

From: [REDACTED]
Subject: Freedom of Information Request – Pay Bands and Structures Across Grades
Date: 07 January 2025 16:27:25
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[Freedom of Information Request – Pay Bands and Structures Across Grades.pdf](#)

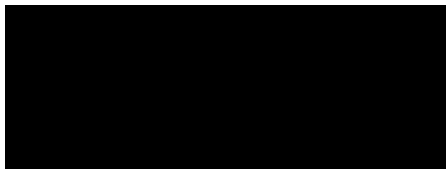
Dear FOI Team,

Please find attached a Freedom of Information (FOI) request for your attention.

I kindly ask that you confirm receipt of this request and look forward to your response within the statutory 20 working days.

If you require any further clarification, please do not hesitate to contact me.

Best Regards



[REDACTED]
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[REDACTED]

From: [Hendry, Angela](#)
To: [REDACTED]
Subject: FOI Acknowledgment
Date: 09 January 2025 17:31:00
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear [REDACTED]

FOI Ref: 87771/25

Thank you for your request for information, dated 7 January 2025, under the Freedom of Information Act 2000.

You requested:

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.

The Commission aims to respond promptly and within the statutory deadline of 20 working days set by the Freedom of Information Act 2000. Please expect a response by 4 February 2025.

In some cases a fee may be payable and if that is the case I will let you know. A fees notice will be issued to you, and you will be required to pay before I will proceed to deal with your request.

If you have any queries or concerns please do not hesitate to contact me on the details provided below. Please remember to quote the reference number above in any future communications.

Kind regards

Angela Hendry

Angela Hendry
HR Lead
7th Floor
3 Bunhill Row
London
EC1Y 8YZ

0330 500 1264



How are we doing? Click [here](#) to give us your views.

From: [Hendry, Angela](#)
To: [REDACTED]
FOI response
Date: 03 February 2025 11:09:00
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[FOI Response 87771-25.pdf](#)

Dear [REDACTED]

FOI Reference: 87771/25

Thank you for your request for information, dated 7 January 2025, under the Freedom of Information Act 2000.

Please see the attached document which lists the questions you asked as part of your FOI request with our response set out under each question.

If you have any further queries, please do not hesitate to contact me, quoting the reference number above in any correspondence.

If you are unhappy with the response or the way in which your request was dealt with and wish to make a complaint or request a review of our decision, you should write to:

Kathryn Trower
Director of Corporate Services
Local Government Boundary Commission for England
7th Floor
3 Bunhill Row
London
EC1Y 8YZ

Kind regards

Angela Hendry

Angela Hendry
HR Lead
7th Floor
3 Bunhill Row
London
EC1Y 8YZ

0330 500 1264



How are we doing? Click [here](#) to give us your views.

FOI request - Pay bands and structures across grades, 3 February 2025

FOI response from LGBCE

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

These are the categories of roles at the LGBCE, with salary levels.

Role	From	To
Officer	£30,510	£38,138
Senior officer	£39,665	£43,477
Manager	£44,241	£59,495
Director	£76,365	£92,127

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

This table shows the equivalent Civil Service grades.

Role	From	To	Civil Service grade
Officer	£30,510	£38,138	HEO
Senior officer	£39,665	£43,477	SEO
Manager	£44,241	£59,495	6 - 7
Director	£76,365	£92,127	SCS1

- 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.

The Commission, an independent body, does not have a multi-year pay deal.

- 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).

Roles sit on a spot point on the salary scale.

There are two levels of salary: entry level and year 1 salary. An individual will move to the year 1 rate on the anniversary of their start date, subject to satisfactory performance.

- 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.

The Commission has a bonus reward scheme and bonuses are awarded on a quarterly basis. The levels of bonus reward are £150, £250 or £350. Bonus rewards are grossed up to include tax and NI contributions. The non-consolidated pay pot for bonus rewards in 2024-25 is £6,000.

Also, the performance appraisal system includes the opportunity for staff to achieve an exceptional award which is non-consolidated for the first year. This is equivalent to an additional increment of 3.5% of salary. If the award is made in two successive years, the additional increment will be consolidated within pay.

- 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.

Salary calculations are based on a 36-hour working week.

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

Salaries are calculated based on 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).

The annual leave entitlement is as follows:

Director (pay level 1)	32.5 days per year	
All other staff (Pay levels 2-6)	starting entitlement	27.5 days
	After two years' service	28.5 days
	After four years' service	29.5 days
	After five years' service	30 days

Public holidays:

All employees are also entitled to the relevant statutory public and bank holidays.

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

Extract from equal pay policy:

This chart shows how overtime is calculated at the Commission.

Pay level	Overtime payment	Pensionable pay
Level 1 Director	No entitlement to payment for overtime hours worked.	Not applicable.
Level 3 Manager / Senior Officer	Monday to Friday Plain time Saturday Plain time + Saturday premium Sunday and Public Holidays 2.0 x plain time	Does not count for pensionable pay. The Saturday premium only counts for pensionable pay. 1 x plain time rate counts towards pensionable pay.
Level 4 & 5 All other staff	Monday to Friday 1.5 x plain time Saturday 1.5 x plain time + Saturday premium Sunday & Public Holidays 2.0 x plain time	Does not count for pensionable pay. The Saturday premium only counts towards pensionable pay. 1 x plain time rate counts towards pensionable pay.

Plain time is the hourly rate of basic pay.

The **Saturday premium** is half plain time, i.e., half the hourly rate of basic pay.