

H M Treasury
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DAO(GEN)12/00

Dear Accounting Officer

**FURTHER GUIDANCE ON THE REQUIREMENT TO DISCLOSE DATA
RELATING TO SALARY AND PENSION ENTITLEMENTS**

Purpose of this letter

1. This letter provides further guidance on the requirement to disclose in annual accounts data about the salary and pension entitlements of named key managers.
2. Guidance on this subject can also be found in:
 - Section 8.5 of the Treasury's Resource Accounting Manual which applies to central government departments and on-Vote executive agencies;
 - DAO(GEN) 3/00 (6 March 2000) which applies to trading funds and Non-Departmental Public Bodies (NDPBs);
 - Pension Circular (PC) 107 (1 October 1999) issued by the Cabinet Office. It forms the basis of the guidance given in the Resource Accounting Manual and DAO(GEN) 3/00 (to which it was appended); and
 - Pension Circular (PC) 129 (28 July 2000) issued by the Cabinet Office. It amplifies some of the guidance in PC/107. A copy is attached.

Scope

3. The principles in this letter apply to departments, on-Vote executive agencies, trading funds, and NDPBs.

Information

4. In the light of queries about the application of salary and pension disclosure requirements of the Resource Accounting Manual and DAO(GEN) 3/00 this letter clarifies that, in order to comply with the provisions of the Data Protection Act 1998, employers to whom this letter applies are required to obtain the prior consent of the individuals concerned before personal data such as that on salaries and pensions can be disclosed. Consultation arrangements for central departments were put in hand by Permanent Secretaries. However, consultation may not have taken place with key managers in trading funds and NDPBs, and possibly some on-Vote executive agencies.



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Further action

5. Departments, on-Vote executive agencies, trading funds and NDPBs should consult the individuals whose data they would wish to disclose and seek to obtain their consent to do so (where consent has not already been given) before disclosing that data. The individual must be free to withhold consent, although it is hoped that consent will be given.

6. Where consent is withheld, the Resource Accounting Manual and DAO(GEN) 3/00 require disclosure of this fact. To ensure consistency in the wording used, PC/129 suggests the use of “consent to disclosure withheld” against the name(s) of the appropriate individual(s) in the table giving details of salary and pension entitlements.

7. Departments are asked to ensure this letter is drawn to the attention of staff involved in the preparation of salary and pension data in the departmental resource accounts, and distributed to those on-Vote executive agencies, trading funds and NDPBs for which they are responsible.

Future action

8. In view of the importance attached to full disclosure, employers should ensure that it is made clear to individuals moving to posts for which disclosures are required, before they take up such posts, that the post has been designated as one where disclosure of salary and pension details is required.

Timing

9. The guidance in this letter has immediate effect. It is appreciated that some departments, on-Vote executive agencies, trading funds and NDPBs will already have published their accounts for 1999-2000. In such cases, there is no requirement to re-open the accounts, and the letter should be applied from 2000-01.

Other issues

10. PC/107 noted that further guidance would be issued giving details of the inflation figure to be used for calculating the real increase in the pension entitlements. The Cabinet Office issued an addendum to PC/107 in April 2000, but it may be that copies did not reach all trading funds and NDPBs. The salient information is that the inflation rate to be used for the year to 31 March 1999 should be 2.1 percent, and for the year to 31 March 2000, 3.2 percent.

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Enquiries

11. Bodies to which this letter applies should initially take up with the accountancy advisers in their department or sponsor department any enquiries relating to its implementation. Any general enquiries to the Treasury should be addressed (preferably in writing) to Nick Bailey in the Central Accountancy Team (email: nick.bailey@hm-treasury.gov.uk). The telephone number is 020 7270 4535 (GTN 270 4535).

Yours sincerely

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