
Band G	Apprentice / Administrative Assistant (AO)
Band F	Administrative Office (AO)
Band E	Executive Officer (EO)
Band D	Higher Executive Officer (EO)
Band C	Senior Executive Officer (SEO)
Band B	Grade 7
Band A	Grade 6
SCS1	SCS1
SCS2	SCS2
SCS3	SCS3

## **Question 3**

The Serious Fraud Office is not within a multi-year pay settlement.

## **Question 4**

The Serious Fraud Office does not have a mechanism or strategy for employees to progress to the maximum salary point within their grade.

## **Question 5 – Non-consolidated pay**

SFO colleagues are eligible for Reward and Recognition (R&R). Nominations for awards between £100 and £2,500 may be made at any time during the year. Individuals and team members may be recognised through R&R for the efforts they have made and the impacts that have resulted that help the SFO achieve its ambitions.

Commitment to Success: £100 - £500: Rewarding a particularly demanding one-off piece of work completed outside normal responsibilities or via additional effort over a discrete time period.

Excellence: £501-£1,500: Rewarding complex work that has made a substantial difference to the SFO.

Exceptional Impact: £1,501-£2,500: Rewarding pieces of work that have made a strategic difference to the way the SFO functions.

Ensuring fairness: On a monthly basis, a panel made up of a selection of the Senior Leadership Team will review awards made by all divisions, based on data provided by the Finance Division. Discussions will be facilitated by the Pay and Reward Manager, who will provide advice to the panel as needed. The panel will monitor the content, value and the nominating division of awards, with the intention of assuring fair and full distribution of the SFO's non-consolidated R&R 'pot'.

#### Reward and Recognition Budget

For information on SFO's budget for Reward and Recognition please refer to the information located on the government website here: [<https://www.gov.uk/government/publications/sfo-annual-report-and-accounts-2023-24>]. The information in the link pertains to 2023/24 as this is the most up to date information publicly accessible.

#### Simply Thanks

Simply Thanks offers the opportunity to let colleagues know their work has been appreciated or something they have done demonstrates the SFO's values. All permanent and temporary SFO employees are eligible. These rewards are a fixed amount of £25 or £50 and will be provided in the form of an e-voucher and are limited to a maximum of eight vouchers per financial year.

#### Simply Thanks Budget

For information regarding SFO's budget for Simply Thanks vouchers please refer to the information located on the government website here: <https://www.gov.uk/government/publications/sfo-annual-report-and-accounts-2023-24>. The information in the link pertains to 2023/24 as this is the most up to date information publicly accessible.

#### **Question 6 – Contracted Hours**

SFO's salary calculations are based off of 36 net hour contracts for all employees. To calculate an employee's day rate, a 36-hour weekly basis is used.

#### **Question 7 – Weeks Per Year**

Hourly rates are calculated based off 36 net hour contracts.

#### **Question 8 – Annual Leave**

Please see the below table detailing annual leave for Grades AO-G6:

Employees appointed on or prior to 31 December 2015		
Grade	Length of Service	Entitlement
AO-G6	On entry	26.5
	5+ years	32.5

Employees appointed on or after 1 January 2016		
Grade	Length of Service	Entitlement
AO-G6	On entry	25
	5+ years	30

Annual leave for Senior Civil Servants is outlined in individual contracts.

#### Public Holiday

All full-time employees are entitled to paid leave for the standard 8 public holidays throughout the year in addition to their annual leave entitlement. This also applies to any additional public holidays that may be granted. The standard public holidays that apply are: New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day.

In addition to public holidays, all staff are entitled to 1 day per year for the King's Birthday. This is a floating day which can be taken at any time, between the end of May and the end of August.

Employees who are contracted to work less than 41 hours per week (or who work compressed hours) are entitled to time off for public holidays and the King's Birthday on a pro-rata basis. These employees are expected to keep a record of their public holiday Leave entitlement along with their normal annual leave recording.

#### **Question 9 – Overtime Arrangements**

Days of the week	Up to and including EO	HEO & SEO	Grade 6 & 7
Monday to Friday	Paid at time and a half rate OR TOIL	Paid at plain time rate OR TOIL	Normally Nil but TOIL or discretionary payments at plain time rate may be made to employees at Grade 6 & 7 Level
Saturday	Paid at double time rate or TOIL	Paid at time and a half rate OR TOIL	As above
Sunday/Bank Holidays	Paid at double time rate OR plain time rate plus TOIL	Paid at double time rate OR plain time rate plus TOIL	As above