

## Access to Public Information Response

July 8<sup>th</sup> 2016

### REQUEST UNDER THE CODE OF PRACTICE FOR ACCESS TO PUBLIC INFORMATION

Request sent on July 8<sup>th</sup> 2016:

I would like to request the following four pieces of information under the "Code of Practice for Access to Public Information":

- A. States of Guernsey civil servant pay scales.
- B. Total number of people employed by the States by department including health and education (broken down into the number of employees within each salary grade).
- C. The average median gross annual earnings (excluding overtime or one off bonuses) for Civil Service employees.
- D. Have civil servants had any pay freezes in the last 5 years? If so what did they include?

States of Guernsey response sent on August 3<sup>rd</sup> 2016:

Further to your request for information under the Code of Practice for Access to Public Information, I am pleased to be able to respond as follows:

- States of Guernsey civil servant pay scales.

Attached is a break down which sets out the salary minima and maxima within each Civil Service pay scale and the total number of officers employed within each band.

- Total number of people employed by the States by department including health and education (broken down into the number of employees within each salary grade).

The staff time involved to analyse, separate out and export data on the number of employees by each pay group and Committee would be considerable, and diverting resource to do this work would have a negative impact on service delivery. For this reason we are unable to provide you with this level of detail under section 2.9 of the Code. It is important to also point out that, as employer, we have a primary responsibility to protect the privacy of our staff and, given the size and make-up of our community, release of specific data of this type would give us cause for concern as there is potential to identify individuals, see section 2.8 and 2.12 of the Code. However, please see the

response to the next point as it goes some way to providing the information you're looking for.

- The average median gross annual earnings (excluding overtime or one off bonuses) for Civil Service employees.

Please refer to the attached break down of salary scales which together with our published statement of accounts <https://gov.gg/CHttpHandler.ashx?id=102751&p=0>, provides you with access to the information you request. Page 24 of the statement of accounts gives you a cost analysis of all senior States employees and page 128 gives pay costs and staff numbers by Department.

- Have civil servants had any pay freezes in the last 5 years? If so what did they include?

The annual pay review date for staff covered by civil service terms and conditions is 1 May. Pay agreements over the last five years have varied with the highest annual uplift being 3.7% in 2012 and the lowest in 2016 that provided no uplift at all. Although 2016 has been the only year where no increase was applied the agreement for 2014 produced an uplift of just 0.5%.

**States of Guernsey Civil Servants  
Salary Minima & Maxima**

	From 1.05.15 £	
Senior Officer 12	133065 / 150031	} Note 1
Senior Officer 11	121605 / 137109	
Senior Officer 10	111139 / 125307	
Senior Officer 9	101577 / 114520	
Senior Officer 8	92830 / 104671	
Senior Officer 7	84848 / 95659	
Senior Officer 6	77540 / 87434	
Senior Officer 5	70865 / 79907	
Senior Officer 4	64764 / 73024	
Senior Officer 3	59192 / 66740	
Senior Officer 2	54095 / 60992	
Senior Officer 1	49439 / 55745	
Executive Grade V	46769 / 49410	} Note 2
Executive Grade IV	43075 / 45506	
Executive Grade III	39224 / 41792	
Executive Grade II	35411 / 37910	
Executive Grade I	31517 / 34061	
Administrative Assistant 2	26076 / 29717	} Note 3
Administrative Assistant 1	20014 / 25467	
Clerical Assistant	15708 / 20014	
Personal Assistant 2	34750 / 38492	} Note 4
Personal Assistant 1	30390 / 33591	
Typist C	26987 / 29437	
Typist B	18740 / 26987	
Typist A	15792 / 22988	
Other Grades	13027 / 48020	} Note 5

As at 1 July 2016 there were 2020 employees covered by civil service pay rates.

**NOTES:**

1. 381 (18.9% of total) are on the Senior Officer grades.
2. 952 (47.1%) are on the Executive grades.
3. 394 (19.5%) are on the Administrative Assistant and Clerical Assistant grades.
4. 69 (3.6%) are on the Personal Assistant and Typist grades.
5. 224 (11.1%) are on other grades i.e. Non-Standard, Miscellaneous, Home staff, School Administration Assistant whose salaries broadly span Clerical Assistant to Executive Grade V.

These salaries are for a two year period to 30 April 2017.