



National Audit Office

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The UK's independent public spending
watchdog

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NAO 2023-24 EMPLOYEE PAY REVIEW

Thank you for your request of 17th July 2023 in relation to the National Audit Office's (NAO)'s most recent pay award. Your request was considered in accordance with the terms of the Freedom of Information Act 2000 (FOIA).

We can confirm that we hold the information within the scope of your request. Your specific request has been reproduced in **Annex A** for your reference, where we have also provided the answers and additional information you requested.

I should explain that while we have supplied you with this information, the material provided is subject to copyright. It may be downloaded, copied, or reproduced for non-commercial purposes only.

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Annex B sets out the steps you may wish to take if you are not satisfied with the way we have handled your request.

We hope you find this response helpful.

Yours sincerely

NAO FOI Team

Annex A

Request for information about the NAO 2023-24 Employee Pay Review.

Freedom of Information Questions and Answers

(Your request is in italics and the NAO responses are highlighted in **bold text**)

*1] Please state the effective date (day and month) of your organization's 2023 pay review covering Department staff below Senior Civil Service level - **1 April 2023***

*2] If the 2023 pay review has yet to be finalised please state the month in which you anticipate it will be concluded - **n/a***

*3] Please state the employee group/s covered by the 2023 pay review - **The annual pay award covers all NAO employees excluding the C&AG and non – executive Board members***

*4] Please state the total number of employees covered by the 2023 pay review - **921***

5] Please provide a copy of your 2023 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 -

The details of our 2023 pay award were as follows:

- **A 4% increase for all staff**
- **A 4% increase in all trainee pay points**
- **A 4% increase in allowances (including trainee special increases)**
- **No increase for colleagues rated Performance Concerns**

*6] Please state the % consolidated basic pay rise received by the lowest-paid adult employee as a result of the 2023 pay review excluding the effect of any incremental progression, merit pay or bonuses - **4%***

*7] 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 rise (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 average increase and whether or not the awards are consolidated - **n/a***

*8] If any employees were eligible for one-off individual performance-related payments or bonuses over and above the general pay rise please state the range of awards (either as a percentage of their base salary or a cash amount as applicable) and the overall % of the paybill allocated to fund them - **n/a***

*9] Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill - **4%***

*10]. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations - **PCS***

*11] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review - **[REDACTED]***

Annex B

Statement of Policy

Our policy is to respond to requests made under the Freedom of Information Act 2000 as helpfully and promptly as possible, having regard to the principles set out in the Act. I therefore hope you are happy with the way we have handled your request. If you are not, then you should take the following steps.

In the first instance, within 40 working days, write to the National Audit Office Freedom of Information (FOI) Team at FOI.requests@nao.org.uk or by post to:

FOI Team, Green 2, National Audit Office, 157-197 Buckingham Palace Road, London, SW1W 9SP.

The Head of FOI will arrange a review, which will be conducted by a senior member of staff who was not involved in decisions relating to your original request. Once the review has been completed, we will write informing you of the outcome.

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 primary way of escalating your concerns to the Information Commissioner is at: www.ico.org.uk/foicomplaints. Alternatively, you can contact the ICO at [Contact us | ICO](#) or Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.