**Date issued:** 14th of June 2023

**Freedom of Information Request** 87/23

We are writing in response to your Freedom of Information request. Your request has been considered in accordance with the requirements of the Freedom of Information Act and our Data and Information Management Policy.

**YOU ASKED US…**

1. **Can I request an electronic pdf of the Base Pay and Salary Administration Policy (first Issue) which was dated 19 November 2020.**
2. **My second question, which I wish to receive a yes or no answer to, is - can this policy, Base Pay and Salary Administration Policy (first Issue) , be retrospectively be applied.**

**RESPONSE**

Question 1

Please see attached document.

Question 2

We have interpreted your question to be asking if a newly introduced (or amended) policy can be applied to colleagues who were in post before that time.

Yes. When a policy is introduced/amended, it applies to all current colleagues employed by Transport for Wales, and is effective from the date of creation/publishing.

We hope this information is of use to you.

Yours sincerely,

**Transport for Wales**

**Appeal Rights**

If you are unhappy with the way your request has been handled and wish to make a complaint or request a review of our decision, please write to the Head of Freedom of Information at either Transport for Wales, 3 Llys Cdwyn, Pontypridd, CF37 4TH or [freedomofinformation@tfw.wales](mailto:freedomofinformation@tfw.wales). Your request must be submitted within 40 working days of receipt of this letter. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner (ICO) can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or you can contact the ICO through the 'Make a Complaint' section of their website on this link: <https://ico.org.uk/make-a-complaint/>

The relevant section to select will be "Official or Public Information".