

21 December 2022

### **Request under The Freedom Of Information (Scotland) Act 2002**

Thank you for your Freedom of Information request dated 7 December 2022, in which you requested the following information. For ease I have provided our response after each question:

1. Please state the effective date (day and month) of your organisation's 2022 pay review. *1 April.*
2. If the 2022 pay review has yet to be finalised please state the month in which you anticipate it will be concluded. *Implemented November 2022.*
3. Please state the employee group/s covered by the 2022 pay review. *All VisitScotland employees.*
4. Please state the total number of employees covered by the 2022 pay review. *600.*
5. Please provide a copy of your 2022 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. *Our all-staff email covering the pay review is provided as an attachment.*
6. Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the 2022 pay review excluding the effect of any incremental progression, merit pay or bonuses. *7.9%.*
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 average percentage increase and whether or not the awards are consolidated. *Not applicable.*
8. Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill. *5.8%.*
9. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations. *PCS.*
10. Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review. *Lynn Jack, Head of HR, [lynn.jack@visitscotland.com](mailto:lynn.jack@visitscotland.com)*

We hope this information is helpful to you. If, however, you are not satisfied with our response or the manner in which we have dealt with your application, you may in the first instance contact our Chief Executive, Malcolm Roughead, whose contact details are set out below:

Mr Malcolm Roughead  
Chief Executive  
VisitScotland  
Ocean Point One  
94 Ocean Drive  
Edinburgh, EH6 6JH  
Telephone: 0131 472 2201  
Fax: 0131 472 2223  
E-mail: [malcolm.roughead@visitscotland.com](mailto:malcolm.roughead@visitscotland.com)

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording), and be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

Yours sincerely,

VisitScotland