

Our Ref: 2018-185

Date: November 2018

Subject: Human Resources

This request asked:

- “1. Name of the unions signatory to your main collective agreement covering pay and conditions.
2. Please state the settlement date of your latest collective pay agreement.
3. Please state the employee groups covered by the pay agreement.
4. Please state the number of employees covered by the agreement.
5. Please provide a copy of your latest pay agreement.
6. Was the latest pay settlement under the remit of the 2018/19 Civil Service pay guidance?
7. Please list the current grades and pay rates together with the previous year’s grades and rates for the below roles or their equivalents:
 - a] Administrative Assistant (AA)
 - b] Administrative Officer (AO)
 - c] Executive Officer (EO)
 - d] Higher Executive Officer (HEO)
 - e] Senior Executive Officer (SEO)
 - f] Grade 6
 - g] Grade 7
- 8] Please give details of any individual performance-related increases paid in terms of the percentage of the paybill allocated to fund these awards and please state whether these were consolidated or non-consolidated.

9] Please state the overall paybill increase as a result of the 2018/19 pay settlement (including employer National Insurance and employer pension contributions).

10] Have any other changes been made to terms and conditions as part of the latest pay award?

11] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay negotiations.

12] If an agreement has yet to be reached please state the month in which you anticipate 2018/19 pay increase will be paid."

SFO Response:

1. Name of the unions signatory to your main collective agreement covering pay and conditions.

- **PCS, FDA, Prospect.**

2. Please state the settlement date of your latest collective pay agreement.

- **1st August 2018**

3. Please state the employee groups covered by the pay agreement.

- **All employees below the SCS**

4. Please state the number of employees covered by the agreement.

- **Approx 415**

5. Please provide a copy of your latest pay agreement.

- **Please see attached PDF file '*Pay Award notice Annex A*' / '*Pay Award Notice*'**

6. Was the latest pay settlement under the remit of the 2018/19 Civil Service pay guidance?

- **Yes**

7. Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents:

a] Administrative Assistant (AA)

- **Band G. Spot rate 2017: £18,250 Spot rate 2018: £19,168**

b] Administrative Officer (AO)

- **Band F. Spot rate 2017: £22,800 Spot rate 2018: £23,028**

c] Executive Officer (EO)

- **Band E. 2017 range £24,832 - £29,847. 2018 range £25,080 - £29,847**

d] Higher Executive Officer (HEO)

- **Band D. 2017 range £30,000 - £38,998. 2018 range £30,300 - £38,998**

e] Senior Executive Officer (SEO)

- **Band C. 2017 range £35,000 - £45,828. 2018 range £35,350 - £45,828**

f] Grade 7

- **Band B. 2017 range £48,600 - £63,000. 2018 range £49,086 - £63,000**

g] Grade 6

- **Band A. 2017 range £61,900 - £77,760. 2018 range £62,519 - £77,760**

8] Please give details of any individual performance-related increases paid in terms of the percentage of the paybill allocated to fund these awards and please state whether these were consolidated or non-consolidated.

- **If assessed as 'Outstanding' a non-consolidated payment of £2,125.**

9] Please state the overall paybill increase as a result of the 2018/19 pay settlement (including employer National Insurance and employer pension contributions).

- **1.5%**

10] Have any other changes been made to terms and conditions as part of the latest pay award?

- **No**

11] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay negotiations.

- **You can contact the SFO's Human Resources Team at the following email address;**
HumanResources@sfo.gsi.gov.uk.

12] If an agreement has yet to be reached please state the month in which you anticipate 2018/19 pay increase will be paid.

- **N/A**