



Homes  
England

Date: 2 July 2024

Our Ref: RFI4790

Tel: 0300 1234 500

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

[REDACTED]  
By Email Only

Dear [REDACTED]

**RE: Request for Information – RFI4790**

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'd be grateful if you could please provide a copy of any Homes England's current HR policy and guidance relating to pay, salaries, performance related pay, and pay on appointment.**

**Response**

We can confirm that we do hold some of the requested information. We will address each of your points below.

**HR policy and guidance relating to pay and pay on appointment.**

We can confirm that we do not hold a pay policy however, we do have our pay control guidance which includes information on pay on appointment. Please see enclosed Annex A which contains a copy of the pay control guidance. Please note that the pay ranges referenced in Annex A are not the current ranges and have since been updated. The updated salary ranges are contained in Annex B.

**HR policy and guidance relating to salaries**

We can confirm that we do hold guidance on salaries. Please see enclosed Annex B, which contains the current guidance on salaries and their ranges.





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### **HR policy and guidance relating to performance related pay**

We can confirm that Homes England does not hold the information detailed in your request.

To conclude that the information is not held, we have searched with our HR team who would have the requested information if held.

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 not hold any guidance or a policy on performance related pay. However, we can advise that we do have a non-consolidated performance award.

### **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)

Information Governance Team  
Homes England  
Windsor House  
6<sup>th</sup> Floor  
42-50 Victoria Street  
London  
SW1H 0TL  
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0300 1234 500  
@HomesEngland  
[www.gov.uk/homes-england](http://www.gov.uk/homes-england)





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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





Homes  
England

Making homes happen

# Interim Pay Controls

February 2021

OFFICIAL

## 1. Introduction

This guidance is designed to support hiring managers during the recruitment process to enable fair and consistent salary decisions within the current Homes England pay framework.

The Homes England Pay and Grading programme is underway and will be concluded in 2021. These interim pay controls are to ensure fairness and consistency between now and implementation of the programme.

## 2. Homes England Current Pay Grades

Homes England Pay Grades	Minimum	Mid-point	Maximum
Director	106,452.00	117,298.00	128,144.00
Assistant Director	87,138.00	96,795.00	106,452.00
Head of Team	66,635.00	76,886.50	87,138.00
Senior Specialist	51,258.00	61,509.50	71,761.00
Specialist	30,755.00	45,107.00	59,459.00
Analyst	18,453.00	27,167.00	35,881.00

## 3. Setting a salary range to be advertised

**The recommended guidance is to advertise all vacancies with a salary range from the bottom of the appropriate grade to the mid-point.**

This reflects the expectation that typically new appointees should join Homes England at the entry level of the grade.

If you are advertising a vacancy with a salary up to the mid-point of the grade - the usual recruitment process will apply and no further approval is necessary.

Where it is business critical to request to advertise a vacancy with a salary up to the maximum of the grade, approval must be sought by completion of this business case. Please complete and email to [Reward@homesengland.gov.uk](mailto:Reward@homesengland.gov.uk).

This process should be followed for all roles, including permanent and fixed term contracts.

A request to advertise above the maximum point of the grade (including inclusion of a \*market supplement) also requires completion of the same business case to be approved by People Group. Please complete and email to [Reward@homesengland.gov.uk](mailto:Reward@homesengland.gov.uk).

Please note that the advertising of any role above the mid-point can only commence on approval of the completed business case. If you have any queries, please contact your HR Business Partner.

\*market pay supplement is a role specific agreed allowance to reflect where market pressures would otherwise prevent us from being able to recruit to the role. Substantial evidence is required that our existing pay ranges would not compete in this market.

#### 4. Final Approval of Salary

If, following the recruitment process, you need advice on an appointment of a candidate at a salary that is above the range that you have approval to advertise at, please speak to your HR Business Partner.

**Please do not make a verbal offer or appointment without seeking advice as approval will need to be sought if the salary is outside of the range agreed at advertising stage.**

#### 5. Internal Appointments

Where an individual is successful in an internal promotional position their salary will move to the minimum of the pay grade or receive an increase of up to 10%. If their current salary is already within the 'new' grade, an increase of up to 10% may be applied.

If an appointment is made at a grade at the same level, for example a Specialist securing another Specialist level position in another team or Directorate, then the salary should remain the same.

If the internal appointment is within the same grade but the role has significantly more breadth of knowledge, experience and accountability required, an increase of up to 10% may be applied. Evidence of this would need to be provided on the new starter form

Please seek advice from your HR Business Partner if required.

#### 6. Additional Responsibility Allowance (ARA)

An ARA is an allowance (**up to 10% of salary**) payable to internal colleagues who are undertaking significantly more responsibility for a temporary period of time.

If an ARA is as a result of a candidate applying for an internal role through a recruitment process, the guidance in this document applies, but the completion of the business case is not required.

In the event, you wish to pay an ARA for a colleague in an existing role, approval is required by completion of the Exceptional Pay Business case attached to this guidance.

Please note, where a colleague is already receiving an ARA to reflect additional responsibilities they are undertaking; should they be successfully appointed into the role permanently, the same internal candidate rules apply – i.e. 10% or bottom of the band whichever is the greater but this is not in addition to the existing ARA.



# Colleague Pay & Annual Pay Award Process

You'll find our current pay level ranges below.

Scroll down and you'll also find our pay ranges for **graduate** and **apprenticeship** colleagues and other arrangements that are bespoke to those cohorts.

Updates will be made on conclusion of each annual pay award process, more details of which can be found [here](#).

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## Pay Level Ranges

Following the annual pay award in 2023, please find the current pay levels (2023/2024) below:

	Minimum (85%)	Midpoint (100%)	Maximum (115%)
Executive	£177,348	£208,644	£239,941
Level 21-22	£110,500	£130,000	£149,500
Level 19-20	£78,361	£92,189	£106,018
Level 18	£63,731	£74,977	£86,224
Level 17	£54,422	£64,025	£73,629
Level 16	£46,614	£54,840	£63,066
Level 15	£36,444	£42,875	£49,307

	Minimum (85%)	Midpoint (100%)	Maximum (115%)
Level 14	£31,473	£37,027	£42,582
Level 13	£27,497	£32,349	£37,202
Level 12	£24,592	£28,931	£33,271

## Apprentices - Pay Level Ranges & Pay Progression

- From 1 July 2023:
  - Starting salaries for apprentices will be increased based on the level of qualification they are undertaking (view the table below).
  - Pay progression will be introduced (5%) upon satisfactory completion of each year of their apprenticeship.

		Apprentice 2023/2024 Pay Ranges		
		Level 2 and 3	Level 4 and 5	Level 6 and 7
Year 1	Starting salary	£19,674	£24,592	£28,931
Year 2	After satisfactory completion of year 1, Review point 5%	£20,657	£25,822	£30,378
Year 3	After satisfactory completion of year 2 Review point 5%	£21,690	£27,113	£31,896
Year 4	After satisfactory completion of year 3 Review point 5%	£22,775	£28,468	£33,491
Year 5	After satisfactory completion of year 4 Review point 5%	£23,913	£29,892	£35,166

For more information on Apprentice pay progression please go to [this page](#)

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**Graduates - Pay Level Ranges & Pay Progression**

From 1 July 2023

- Graduates received a small increase to their starting pay, in alignment to the new proposed midpoint of level 12.
- Upon satisfactory completion of year one of their programme, they will receive a pay progression increase to align them to new proposed midpoint of level 13.
- Satisfactory completion will be defined in the graduate handbook (which each graduate is provided with directly) for cohorts starting in 2024 onwards.

		Salary (based on 23/24 pay ranges)
Year 1	Starting salary	£28,931
Year 2	After satisfactory completion of year 1	£32,349
End of programme:  Colleagues apply for roles with Agency		Standard promotion principles applied.

For more information on graduate pay progression please go to [this page](#)