



# Freedom of Information

Main JNCC collective agreement covering pay and conditions

For a Link to the FOI/EIR page visit: <http://jncc.defra.gov.uk/default.aspx?page=6077>  
For further information about the Joint Nature Conservation Committee visit:  
<http://jncc.defra.gov.uk/>

Number of FOI 201806

## Request

We request the following information under the Freedom of Information Act.

- 1) Name of unions which are signatories to your main collective agreement covering pay and conditions;
- 2) Number of employees covered by the agreement;
- 3) Lists of grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:
  - 1) Administrative Assistant (AA)
  - 2) Administrative Officer (AO)
  - 3) Executive Officer (EO)
  - 4) Higher Executive Officer (HEO)
  - 5) Senior Executive Officer (SEO)
  - 6) Grade 7
  - 7) Grade 6
- 4) Copy of latest pay settlement. Please provide the following information on how any pay increase has been applied:
  - 1) Have there been any changes to the pay scales?
  - 2) Are progression payments being paid?
  - 3) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?

## Reply

Thank you for your request for information received by JNCC on Tuesday 27th February 2018, which we have dealt with under the Freedom of Information Act 2000.

You requested information on JNCC's collective agreements on pay and conditions. We have answered each of your questions in turn.

- 1) Name of unions which are signatories to your main collective agreement covering pay and conditions:
  - Public and Commercial Services Union (PCS)
  - Prospect
- 2) Number of employees covered by the agreement:
  - 187 employees.
- 3) Lists of grades and current pay rates. Please indicate any agreed equivalence between the grade names used within the list and the following civil service grades:

1) Administrative Assistant (AA)	£15,984 - £17,260
2) Administrative Officer (AO)	£18,265 - £20,912
3) Executive Officer (EO)	£22,020 - £26,547
4) Higher Executive Officer (HEO)	£27,247 - £32,669
5) Senior Executive Officer (SEO)	£34,984 - £41,270

6) Grade 7	£44,428 - £52,410
7) Grade 6	£52,843 – £62,336

4) Copy of latest pay settlement. Please provide the following information on how any pay increase has been applied:

- 1) Have there been any changes to the pay scales?
- A minimum of 0.3% consolidated increase applied.

- 2) Are progression payments being paid?
- No.

3) Are performance-related bonuses being paid? If so, what are the arrangements for performance-related bonuses?

- Yes - paid to those whose performance is rated as 'excellent'.

With regards the latest JNCC pay settlement, effective from 1 August 2017, we provide the following information:

- i. A consolidated increase for all staff of 0.3% of target rate for those at or below target rate and 0.3% of actual salary for those above target rate.
- ii. An underpin of £250 for staff at AO grade and £300 for staff at AA grade.
- iii. A further consolidated increase of 0.85% of target rate for all staff, with over one year's service in grade, and who are below target rate.
- iv. Preserve the non-consolidated pay pot at 1.2% of pay bill.
- v. A non-consolidated, pensionable payment of 0.85% of target rate for staff in post at 1 August 2017, with less than one year's service in grade, and 0.85% of actual salary for those at or above target rate.
- vi. Reward excellent performance with a non-consolidated performance bonus.
- vii. Retain a flat rate single payment reward and recognition scheme for all those, with six or more month's service, who have shown excellence in some aspect of their work and have good or excellent performance overall.
- viii. Allowances to remain at their current levels.

Please acknowledge receipt of this email. If you require any further detail please do not hesitate to contact us.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint please contact Kirsty Meadows ([kirsty.meadows@jncc.gov.uk](mailto:kirsty.meadows@jncc.gov.uk)).

If you are still not satisfied following this, you can make an appeal to the Information Commissioner who is the statutory regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 08456 30 60 60  
01625 54 57 45

[www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely,

John Henson Webb

*Communications and Corporate Governance Officer*

BSc (Hons)

JNCC, Monkstone House, City Road, Peterborough, PE1 1JY

Tel: 01733 866801, Direct Dial: 0773 866844

Email: [john.hensonwebb@jncc.gov.uk](mailto:john.hensonwebb@jncc.gov.uk)



<http://jncc.defra.gov.uk>



*25 years delivering innovative solutions to realise the value of nature.*