

Pay and grading at the Information Commissioner's Office

The pay and grading system at the ICO was introduced in 2008 and is based on 8 Job Levels. These are labelled Levels A-H, with level H being the most senior grade in the organisation.

You should refer to the salary ranges at the end of this document to see what they look like as this will give you a better understanding of the commentary below.

Starting salary

You should expect to start your job at the 'Entry' salary for your job level. This will only be varied in exceptional circumstances.

Stepped progression

For job Levels A – G there is a system of stepped progression during the first few years of employment with the ICO.

Job levels A and B have an Entry Rate followed by two progression steps, and job levels C to G have an Entry Rate followed by three progression steps.

Job level H does not have any stepped progression as the pay of senior managers at this level is determined by the ICO Remuneration Committee.

All Stepped Progression pay increases are subject to satisfactory performance.

Competency zone

After your pay has progressed through the 'stepped progression' part of the pay range you will then enter the 'Competency based progression' zone.

Your salary progression each year will then be dependent on the outcome of your annual Performance and Development Review. For the purposes of determining pay increases there are three possible outcomes to your review: 1) Outstanding Performance; 2) Exceeding or Achieving Expectations; and 3) Below Expectations.

The percentage increase applied to staff given an Outstanding Performance or Exceeding/Achieving Expectations rating in their review is determined on a year by year basis. The amount of the increases will be dependent upon:

- a) the increase in salary spending that we are allowed by the government;
- b) the amount of money available for increases for those in the competency zone once increases for staff in the 'Stepped Progression' zone have been taken into account; and
- c) the ratio of Outstanding Performance and Exceeding/Achieving Expectations pay awards given to staff in the 'Competency zone'.

Staff who receive a 'Below Expectations' rating at their Performance and Development Review do not receive a pay increase.

It is therefore not possible to be specific about what your pay increase will be each year when your pay reaches the competency zone. However, increases in the past have been as follows:

Year	Increase for Exceptional Grading	Increase for Satisfactory (Good) grading
2008-9	4.95% plus £250 one off payment	3.95%
2009-10	4.6% plus £250 one off payment	3.60%

These figures are indicative of past awards and do not guarantee the rate of progression in the future. Increases in pay may be more or less than this each year.

A two year pay freeze is currently in place in the public sector and this applies to the ICO, therefore there have been no pay increases for staff in the competency zone of the pay scales since July 2009.

Revalorisation

'Revalorisation' means the amount by which the bottom, top and stepped progression points increase each year. This is agreed with the Ministry of Justice and our recognised trade unions.

In 2008/9 and 2009/10 the rate of revalorisation was 2%. The rate of revalorisation will vary each time that pay matters are reviewed with the Ministry of Justice and the unions, therefore it may be more or less than previous figures.

There has been no revalorisation of the pay scales since July 2009 due to the public sector pay freeze.

Frequently asked questions

When does my pay increase each year?

Our pay reviews are effective from 1 July each year. You will therefore receive an increase in pay on 1 July, subject to agreement in pay being achieved with the unions.

The exception to this is during your first year with the ICO or if you are promoted part way through the year.

In order to get a stepped progression increase on 1 July you need to have had at least nine months in service with the ICO (or nine months in your promoted role). If you do not have nine months service on 1 July, your first stepped progression increase will be awarded when you have completed nine months service.

How long does it take to progress through the pay range?

It is not possible to confirm how long it takes to get from the bottom to the top of the pay range; this is because it will depend on the rate of increases awarded in the competency zone and how those rates compare to the rate of revalorisation.

During modelling of our pay system it was indicated that it may take around 6-7 years to get to the mid-point on the pay range. However, this is an indicative estimate and it may take less or more time than this depending on the size of annual pay reviews, and factors such as the public sector pay freeze.

ICO Pay ranges

July 2008 to date

1 July 2008

	Stepped progression during development period						Competency based progression to maximum	
	Entry £	% Inc	End Year 1 £	% Inc	End Year 2 £	% Inc	End Year 3 £	Maximum £
Level H	51,000							81,600
Level G	43,350	3.0%	44,651	3.0%	45,990	3.0%	47,370	58,650
Level F	35,114	3.0%	36,167	3.0%	37,252	3.0%	38,369	47,507
Level E	27,744	3.0%	28,576	3.0%	29,434	3.0%	30,317	37,536
Level D	21,892	3.0%	22,549	3.0%	23,225	3.0%	23,922	29,619
Level C	17,340	3.0%	17,860	3.0%	18,396	3.0%	18,948	23,460
Level B	13,872	5.0%	14,566	5.0%	15,294			18,768
Level A	11,705	5.0%	12,290	5.0%	12,904			15,836

July 2009 – June 2012

1 July 2009

	Stepped progression during development period						Competency based progression to maximum	
	Entry £	% Inc	End Year 1 £	% Inc	End Year 2 £	% Inc	End Year 3 £	Maximum £
Level H	52,020							83,232
Level G	44,217	3.0%	45,544	3.0%	46,910	3.0%	48,317	59,823
Level F	35,816	3.0%	36,890	3.0%	37,997	3.0%	39,137	48,457
Level E	28,299	3.0%	29,148	3.0%	30,022	3.0%	30,923	38,287
Level D	22,330	3.0%	23,000	3.0%	23,690	3.0%	24,401	30,211
Level C	17,687	3.0%	18,217	3.0%	18,764	3.0%	19,327	23,929
Level B	14,149	5.0%	14,857	5.0%	15,600			19,143
Level A	11,939	5.0%	12,536	5.0%	13,162			16,152

The July 2009 salary rates are still in place in line with the requirements of the two year public sector pay freeze.