From: FOI
Sent: 21 January 2025 14:31
To: [redacted]
Subject: FOI 005-25 - Response

Categories: Transferred to SharePoint

Dear [redacted]

Our Ref: FOI 005-25

Thank you for your email to the Electoral Commission.

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 shown in bold below followed by our response.

You have asked for the following information:

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.

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).

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).

Our response is as follows:

We hold some of the information you have requested.

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

Our current pay system is based on spot rate which is operated by job evaluation. Below is the min and max of each grade:

Pay Level	Min	Max
1	£75,928	£95,468
2	£60,125	£77,462
3	£43,200	£61,951
4	£38,900	£46,137
5	£29,905	£40,758
6	£29,905	

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

   Not applicable to The Commission.

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.**

   Not applicable to The Commission.

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).**

   Not applicable to The Commission.

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.**

   Not applicable to The Commission.

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.**

36 hours per week.

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

52 Weeks per year.

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).**

27.5 days plus public holidays

- After two years' service: 28.5 days plus public holidays
- After four years' service: 29.5 days plus public holidays
- After five years' service 30 days plus public holidays

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

Levels 5 & 6:
Monday to Friday = Time and a half
Saturday = Time and half plus Saturday premium*
*Saturday premium = ½ time
Sunday, Public and Bank holidays = double time

Levels 3 & 4:
Monday to Friday = Plain time
Saturday = Plain time plus Saturday premium*
*Saturday premium = ½ time
Sunday, Public and Bank holidays = double time

Level 2: Provided the additional hours worked above your normal contracted hours are authorised in advance, you may be compensated through time off in lieu or through discretionary payments currently £11.21 per hour.

The Commission strives to be an open, transparent authority and I trust that this information satisfies your request. 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: www.electoralcommission.org.uk/freedom-information/make-a-freedom-information-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

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The Electoral Commission
electoralcommission.org.uk