

Dear Sir/Madam

Further to my email of 19 September 2014, I am now in a position to respond to your request for information of 18 September 2014, which was:

*Please provide a breakdown of the following:*

*Details of pay grades and typical roles within each pay grade.*

*The numbers of male and female employees at each pay grade.*

*The average salaries for male and female employees for each pay grade including any bonus or other payments provided separately.*

*Details and outcomes of any pay reviews that have considered salaries according to gender and any measures introduced to remedy and discrepancies.*

Please see [our Strategic Equality Plan](#) on our website which I consider meets your request in all but one respect (your request for details of typical roles within each pay grade):

In addition, in response to your request for “details of... typical roles within each pay grade” please see the following table which sets out the job roles (with effect from 1 April 2014) contained in each pay band set out in Exhibit 1 of our Strategic Equality Plan:

Pay band	Roles contained within pay band
1	Business Services Officer Level 2, Communications Officer Level 1, Finance Officer Level 1, HR Officer Level 1
2	Business Services Officer Level 3, Communications Officer Level 2, Finance Officer Level 2
3	Financial Auditor Level 1, HR Officer Level 3, Performance Project Officer, Digital Communications Officer, Knowledge Exchange Officer
4	Compliance Specialist Level 1, Business Services Officer Level 4, IT Officer Level 2, Financial Auditor Level 3, Technical Specialist Level 1, Compliance Specialist Level 2, Finance Officer Level 3, Performance Specialist Level 1, HR Officer Level 4, Communications Officer Level 4
5	Performance Specialist Level 2, Technical Specialist Level 2
6	Finance Manager, HR Manager, Head of IT
7	Financial Auditor Level 4, Performance Specialist Level 3, Technical Specialist Level 3, Compliance Specialist Level 3
Director & above	Directors, Group Directors, Heads of Practice, Sector Leads

I have not applied any exemptions, however if you wish to complain about my handling of your request, please email or write to me.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

Ian Phillips