

Official

Ref: FOI-244

03 December 2019

Dear [REDACTED],

1. Thank you for your email of 4 October 2019 in which you requested information from UK Anti-Doping ('UKAD') under the Freedom of Information Act 2000 ('the Act'). Your request was for information related to UKAD's '2019/20 pay review'.
2. By email dated 15 November 2019, UKAD sought clarification from you on the scope of your request, namely the term of the period '2019/20'. By reply email dated 19 November 2019, you confirmed that your request related to 'any annual pay review with an effective date at some point in 2019'.

Response

3. UKAD confirms that it holds the information requested and provides a response to each of your questions in the table below.
4. Some of the questions in your request relate to the payment of performance related pay ('PRP'). Please note that UKAD determines such payments separately from its annual pay review.

Question 1: *Please state the effective date (day, month and year) of your organisation's pay review.*

Response: The effective date of the 2018/19 UKAD pay review was 1 July 2019

Question 2: *If the pay review has yet to be finalised please state the month in which you anticipate it will be concluded.*

Response: N/A

Question 3: *Please state the employee group/s covered by the pay review.*

Response: All employees with over three (3) months' service

Question 4: *Please state the total number of employees covered by the pay review.*

Response: Seventy-three (73)

Question 5: *Please provide a copy of your pay agreement (if applicable) or generic pay circular sent to employees (that is one that does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations.*

Response: A copy of the material parts of a sample letter from Ms Nicole Sapstead, Chief Executive of UKAD, to staff regarding UKAD's 2018/19 pay review is enclosed as Annex A.

Question 6: *Was the latest pay review concluded under the remit of the 2019/20 Civil Service Pay Guidance?*

Response: Yes

Question 7: *Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review.*

Response: 2%

Question 8: *Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents:*

- a] Administrative Assistant (AA)**
- b] Administrative Officer (AO)**
- c] Executive Officer (EO)**
- d] Higher Executive Officer (HEO)**
- e] Senior Executive Officer (SEO)**
- f] Grade 6**
- g] Grade 7**

Response: Please note that UKAD does not use the Civil Service job grades set out above. The eight (8) grades utilised by UKAD are set out below:

Grade	Salary range 2018/19 Financial Year	Salary range 2019/20 Financial Year
1	£19,000 – £22,402	£19,000 - £22,738
2	£22,500 – £28,803	£22,500 - £29,235
3	£27,000 – £34,670	£27,000 - £35,190
4	£32,500 – £42,670	£32,500 - £43,310
5	£40,000 – £53,339	£40,000 - £54,139
6	£50,000 – £64,007	£50,000 - £64,967
7	£60,000 – £74,675	£60,000 - £75,795
8	£70,000 – £85,342	£70,000 - £86,622

Question 9: *If an employee's annual pay award is determined solely according to an assessment of their individual performance (commonly known as a merit increase) as opposed to an across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these awards, the range of increases and whether or not the awards are consolidated.*

Response: N/A

Question 10: *If any employees were eligible for individual performance-related payments or bonuses over and above the general pay rise please state the range of increases (either as a percentage of their base salary or a cash amount as applicable), whether or not they were consolidated into basic pay and please state the overall % of the paybill allocated to fund these awards.*

Response: The total PRP paid by UKAD for the 2018/19 financial year was £98,084.10. This is 4.5% of the wages and salaries paid for the 2018/19 financial year.

PRP increases were up to 7% and were not consolidated into basic salary payments.

Further information is available in UKAD's 'Annual Report and Accounts 2018/19', available on the UKAD website [here](#).

Question 11: *Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.*

Response: 2%

Question 12: *Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.*

Response: N/A

Question 13: *Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.*

Response: N/A

Question 14: *Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.*

Response: Mr Aaron Gibbons-Plowright, Head of HR:
aaron.gibbons@ukad.org.uk

Conclusion

5. If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Philip Bunt, Chief Operating Officer, UK Anti-Doping, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8AE. Please remember to quote the reference number above in any further communications.

6. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely



UK Anti-Doping



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First name Surname
Role
Directorate

Official

DD MMMM 2019

Dear First name

[Redacted content]

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Pay Review 2018/19

I am pleased to confirm that this year, our Remuneration and Human Resources Committee has agreed to increase salaries by 2% to be effective from 1 July 2019, subject to approval from HM Treasury. Your revised salary details are shown below. Please note, those who have received salary adjustments since 1 April 2019 or started their employment with UKAD on or after this date will not receive the 2% increase this year.

	Current	Revised
Basic Pay	£	£

I would like to personally thank you for your contribution to the continuing success of UKAD and your critical role in protecting sport. I look forward to celebrating further successes with you during the current year.

Yours sincerely

Nicole Sapstead

Chief Executive