

PBNI disclosure Log – response to Request  
Request reference: 023.26.13  
Date of Request: 14 May 2013  
Date of Response: 5 June 2013

## Request

- Q1. a copy of the pay scales in operation in PBNI for each pay remit period ie 08/09, 09/10, 10/11, 11/12 and 12/13.
- Q2. a copy of a letter of offer and contract/terms of conditions for a permanent Staff Officer who would have been recruited in 2009, 2010, 2011, and 2012.
- Q3. if pay progression was implemented/paid for each of the pay remit periods 08/09, 09/10, 10/11, 11/12, 12/13?
- Q4. if there was any pay increase implemented, in addition to pay progression for each pay remit period, 08/09, 9/10, 10/11, 11/12, 12/13
- Q5. where a pay increase was implemented can you indicate what the percentage increase was?
- Q6. for the number of fully qualified accountants employed as Staff Officers (or equivalent grade) within PBNI?
- Q7. The number of these qualified Staff Officers who are employed in a finance function?
- Q8. The number of these qualified Staff Officers who are employed in a finance function who are receiving an accountancy allowance, for example receiving an additional £ 3k /annum due to being on an SO accountant pay scale rather than a 'normal' SO pay scale?

## Response

**Q1** Staff officer grades are paid under NIO terms and conditions (analogous to a B2 grade). I attach at appendix 1, the Personnel Services Notice (PSN) 57/07 which sets out the NIO pay awards for the years 06/09 (three year deal) and correspondence sent from NIO to NIPSA, (appendix 2) setting out the details of the 09/10 pay award. This was received by PBNI from NIO as confirmation of the 09/10 pay award. For information, the latter is also available on NIPSA's website [www.nipsa.org.uk](http://www.nipsa.org.uk) or click [here](#). This is still operational to date.

**Q2.** I attach at appendix 3 a copy of a standard letter of offer and terms and conditions for administrative staff which would then have relevant staff officer salary scale inserted. The only year in which a staff officer was recruited was 2010. The letter of offer and terms and conditions would have been used in 2009, 2011 and 2012, had a staff officer been recruited in those years.

**Q3.** The 2008/09 pay award was the last year of a three year pay deal. Annex 2 of the PS referred to in Q1 sets out the pay arrangements for the three year period including 2008/09. Page 3 paragraph 2, outlines how the salary was determined over this period. In 2009/10 one step pay progression was applied for all staff, including staff officer (B2) who were eligible and had a satisfactory performance marking subject to scale max.

**Q4.** The 2008/09 pay award (as reflected in PSN 57/07) does not individually specify pay progression and revalorisation. The 2009/10 pay award details separately the pay progression, as outlined in Q3 and the revalorisation of all pay points by £142.

**Q5.** I refer you again to the PSN 57/07. Annex 2 outlines the overall percentage salary increase applicable in 2008 for the B2 grade. This ranges from 2.1% increase at scale maximum to 4.6% at scale minimum. The 2009 pay settlement (appendix 2, page 1, para 2,), as applied to all staff would have resulted in a one-step progression for staff with a satisfactory performance marking.

**Q6.** PBNI does not hold information on qualifications unless formally required for the post. There are no staff officer posts in PBNI for which an accountancy qualification is required.

**Q7.** Not applicable. See Q6.

**Q8.** Not applicable. See Q6

If you have any queries about this response, or if I have misinterpreted your request in any way, please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the way PBNI has handled your request, you may ask for an internal review using our complaints procedure. A copy of our complaints procedure is available on our website [www.pbni.org.uk](http://www.pbni.org.uk).

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.