



# Government Legal Department

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[REDACTED]

Ref No: FOI 25\_005

21 January 2025

Dear [REDACTED]

Thank you for your email of 7 January 2025 which contained your request for information. The Government Legal Department ("GLD") have processed your request for information under the Freedom of Information Act 2000 ("the Act").

## Request

*I am writing to request information under the Freedom of Information Act 2000 regarding the pay structures within your department or organisation. Specifically, 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.

## G7 and G6 Lawyers

01/04/2024	London	National	London	National
Level 3	67273	64546	81000	79000
Level 2	65250	63750	77500	75500
Level 1	61200	59200	74000	71000

**Cross Functional Professions. Including G7/G6 Lawyers who opted out of Capability Based Pay.**

01/04/2024	London		National	
	Min	Max	Min	Max
Grade 6	72,330	81,044	68,750	76,726
Grade 7	57,305	65,677	55,461	62,432
SEO	43,003	46,395	41,727	44,126
HEO	35,008	37,749	32,997	35,594
EO	30,676	32,377	28,083	29,160
AO		27,698		23,512
LO		49,919		49,919
LT	33,281	38,029	33,281	38,029

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

Standard Civil Service grades used, except for Legal Trainee and Legal Officer, which are not standard Civil Service grades.

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.*

GLD is currently part of a multi-year pay deal covering until the end of the 2024/25 financial year. This applies to Grade 6 and 7 lawyers who have moved onto capability-based pay, and those who did not opt out moved onto the spot rates mentioned in the answer to question 1.

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).*

For Grade 6 and 7 lawyers, capability-based pay assesses them based on their capability and if they meet the criteria of the highest capability level, they receive the highest spot rate for their grade.

For cross-functional professionals, pay increases based on pay uplifts from the pay remits each year.

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.*

Yes. GLD operates a non-consolidated pay pot used to recognise enhanced performance throughout the financial year. The total value of the pot in 2024-25 is £913,111.

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.*

Net hours are used for salary calculations (either 36 or 37 hours depending on the Terms and Conditions).

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

The payroll uses 52.14 weeks for calculation.

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).

Contractual annual leave allowances in GLD are standardised as per the table below for everyone on modernised Terms and Conditions. Some employees that remain on older Terms and Conditions may have different allowances.

	On appointment (pro-rata)	After 5 years qualifying service (pro-rata)	Notes
Up to and including Grade 6	25	30	Does not increase incrementally
SCS	25	30	Increases incrementally by one day each year on the anniversary of their joining

In addition to annual leave entitlement employees and workers are entitled to public holidays. There are eight public holidays each year and these are listed on the GOV.UK website.

In addition to public holidays, employees and workers are entitled to one Privilege Day for the King's birthday holiday.

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

Cross-functional professionals

	Up to and including Grade 6
Monday to Friday	Payment at the rate of time and a half
Saturday, Sunday and Bank Holiday	Payment at double time, or at plain time rate plus time off in lieu
Privilege Holiday	Time off in lieu

Grade 6 and 7 lawyers are not eligible for overtime.

*Please provide the requested information in an electronic format, preferably as a spreadsheet/table or other accessible data format.*

## Your Rights

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original correspondence. Please use the contact details provided at the top of this letter in order to request an internal review relating to your original request.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ICO.org.uk](http://www.ICO.org.uk)

Yours sincerely,

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