

## Annex A: FOI request and answers

I am asking for information under The Freedom of Information (Scotland) Act 2002 (FOISA) in relation to pay and supplements within the Scottish Government, its Agencies and other bodies e.g. NDPB's.

As you can see from my signature, I am a Chartered Health & Safety Practitioner, job title; Health & Safety Advisor, currently at the B3 grade which does not attract any pay supplement(s).

My questions are around other Health & Safety practitioner grades and pay supplements they may receive; not specific people, just what similar roles attract.

I am also requesting what supplements are paid across the same spectrum of organisations e.g. for ICT, Communications, Finance, etc. colleagues i.e.;

1. What professions attract a pay supplement across the Scottish Government, its Agencies and other bodies e.g. NDPB's?

Answer: Annex C provides a table of all pay supplements currently in payment within the Scottish Government Main (SGM) bargaining unit. This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

2. What additional skills, qualifications, competencies, roles or responsibilities attract a pay supplement across the Scottish Government, its Agencies and other bodies e.g. NDPB's?

Answer: The table in Annex C provides details of eligibility criteria, where applicable, of SGM's pay supplements. This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

3. What other reasons are there for a pay supplement and what qualifies those for that pay supplement?

Answer: Pay supplements are awarded in respect of posts within SGM which are affected by recruitment and retention difficulties. The award of pay supplements is linked directly to the need to recruit and retain staff with the necessary skills to fill posts which are subject to market pressures. Payment will, therefore, be made only where there is a clear requirement to recruit and retain individuals with particular skills, knowledge and experience in professional and specialist posts, where the requisite skills, knowledge and experience are core to the post and where problems with recruitment and retention would cause material operational difficulties and put at risk the delivery of key objectives.

This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

4. Who decides on whether a pay supplement is appropriate and what is the process for that?

Answer: It is the responsibility of the relevant Head of Profession to consider, in the first instance, whether payment of a supplement may be an appropriate means of addressing the recruitment and retention difficulties being faced. However, a decision about whether a pay supplement should be paid rests with the Pay Supplement Panel. The Panel is chaired by a Director General or their nominee and will normally have as its members Director of People, the Head of Employee Relations & Reward and any other individual who the chair may wish to invite. The Panel's decision will be informed by a business case and evidence gathered and submitted by the relevant Head of Profession.

This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

5. How much are those pay supplements for all professions, reasons, etc. across the Scottish Government and its Agencies, and other bodies e.g. NDPB's?

Answer: The table in Annex C provides details of SGM's pay supplements amounts. This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

6. What is the range of Health & Safety practitioner pay grades (Both Chartered and not) across the Scottish Government, its Agencies and other bodies e.g. NDPB's?

Answer: Within SGM there are no specific Health & Safety practitioners pay grades recognising Health & Safety roles. This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

7. What pay supplements, if any, do Health & Safety practitioners (Both Chartered and not) attract across the Scottish Government, its Agencies and other bodies e.g. NDPB's?

Answer: There is no Health & Safety pay supplement within SGM. This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

8. If Health & Safety pay supplements are available, how much are those pay supplements?

Answer: Not applicable within SGM. This is a formal notification that under Section 17(1) of FOISA we do not hold information relating to bodies not within SGM.

## Annex B - Scottish Government Main Bargaining Unit

SG Main is made up of core directorates, agencies and non-ministerial offices as detailed below.

Scottish Government core directorates	Agencies	Non-ministerial offices (NMOs)
Economy	Accountancy in Bankruptcy	National Records of Scotland
Constitution and External Affairs	Disclosure Scotland	Office of the Scottish Charity Regulator
Scottish Exchequer	Education Scotland	Scottish Housing Regulator
Health and Social Care	Scottish Public Pensions Agency	Revenue Scotland
Education, Communities and Justice	Student Awards Agency for Scotland	Food Standards Scotland
Organisational Development and Operations	Transport Scotland	Scottish Fiscal Commission
Permanent Secretary	Social Security Scotland	Community Justice Scotland

## Annex C: Pay Supplements within SGM

Area	Paybands and Pay Supplement Amounts		
<b>Audit</b>	<b>Grade</b>	<b>Qualification</b>	<b>Pay supplement amount</b>
	B2	PIIA/CIA	£750
	B2	CMIIA/CCAB	£1,000
	B3	PIIA/CIA	£1,250
	B3	CMIIA/CCAB	£1,500
	C1 and C2	CMIIA	£1,750
<b>Education Scotland (HMI and SEO)</b>	C2 and C3 in educationalist roles - £2000		
<b>Procurement</b>	B2 - £2,250 B3 - £3,250 C1 - £4,250 C2/C3 - £5,250		
<b>SPCD Construction and Property Professionals</b>	B2 - £2,250 B3 - £3,250 C1 - £4,250 C2/C3 - £5,250		
<b>DDaT</b>	A3 – A4 - £3,000 B1 – C3 - £5,000		
<b>Road &amp; Bridge Engineers &amp; Transport Planners</b>	B3 - £7,862 C1 - £5,000 C2 - £2,600 C3 - £1,500		
<b>Marine Scotland - Offshore Energy Environmental Advice (OEEA)</b>	B1 - C1: £3,400		

<b>Marine Scotland - Licensing Operations Team</b>	B1 – C2: £5,000
<b>Communications</b>	B2 - £2,000 rising to £3,750 after 12 months B3 - £3,000 rising to £5,000 after 12 months C1 - C3 - £3,000 rising to £5,000 after 12 months
<b>Marine Scotland Science Engineering and acoustics</b>	B1 - C1: £5,000