



Date
19 December 2024

Post Office
100 Wood Street
London EC2V 9ER

Your Ref:

Classification:
Public

Dear ,

Freedom of Information Request – FOI2024/01414

We are writing in response to your email received by Post Office Limited (“**Post Office**”) on 23 October 2024, which has been dealt with under the terms of the Freedom of Information Act 2000 (“**FOIA**”).

In your email you have requested the information shown verbatim in bold below:

“Please can you provide me with the current pay brackets/range guidance for each of the following grades - PO, 2b, 2a, 3b, 3a, 4.

We can confirm that Post Office holds the information you have requested.

The following table provides the salary ranges relevant to those grades represented by either CWU or Unite for collective bargaining over pay (PO to 3b).

Grade	Minimum	Maximum
PO Admin (L2)	£24,617.82	£24,617.82
PO Admin (L3)	£26,371.96	£26,371.96
PO Admin (L4)	£30,362.79	£30,362.79
2b	£24,460.39	£44,441.09
2a	£28,335.08	£50,826.40
3b	£35,843.14	£64,107.98

However, we are withholding the salary ranges for grades 3a and 4, as they are exempt under section 43(2) of the FOIA, relating to commercial interests. Post Office considers that disclosure of information requested which falls under the specialist / management roles at grades 3a and 4, would be likely to prejudice the commercial

interests of Post Office. In applying this exemption, we have had to balance the public interest in withholding the information against the public interest in disclosure.

We recognise that there is a public interest in disclosure of information concerning details of salary ranges, as this helps promote transparency in Post Office business and reassurance about the way public money is being spent.

However, there is a strong public interest in withholding the information as it would, if disclosed, prejudice the commercial interests of Post Office. This is because disclosing information about our salary ranges could enable our competitors and other recruitment agencies to use the information to force increased pay offers Post Office makes to candidates for senior management roles. By revealing our pay position in the market, Post Office is less able to offer competitive salaries and to ensure best value for money.

Could you also tell me how many people within each of those grades earn more than the upper limit, and how many earn less than the lower limit.”

Please see the table below which provides the information you have requested, exclusive of separate allowances that may be paid to colleagues (such as ‘Night Duty Allowance’ or ‘London Weighting’, where relevant). There may be instances where employees are paid above the salary banding due to legacy arrangements and pay protection, as per Post Office’s collective agreements and policies currently in place.

Grade	Under the pay range	Over the pay range
4	2	12
3a	0	6
3b	1	7
2a	0	2
2b	0	0
PO	3	88

If you are dissatisfied with the handling of this response, you do have a right to request an internal review. You can do this by writing to the address above within 40 working days of receipt of this response stating your reasons for your internal review request or alternatively, by emailing information.rights@postoffice.co.uk.

If, having requested an internal review by Post Office, you are still not satisfied with our response you also have a right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113
www.ico.org.uk/foicomplaints

Yours sincerely,

Information Rights Team
information.rights@postoffice.co.uk
<https://corporate.postoffice.co.uk/en/governance/access-to-information/access-to-information/>

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