

References: 01993246

Information Requests
information.requests@ofcom.org.uk

3 June 2025

Freedom of Information request: Right to know request

Thank you for your request for information about pay and staff benefits.

We received this request on 2 May 2025 and we have considered your request under the Freedom of Information Act 2000 ('the FOI Act').

Your request & our response

Pay:

1. A table showing your grades, bands and associated salary ranges. For the range, please provide the minimum and maximum for each grade/band.

With this response, we have provided Ofcom's new pay bands information for our 16 job families and 5 grades. Please note that the minimum and maximum salary figures in the table do not represent the actual salaries of specific persons in those particular categories - the figures are derived from benchmarking data, internal equity and affordability.

2. A table showing how your grades and bands align with Civil Service grades.

We have fewer grades than the civil service and different skills requirements. Therefore, these are indicative only and do not offer a full comparison in all cases.

Internal Ofcom Grades vs. Civil Service Grades:

Ofcom level	Indicative Grade
Chief Executive	SCS 4
Group Director	SCS 3
Director	SCS 1 – SCS 2
Principal	G6-SCS 1
Senior Associate	SEO-G7
Admin/Associate	EO-HEO

3. A table showing the average (mean) salary at each grade and salary band.

The mean salaries for each grade, as of 31 March 2025, are shown on the following page. Please note that salaries of Group Directors and the Chief Executive are published in the [Annual Report and Accounts](#).

Grade	Mean Salary
Administrator	£28,369
Associate	£39,369
Senior Associate	£60,245
Principal	£92,045
Directors,	£ 144,559

4. Do you pay end of year performance bonuses? If so, what is the minimum and maximum someone can receive?

The Ofcom bonus is based on organisation-wide performance. Every eligible colleague can receive the Ofcom bonus. It is available if Ofcom meets organisational goals and is set by the Board. For 2025 the figures are as follows:

Ofcom grade	Bonus amount
Administrator/Apprentice	£850
Associate/Graduate	£1,100
Senior Associate	£1,750
Principal	£2,600
Director	£4,000
Senior Management Team (includes Chief Executive and Group Directors)	£6,000

5. Do you pay in year performance bonuses? If so, what is the minimum and maximum someone can receive?

Ofcom does not pay in-year performance bonuses. Like most organisations, Ofcom is able to pay discretionary “impact awards”, which range from a £50 voucher to cash awards paid through payroll. These are awarded on an exceptional basis for really going above and beyond. The standard maximum for these awards is £1,000, with a maximum by exception of £2,500.

Benefits:

1. How many weeks full pay does someone get on maternity leave?

Colleagues on maternity leave receive full pay for 20 weeks. We have published our [Maternity Support Policy](#) on our website.

2. How many weeks full pay does some get on paternity leave?

Colleagues on paternity leave receive full pay for 8 weeks. We have published our [paternity support policy](#) on our website.

3. Do you provide staff with paid volunteer days each year? If so, how many?

As at many organisations, colleagues at Ofcom are entitled to 'paid volunteering leave'. This can be up to a maximum of five days each year.

4. Do you close the office / cease operations during the Xmas to New Year break i.e do staff get additional privilege days during this period?

Christmas Day, Boxing Day and New Years Day are non-working days for all colleagues.

A discretionary half day is typically provided for the afternoon of Christmas Eve if this falls on a working day. Colleagues in England and Wales are provided with an additional day paid leave over the Christmas and New Year period to ensure parity with colleagues based in Scotland and Northern Ireland, who have an additional Bank Holiday throughout the year.

5. Do you require staff to attend the office on a minimum number of days each week or per month?

Ofcom operates a hybrid working model. Ofcom believes spending around half the time together in the office strikes the right balance for success and growth, though there may be teams whose needs differ due to the nature of their work.

6. Do you allow staff to take flexi time i.e. time off in lieu? If so, please confirm which grades are allowed to use this policy.

We do not have a time off in lieu / flexi time policy. However, line managers are permitted to show discretion in exceptional cases where a colleague may have worked significantly over their normal hours. This is applicable for all grades.

7. Do you operate core hours? i.e. Do your staff have to work between certain hours?

Working hours should normally be between 7am and 7pm but there are not set core hours and working patterns are agreed with line managers.

8. How many hours does a person in Ofcom work if they are regarded as a full-time worker? If there are different terms and conditions for old and new starters, please provide both.

35 hours per week.

If you have any further queries, then please send them to information.requests@ofcom.org.uk – quoting the reference number above in any future communications.

Yours sincerely,

Information Requests

Request an internal review

If you are unhappy with the response you have received to your request for information, or think that your request was refused without a reason valid under the law, you may ask for an internal review. If you do, it will be subject to an independent review within Ofcom. We will either uphold the original decision, or reverse or modify it.

If you would like to ask us to carry out an internal review, you should get in touch within two months of the date of this letter. There is no statutory deadline for us to complete our internal review, and the time it takes will depend on the complexity of the request. But we will

try to complete the review within 20 working days (or no more than 40 working days in exceptional cases) and keep you informed of our progress. Please email the Information Requests team (information.requests@ofcom.org.uk) to request an internal review.

Taking it further

If you are unhappy with the outcome of our internal review, then you have the right to [complain to the Information Commissioner's Office](#).