**From:** FOI
**To:** [redacted]
**Subject:** FOI 175/18 - Pay award - Response
**Date:** 22 November 2018 14:49:45

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Dear [redacted],

**Our Ref: FOI 175/18**

Thank you for your email to the Electoral Commission dated **13 November 2018.**

The Commission aims to respond to requests for information promptly and has done so within the statutory timeframe of twenty working days.

Your request is in bold below followed by our response.

**Freedom of Information Questions**

**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.**

Our response is as follows:

**We hold the information you have requested.**

1. The Public and Commercial Services union (PCS) is the only signatory to our collective agreement covering pay and conditions.
2. Latest settlement date was 1 April 2018.
3. The pay agreement covers general staff, managers and our executive team.
4. The number of employees covered by the 2018 pay agreement were 127.
5. We do not have a pay agreement document, the pay award was communicated to staff by the Chief Executive.
6. We are not subject to the Civil Service pay remit process
7. To note that the Commission's grades do not easily map onto the former Civil Service grades but the attached shows grades broadly equivalent.

| EC grade | EC salary range | Broadly equivalent Civil Service grade |
|---|---|---|
| Level 6 | £22,710 - £25,757 | Administrative Officer |
| Level 5 | £25,956 - £33447 | Executive Officer |
| Level 4 | £33,744 - £38,130 | Higher Executive Officer |
| Level 3 | £37,636 - £52,180 | Higher Executive Officer/Senior Executive Officer |
| Level 2 | £51,911 - £65,558 | Grade 7/Grade 6 |
| Level 1 | £64,889 - £80,797 | Grade 6 |

8. Non-consolidated performance related payments were made to staff in 2018. In total these represented 2.2% of the pay bill.
9. The overall pay bill increase as a result of the 2018 pay and bonus settlement (including NI and pension contributions) was £179,611
10. No other changes were made to terms and conditions as part of the latest pay award
11. Claire Bassett, Chief Executive (cbassett@electoralcommission.org.uk)
12. Question 12 is not considered to be a request for information under the FOI Act 2000. The Commission is not required to responds to requests for our opinion, to perform research or to create data. The Act extends to information an authority holds for the purpose of their role and responsibilities only.

I trust that this information satisfies your request. The Commission strives to be an open, transparent authority, but in some circumstances we cannot responsibly release

requested information, and we ask for your understanding in this regard.

If you are not satisfied with this response, please note that the Commission operates a review procedure, details of which can be found on the Commission website at: http://www.electoralcommission.org.uk/about-us/freedom-of-information-requests/how-do-I-make-an-foi-request

Please also note that if you have exhausted all internal Commission review procedures and you are still not satisfied you have the right to appeal to the Information Commissioner. Details of this procedure can be found on the ICO website: https://ico.org.uk/

Yours sincerely,

[redacted]

Access to Information Officer (FOI and DPA)

**The Electoral Commission**
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