



Homes
England

Date: 3 February 2025

Our Ref: RFI5004

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

[REDACTED]
By Email Only

Dear [REDACTED]

RE: Request for Information – RFI5004

Thank you for your request for information which was processed in accordance with the Freedom of Information Act 2000 (FOIA).

You requested the following information:

I am seeking detailed data on salary bands for all delegated Civil Service grades, including Administrative Assistant (AA) up to and including Grade 6 (G6), along with any special, retained, or industrial grades that align with general Civil Service grades.

Please provide the following information for each grade and band within your department or organisation:

- 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).

2nd Floor
The Lumen
St James Boulevard, Newcastle Helix
Newcastle upon Tyne, NE4 5BZ

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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

We can confirm that we do hold some of the requested information. We will answer your questions in turn below:

- 1. Salary Min/Max or Spot Rate:** Provide the full salary range for each grade, including minimum and maximum pay points or spot rates.

Grade level	Minimum	Maximum
Level 19-20 (G6)	£82,280	£111,319
Level 18 (G7)	£66,918	£90,535
Level 17 (G7)	£57,143	£77,312
Level 16 (SEO)	£48,945	£66,220
Level 15 (HEO)	£38,267	£51,772
Level 14 (HEO)	£33,048	£44,711

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Grade level	Minimum	Maximum
Level 13 (EO)	£28,872	£39,063
Level 12 (EO)	£25,822	£34,935

- 2. Grade/Band and Civil Service Equivalent:** If your department operates its own grading structure, please indicate the corresponding Civil Service grade where applicable.

We can confirm we have aligned our grading structure to the civil service grading as follows:

Grade	Mapped grade civil service
G6	19-20 (note: '19-20' is a single grade)
G7	17 & 18
SEO	16
HEO	14 & 15
EO	12 & 13

Please be advised this is indicative only and is based on the Korn Ferry annual benchmarking report for the Cabinet Office. In addition, it should be noted that we do not have a grade that is lower than level 12 (EO).

- 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.

We can confirm we are not currently within a multi-year pay settlement.

- 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).

We can confirm we do not currently have pay progression.





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- 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.**

We can confirm there is a pay pot. We can further confirm the percentage of the pay bill allocated to fund the pay pot is 0.29% (£284,407). At the end of the performance year staff appraisals are used to determine how the pay pot is allocated.

- 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.**

We can confirm the number of contracted hours to be 35 hours per week at Homes England.

- 7. Weeks Per Year: Confirm whether salaries (hourly rates) are calculated based on 52 weeks per year, 52.2 weeks, or another arrangement.**

We can confirm the number of weeks the salaries are calculated on are 52 weeks.

- 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).**

We can confirm all Homes England staff are entitled to 33 days annual leave in a full calendar year, in addition to bank holidays. These entitlements are pro-rated for part time colleagues and are calculated from the date of joining for the year of commencement, and thereafter refreshed annually at the beginning of each calendar year. There are no mechanisms for leave increases. If there is any leave untaken, staff are permitted to carry over a maximum of 5 days into the following calendar year.

- 9. Overtime Arrangements: Confirm overtime pay arrangements for all overtime scenarios (e.g., weekday, weekend, public/privilege holidays).**

- Overtime must be agreed in advance with line manager.
- Unless paid overtime is specifically approved in advance, accumulated hours in excess of contracted hours must be taken as time off in lieu, or flexi-leave, in accordance with the flexi-time rules.
- For colleagues at level 18 or above, time off in lieu will be given.





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- For colleagues Level 17 and under, where overtime is agreed in advance, there is a choice of whether to be paid or to take time off in lieu.
- If working more than six hours of overtime, colleagues must take an unpaid 30-minute break.
- Rates for overtime:
 - Evenings and Saturdays – Time and a half
 - Sundays and Bank Holidays – Double time
 - Part time until total work exceeds full time hours – Plain time

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

Information Governance Team
Homes England
The Lumen
2nd Floor
St James Boulevard
Newcastle Helix
Newcastle upon Tyne
NE4 5BZ
United Kingdom

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.

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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

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