

From: [Robert Gairey](#) on behalf of [Enquiries](#)
To:
Subject: FOI Request ESTYN - response 02
Date: September 2024 15:46:37
Attachments: [Estyn Pay Scales.pdf](#)

Dear

Thank you for your email, in which you formally request information in regards to Estyn staffing and pay issues.

When dealing with requests for information made under the Freedom of Information Act 2000 (the 'Act'), Estyn's obligations include:-

1. Confirming or denying whether it holds information of the description specified in the request; and 2. Communicating the information requested to the applicant.

There are a number of exemptions under the Act that impact these obligations. Estyn is required to consider whether an exemption applies in the context of the information being released into the public domain, not just in the context of the information being released to the particular applicant that has requested the information.

If Estyn releases information in response to a Freedom of Information request, this is essentially a decision that the information can be released in response to any similar request from any member of the public.

In response to your request, I can confirm the following responses to your questions:

Could you provide copies of the following documents.

Template of the employment contract issued to new employees

[Your pay policy](#)

[Your maternity and paternity policy](#)

Your pay bands / grades / scales for the years 2022-23 and 2023-24 – [see attached](#).

Could you also confirm:

The number of days annual leave offered to new employees, and explain how this increases over time.

[31 to all new starters regardless of length of service. This is pro-rated for part time staff.](#)

[The annual leave entitlement does not increase with length of service.](#)

Whether employees are allowed to buy and sell annual leave. – [Not offered](#)

If so, how many days? – [N/A](#)

How many days of annual leave employees can carry over from one year to the next? - [12](#)

days (pro-rated for part time staff)

The number of days employees are allowed to volunteer for (paid)? - 6 days per year (pro-rated for part time staff)

The number of days employees are allowed to volunteer for (unpaid)? N/A

Sickness entitlement of employees e.g. months paid at the full rate, half rate, , what qualifying period?- 6 months full pay, and 6 months half pay with no qualifying period

Whether the organisation closes between Xmas and New Year? – Not closed

If so, whether the days between Xmas and New Year are part of your employees annual leave allowance? - N/A

% employer pension contributions – 27.9%

% employee pension contributions – employee contribution rates can be found [here](#). Rates are dependent on salary but range between 4.60% and 8.05%

If you are not satisfied with the decision Estyn has taken regarding your request for information, you are entitled to request that we review the matter. Your request for a review should be addressed to the Feedback and Complaints Manager, and received no later than 20 working days after the date of this communication.

If you are still not satisfied, you also have a right to complain to the Information Commissioner through their website:

<https://ico.org.uk/about-the-ico/who-we-are/wales-office/>

Telephone: 0303 123 1113

Email: enquiries@ico.gsi.gov.uk

Yours sincerely

Robert Gairey
Swyddog Arweiniol Cyhoeddiadau / Lead Officer: Publications

Estyn
Arolygiaeth Ei Fawrhydi Dros Addysg A Hyfforddiant yng Nghymru His Majesty's Inspectorate For Education and Training in Wales

Cyfeiriad: Llys Angor, Heol Keen, Caerdydd, CF24 5JW
Address: Anchor Court, Keen Road, Cardiff, CF24 5JW Ffôn Estyn/Estyn Phone: 02920 446309

E-bost/E-mail: robert.gairey@estyn.gov.wales

Gwefan/Website: www.estyn.llyw.cymru / www.estyn.gov.wales Mae Estyn yn croesawu gohebiaeth yn Gymraeg a Saesneg. Bydd gohebiaeth a dderbynnir yn y naill iaith neu'r llall yn cael yr un flaenoriaeth.

Estyn welcomes correspondence in both English and Welsh. Correspondence received in either language will be given equal priority.

Dilynwch @EstynAEF / Follow @EstynHMI

From:

Sent: 30 August 2024 16:09

To: Enquiries <Enquiries@estyn.gov.uk>

Subject: 12 24 01 FOI Request ESTYN

You don't often get email from

Hi,

Please could you provide the following information within the timeframe specified within freedom of information guidance.

Could you provide copies of the following documents.

Template of the employment contract issued to new employees

Your pay policy

Your maternity policy

Your paternity policy

Your pay bands / grades / scales for the years 2022-23 and 2023-24

Could you also confirm:

The number of days annual leave offered to new employees, and explain how this increases over time.

Whether employees are allowed to buy and sell annual leave.

If so, how many days?

How many days of annual leave employees can carry over from one year to the next?

The number of days employees are allowed to volunteer for (paid)?

The number of days employees are allowed to volunteer for (unpaid)?

Sickness entitlement of employees e.g. months paid at the full rate, half rate, , what qualifying period?

Whether the organisation closes between Xmas and New Year?

If so, whether the days between Xmas and New Year are part of your employees annual leave allowance?

% employer pension contributions

% employee pension contributions

If you do not have any of the above information, please provide copies of documents or answers to as many requests as possible.

Kind regards,

Estyn Pay Scales - 2022 and 2023

Administrative Officers		
Current Scale Point	From 1 April 2022	From 1 April 2023
1	£22,150	£23,258.00
2	£23,880	£25,074.00
3	£25,620	£26,901.00
Executive Officer		
Current Scale Point	From 1 April 2022	From 1 April 2023
1	£26,900	£28,245.00
2	£27,890	£29,285.00
3	£30,610	£32,141.00
Higher Executive Officer		
Current Scale Point	From 1 April 2022	From 1 April 2023
1	£32,460	£34,083.00
2	£34,520	£36,246.00
3	£36,590	£38,420.00
4	£39,690	£41,675.00
Senior Executive Officer		
Current Scale Point	From 1 April 2022	From 1 April 2023
1	£41,700	£43,785.00
2	£43,660	£45,843.00
3	£45,970	£48,269.00
4	£49,370	£51,839.00
Grade 7		
Current Scale Point	From 1 April 2022	From 1 April 2023
1	£53,440	£56,112.00
2	£56,450	£59,273.00
3	£59,480	£62,454.00
4	£63,900	£67,095.00
Grade 6 (HMI / Assistant Director)		
Current Scale Point	From 1 April 2022	From 1 April 2023
1	£67,100	£70,455.00
2	£69,580	£73,059.00
3	£73,206	£76,866.00
4	£78,500	£82,425.00