



# Ministry of Defence



## Biannual Civilian Personnel Report (BCPR) 1 April 2019

This statistical release presents figures on the strengths, inflow and outflow of all civilian personnel employed by the Ministry of Defence.

### Key Points and Trends

**MOD civilian personnel strength (FTE) at 1 April 2019**

*an increase of 890 (1.6%) compared with 1 April 2018*

▲ **57,760**

**MOD civilian personnel inflow** 12 months to 31 March 2019

*an increase of 990 (20.4%) compared with previous 12 months*

▲ **5,830**

**MOD civilian personnel outflow** 12 months to 31 March 2019

*an increase of 260 (5.7%) compared with previous 12 months*

▲ **4,810**

**MOD civilian personnel non-industrial grade breakdown**

at 1 April 2019

SCS	0.7 per cent
Band B	6.6 per cent
Band C	33.7 per cent
Band D	20.4 per cent
Band E	38.6 per cent

### MOD civilian personnel (diversity)

There has been little change in the diversity representation of the civilian personnel for ethnicity, sexual orientation, religion or working patterns since July 2015. Female representation (43.0%) has shown a 2.8 percentage point rise during this period.

**Responsible statistician:** Civilian Personnel Head of Branch 020 7218 1359

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Background quality report:

<https://www.gov.uk/government/statistics/mod-civilian-personnel-quarterly-report-background-quality-report>

Would you like to be added to our **contact list**, so that we can inform you about updates to these statistics and consult you if we are thinking of making changes? You can subscribe to updates by emailing:

[DefStrat-Stat-CivEnquiries@mod.gov.uk](mailto:DefStrat-Stat-CivEnquiries@mod.gov.uk)

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## Definitions

	Civilian Level 0	Civilian Level 1	MOD Main
Top Level Budgetary areas (TLB)	✓	✓	✓
Royal Fleet Auxiliary (RFA)	✓	✓	
DE&S Trading Entity (DE&S)	✓		
Trading Fund & Executive Agencies	✓		
Locally engaged civilians (LEC)	✓		

**Top Level Budgetary Area (TLB):** are the major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

**Royal Fleet Auxiliary (RFA):** is a civilian-manned fleet, owned by the MOD, which supports Royal Navy ships around the world, supplying warships with fuel, ammunition and supplies. The RFA fleet is fully integrated into the Royal Navy's command and control system and forms a vital part of maritime operations.

**DE&S Trading Entity:** Defence Equipment and Support (DE&S) has been reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as a TLB.

**Trading Funds:** are self-accounting units that have greater freedom than other government departments in managing their own financial and management activities. From 1 July 2017 this total includes 'Executive Agency' data.

### A National Statistics publication

The United Kingdom Statistics Authority has designated these statistics as National Statistics (November 2013), in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

## Civilian Personnel (FTE)

### Full Time Equivalent (Table 1)

The Ministry of Defence total civilian population (Level 0) as at 1 April 2019 was:

**57,760**

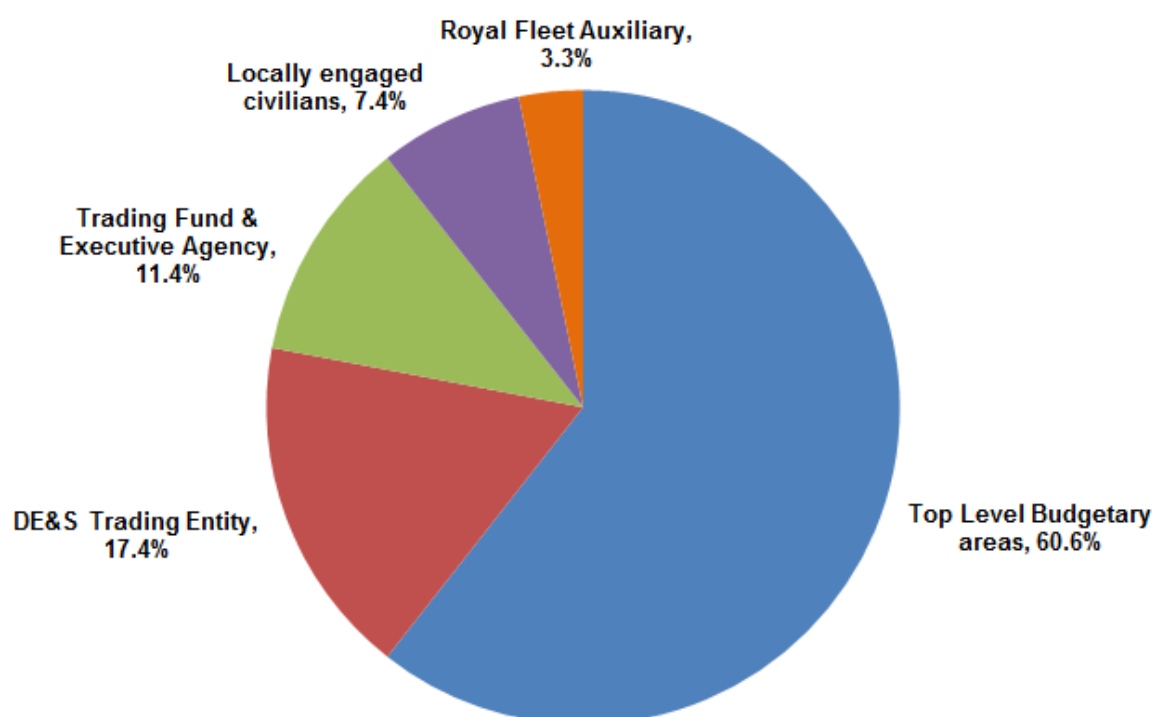
An increase of 890 Personnel (1.6 per cent) compared with 1 April 2018.

### Summary table showing MOD Civilian Personnel by Group (FTE)

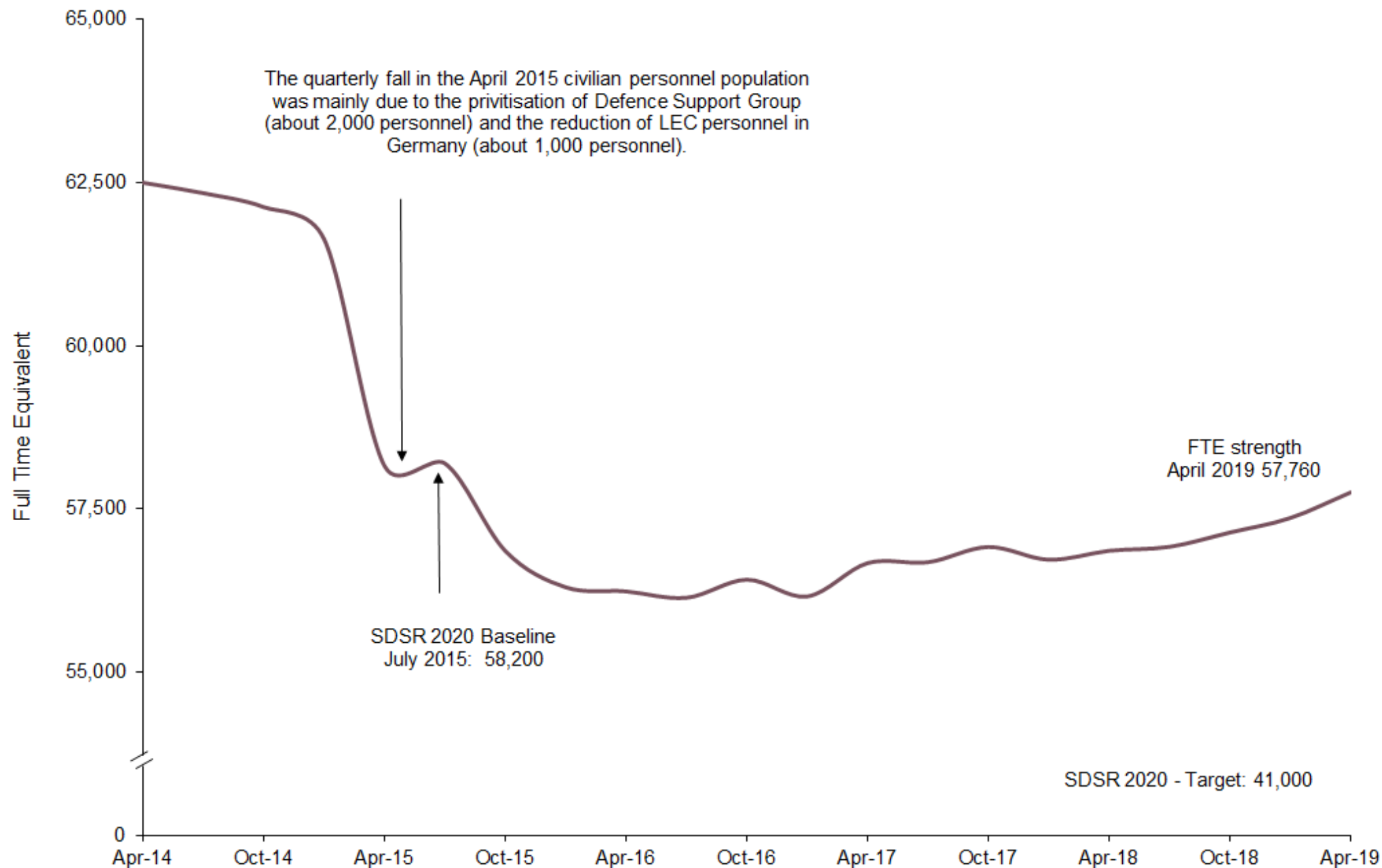
	FTE as at 1 April 2019	FTE as at 1 April 2018	<u>Difference</u>	
			number	% change
Top Level Budgetary areas (TLB)	35,000	34,450	+ 560	+ 1.6%
Royal Fleet Auxiliary (RFA)	1,880	1,920	- 40	- 2.0%
DE&S Trading Entity (DE&S)	10,050	10,240	-190	- 1.9%
Trading Fund & Executive Agencies	6,570	6,030	+ 540	+ 9.0%
Locally engaged civilians (LEC)	4,250	4,220	+ 30	+ 0.6%
<b>Civilian Level 0 Total</b>	<b>57,760</b>	<b>56,870</b>	<b>+ 890</b>	<b>+ 1.6%</b>

The majority of the Top Level Budgetary area increase was due to the transfer of personnel from DE&S Trading Entity.

### Breakdown of Civilian personnel (FTE) by main groups, as at 1 April 2019



**Graph 1 - Civilian Level 0 personnel strength (Full Time Equivalent)**

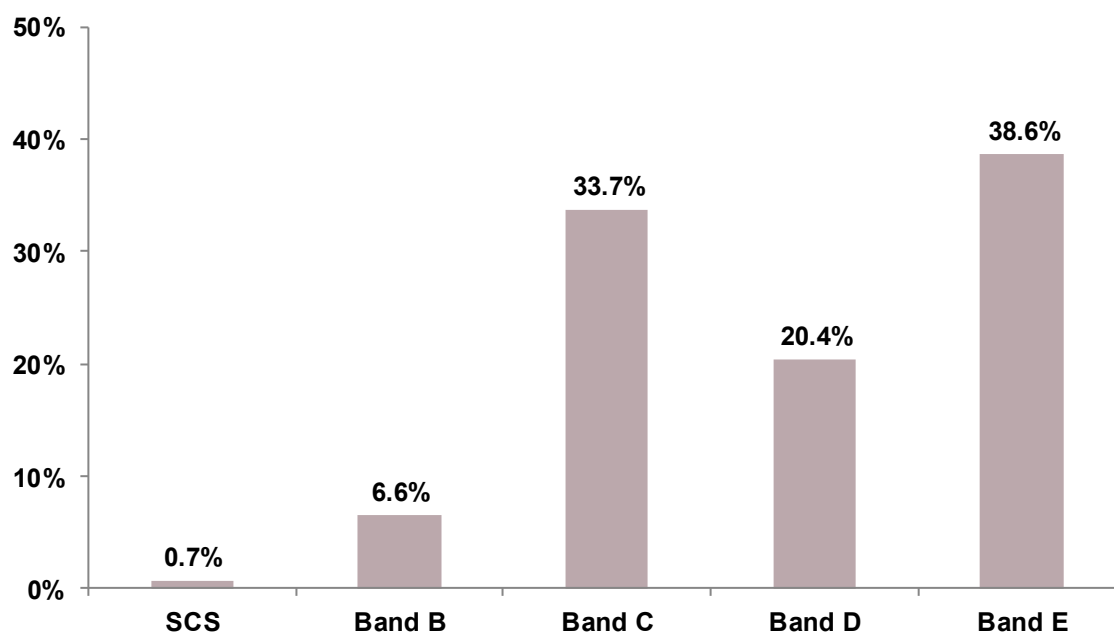


## Civilian Personnel by Grade Equivalence

### Full Time Equivalent (Table 2)

The proportion of civilian personnel in a Top Level Budgetary Area (TLB) who were classed as non-industrial has slowly increased since the SDSR baseline in July 2015. The proportion has ranged from 84.3 per cent (July 2015) to 88.3 per cent as at April 2019.

### Proportion of non-industrial civilian personnel by grade\*, as at 1 April 2019



\* Excludes unknown grades.

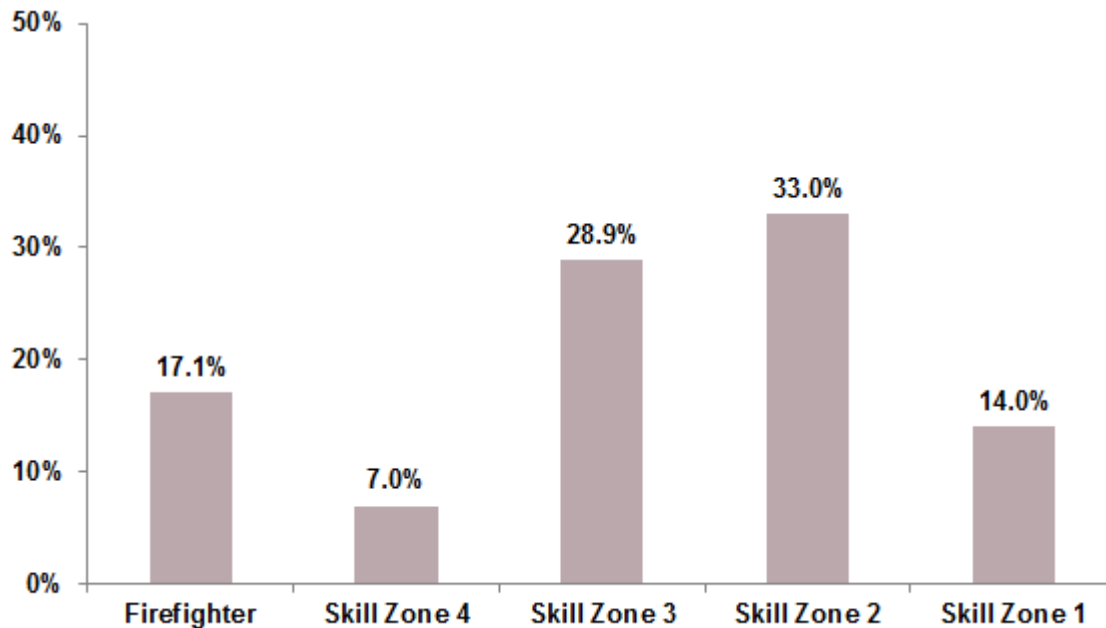
### Proportion range of non-industrial civilian personnel, by grade, July 2015 to April 2019

Grade	Proportion (%) range from		
	July 2015 to April 2019		
Grade	Minimum	Maximum	Difference (ppts)
Senior Civil Service	0.6	0.7	0.1
Band B	5.3	6.6	1.2
Band C	31.8	33.7	1.9
Band D	20.4	20.8	0.4
Band E	38.6	41.4	2.8

Within non-industrial grades there has been little variation since the SDSR baseline of July 2015, with all differences being less than three percentage points.

## Civilian Personnel by Grade Equivalence

Proportion of industrial civilian personnel by grade\*, as at 1 April 2019



\* Excludes apprentices.

Proportion range of industrial civilian personnel, by grade, July 2015 to April 2019

Grade	Proportion (%) range from		
	July 2015 to April 2019		
Grade	Minimum	Maximum	Difference (ppts)
Firefighters	14.0	17.4	3.4
Skill Zone 4	6.3	7.9	1.6
Skill Zone 3	27.4	28.9	1.5
Skill Zone 2	30.8	33.5	2.6
Skill Zone 1	14.0	19.1	5.1

For industrial grades, the variation is slightly higher compared with Non-Industrial grades, with the maximum difference of 5.1 percentage points (Skill Zone 1). Firefighters (17.1%), Skill Zone 3 (28.9%) and Skill Zone 2 (33.0%) are at or near their highest range of industrial grades, while Skill Zone 4 (7.0%) and Skill Zone 1 (14.0%) are at the lower end of the ranges.

## Diversity (MOD Main)

There has been little change in the diversity representation of MOD Main civilian personnel for ethnicity, sexual orientation, religion/belief or working patterns since July 2015, while female representation has show a 2.8 percentage point rise over the same period.

### Representation rates (Table 4)

Representation rates of diversity measures in MOD Main as at 1 April 2019  
(with percentage point change since 1 April 2018)

Female:	<b>43.0%</b>	(+ 0.6 ppts)
BAME:	<b>5.2%</b>	(+ 0.5 ppts)
Lesbian / Gay / Bisexual:	<b>2.6%</b>	(+ 0.4 ppts)
Non-Christian:	<b>5.3%</b>	(+ 0.1 ppts)
Part-time status:	<b>11.6%</b>	(+ 0.1 ppts)
Disabled:	<b>12.1%</b>	(n/a)*

\* Declaration rates for disability were not robust enough for the representation rates to be reported on until January 2019.

### Declaration rates

Diversity declaration rate of MOD Main personnel as at 1 April 2019  
(with percentage point change since 1 April 2018)

Ethnicity:	<b>84.8%</b>	(+ 4.9 ppts)
Sexual orientation:	<b>73.8%</b>	(+ 10.0 ppts)
Religion or belief:	<b>72.0%</b>	(+ 9.0 ppts)
Disability:	<b>70.5%</b>	(+ 11.4 ppts)

The large increase in the declaration rates for the self-declared diversity measures was mainly as a result of an MOD strategy introduced in October 2018 to encourage people to complete their diversity records. People still had the option to positively opt-out of providing details by selecting 'Choose not to declare'.

More detailed information on MOD Main civilian diversity measures can be found in the Civilian Personnel Biannual Diversity Dashboard.

<https://www.gov.uk/government/collections/mod-diversity-dashboard-index>

## Inflow and Outflow of Civilian Personnel (Headcount)

### Inflow of Civilian personnel (headcount)

	12 months to 31 March 2019	12 months to 31 March 2018	<u>Difference</u>	
			number	% change
Top Level Budgetary areas (TLB)	3,260	2,720	+ 540	+ 19.8%
DE&S Trading Entity (DE&S)	1,670	1,720	- 50	- 2.8%
Trading Fund & Executive Agencies	890	400	+ 500	+ 124.4%
<b>Total</b>	<b>5,830</b>	<b>4,840</b>	<b>+ 990</b>	<b>+ 20.4%</b>

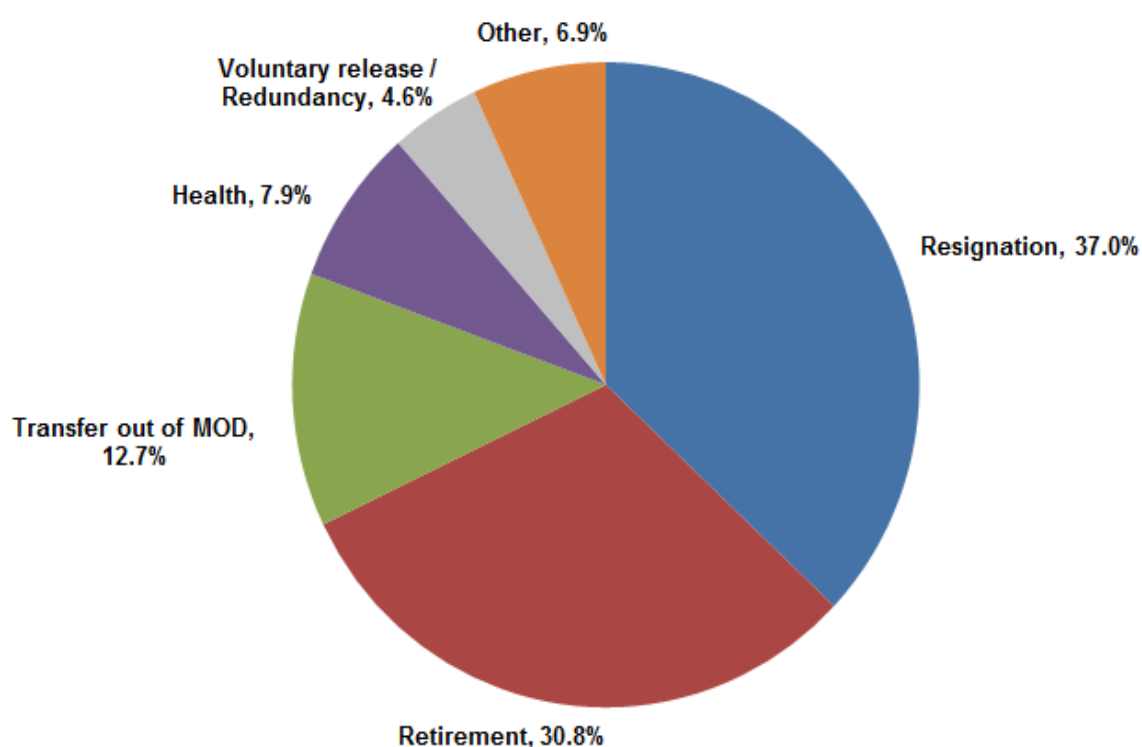
The annual inflow of civilian personnel in the 12 months to 31 March 2019 was 5,830 a 20.4 per cent increase (990 personnel) compared with the previous 12 months.

### Outflow of Civilian personnel (headcount)

	12 months to 31 March 2019	12 months to 31 March 2018	<u>Difference</u>	
			number	% change
Top Level Budgetary areas (TLB)	3,190	3,210	- 20	- 0.6%
DE&S Trading Entity (DE&S)	1,000	880	+130	+ 14.6%
Trading Fund & Executive Agencies	620	460	+ 150	+ 32.3%
<b>Total</b>	<b>4,810</b>	<b>4,550</b>	<b>+ 260</b>	<b>+ 5.7%</b>

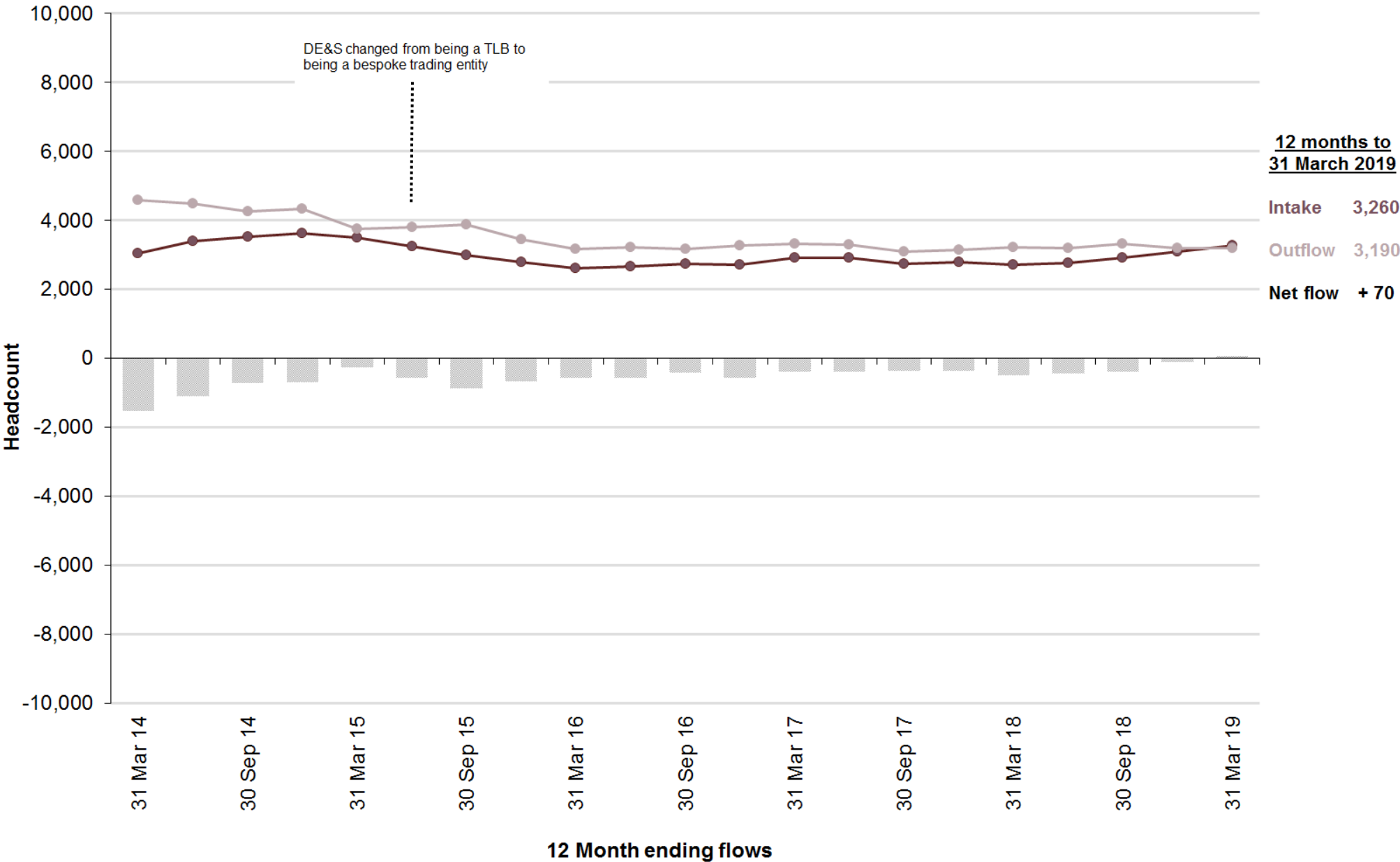
The annual outflow of civilian personnel in the 12 months to 31 March 2019 was 4,810, a 5.7 per cent increase (260 personnel) compared with the previous 12 months.

### MOD Main TLB outflow by reason, 12 months ending 31 March 2019

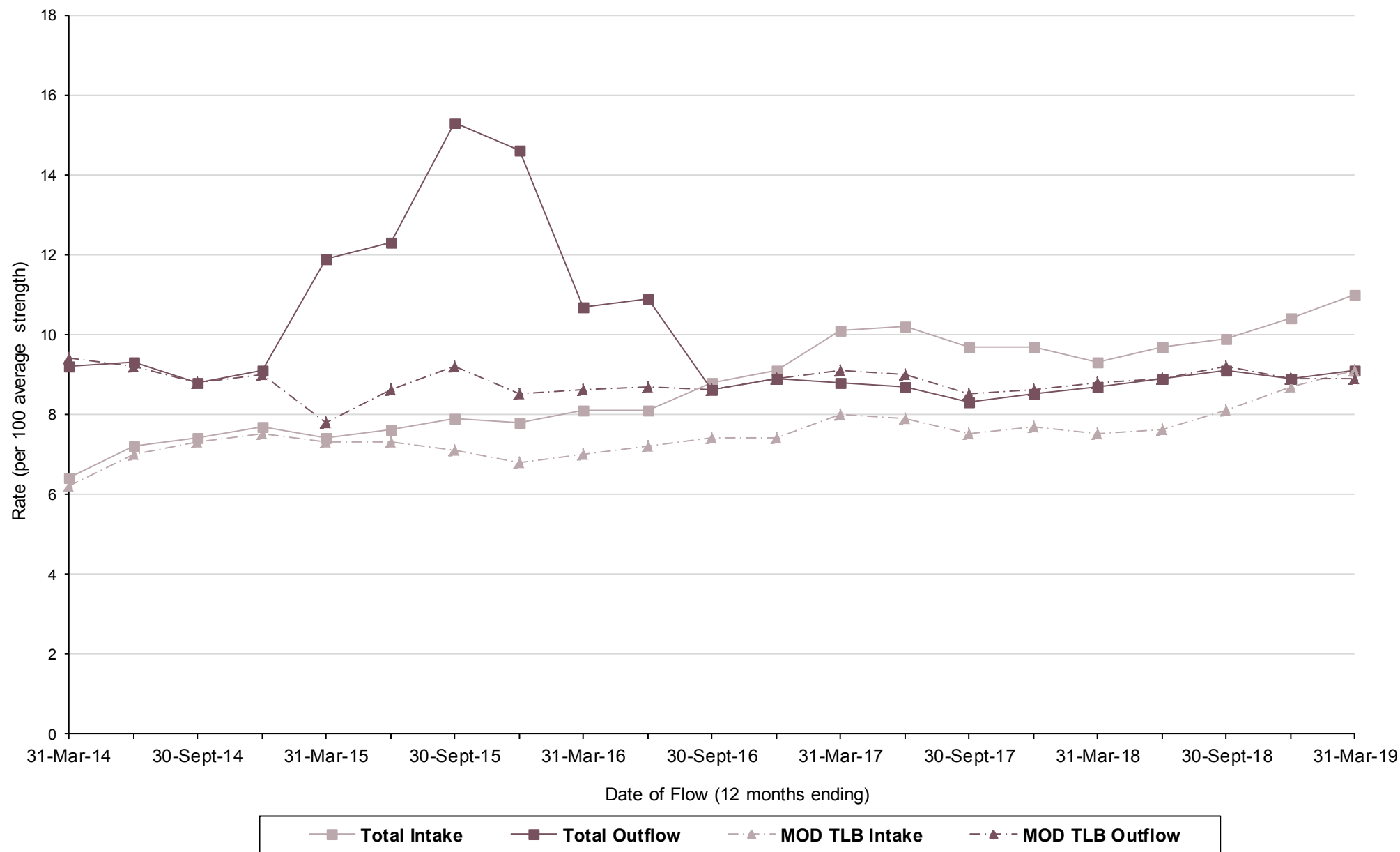




Graph 2 - Inflow and outflow of MOD Main civilian personnel (Headcount)



**Graph 3 - Intake and outflow rates<sup>1</sup> of MOD main civilian personnel (Headcount)**



1. Rates are the number of people who join or leave the department per 100 of the average headcount strength.

## Background notes

### 1. Defence Statistics civilian personnel definitions (from 1 July 2017)

#### Bands/Grades

- Senior Civil Service
- Pay Bands B-E (Non-industrials)
- Skill Zones 1-4 (Industrials)
- Retained grades (including Analogue grades, in particular MOD Police)
- Special advisers
- Royal Fleet Auxiliary

#### Employment category

- Permanent and casual personnel
- Full-time and Part-time personnel
- Fixed term appointments

#### Status

- Zero pay
- MOD personnel on outward loan paid by OGD
- MOD personnel on outward loan paid by MOD
- Personnel on secondment including USAF / NATO/ OCCAR/ NETMA/ FCO

- DE&S Trading Entity personnel

- Trading Fund personnel

- Executive agency personnel (effect from 1 July 2017)

- Locally engaged civilians

- OGD personnel on inward load paid by OGD
- Military personnel in civilian or civilian/military posts
- Contractors of Fee earners
- Temporary personnel from employment agencies
- Personnel in NDPBs
- Non-Executive Directors

Level 0 – definition

Level 1 – definition

Not counted

Not counted

### 2. Data quality & continuity

1. The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics. Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.
2. All figures presented in this publication meet the standards of quality and integrity demanded by the Code of Practice for Official Statistics. Where figures do not meet the standard they are deleted and shown in the table by the symbol “..”. Details of specific data issues are set out in the following paragraphs.
3. **Civilian** data on HRMS are a combination of fields mandated by Defence Business Services (DBS) organisation formerly the People Pay and Pensions Agency (PPPA) such as grade, with voluntary fields such as **disability status** or **ethnicity**. Civilian personnel complete these fields based on their self-perceptions, but are under no obligation to complete these fields. It is not possible for Defence Statistics (DS) to assess the accuracy or consistency of the declarations made by individuals within these fields. The impact of this to any analysis and interpretation is minimal, as any user of diversity information, whether in the MOD, another government department or general population is reporting on the self-declared perception of individuals. As such it is accepted that not only will diversity information change over time for a group of people, it may also legitimately change for an individual and hence variability within these data fields is expected.
4. Due to the HRMS reset of the disability field on 18 April 2011 to accommodate new disability reporting requirements, insufficient numbers of personnel declarations meant it was not possible to report disability representation with any validity from July 2011 to October 2018 (declaration rate was below 60 per cent). DS (Civilian) worked with Policy colleagues to devise a strategy to encourage people to complete their diversity records. (People still had the option to positively opt-out of providing details by selecting ‘Choose not to declare’). The declaration rate in January 2019 rose above 60 per cent, allowing the representation rate to be reported on.
5. Locally engaged civilians (LEC) data are provided by the main budgetary area of the MOD responsible for them. Improvements in the way in which LEC information is recorded have meant the actual FTE of part-time LECs are now available. As such, from January 2012 onwards LEC figures use these actual values where possible. Previously published LEC FTE figures from April 2010 to October 2011 were not revised as the impact was minimal compared to the resource required, so previous LEC FTE figures therefore assume a 0.5 FTE for all part-time personnel. The data are validated along the same lines as for core MOD civilian personnel. In the event of data being unavailable, the appropriate figures from the previous quarter point are carried forward as estimates. These estimates are not revised once actual figures become available, as late deliveries of data are typically from small TLBs and the impact is minimal. However, if at a later date validation errors of a substantial impact are revealed then figures are revised.

## Background notes (cont)

6. FTE is the primary measure of strength, as the focus is on resource capacity and cost to the department (both determined by FTE). Headcount is used as the measure of inflow and outflow to demonstrate the actual number of personnel being recruited into and leaving the department. Furthermore, it is not possible to reconcile FTE strength with FTE flows, as the actual FTE of individual personnel fluctuates. Diversity is also considered on a headcount basis, as it is people, not hours, which are of concern.
7. Structural changes to the Top Level Budget areas have occurred during the time-series covered by this publication. In some cases this means that figures are not directly comparable across the whole period. To aid understanding of these changes and how they have impacted upon the figures the detail of these changes is provided here:
  - i. Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as at 01 April 2012, the Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as at 1 April 2012. HO&CS and JFC were not the CTLB and CJO renamed.
  - ii. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs. As of 1 April 2013 responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO.
  - iii. As part of Defence Equipment and Support's (DE&S) implementation of the Materiel Strategy Programme, the transfer of responsibility and resources for key outputs to Navy Command, Head Office & Corporate Services and Joint Forces Command resulted in a transfer of 2,640 personnel from DE&S as at 1 April 2014.
  - iv. As at 1 April 2015 approximately 2,000 posts within the Defence Support Group (DSG) Trading Fund have been privatised and transferred to the private sector via Babcock, approximately 450 posts covering the Defence Electronic Components Agency (DECA) transferred to HO&CS and are reported within the MOD Main TLB total within Level 1 as at 1 April 2015.
  - v. Defence Equipment and Support (DE&S) changed status as at 1 April 2015 and was reclassified as a Bespoke Trading Entity. It is reported outside Civilian level 1, but within level 0. Prior to this it was categorised as a Top Level Budgetary Area, which was part of the Civilian Level 1 total. For reporting purposes, DE&S will be reported as an extant TLB as at 1 April 2015 to allow comparable analysis of DE&S across the SDSR period covering 1 April 2010 to 1 April 2015. Civilian personnel strength for DE&S from 01 July 2015 onwards will be reported as a Bespoke Trading Entity.
  - vi. As at 1 April 2018 approximately 1,160 posts transferred out of DE&S Trading Entity to form Defence Nuclear Organisation (DNO) as an Executive Agency, additionally approximately 80 personnel within DG Nuclear also transferred to DNO, moving from Level 1 to Level 0 reporting.
  - vii. As at 1 April 2018, approximately 400 posts forming the Defence Electronics Components Agency (DECA) previously reported in Head Office & Corporate Services (HO&Cs) within Level 1 were reported separately as an Executive Agency within level 0, for improved consistency and transparency of data reporting.
  - viii. Rates are the number of people who join or leave the Department per 100 of the average headcount strength, but all flows exclude the effect of net transfers between MOD Main TLBs, DE&S and Trading Funds.

## Background notes (cont)

### 3. Grade structures

Since 1 April 1996 all departments and agencies have had delegated responsibility for the pay and grading of their employees, except for those in the Senior Civil Service (SCS). The MOD grades are shown here against levels broadly equivalent (in terms of pay and job weight) to the former service-wide grades.

MOD grades	Grade equivalent
<b>Senior management</b>	<b>Senior management</b>
SCS - Senior Civil Service	SCS - Senior Civil Service
<b>Other management grades</b>	<b>Other management grades</b>
B1 & equivalents	Grade 7
B2 & equivalents	Grade 6
C1 & equivalents	SEO - Senior Executive Officer
C2 & equivalents	HEO - Higher Executive Officer
D & equivalents	EO - Executive Officer
<b>Administrative grades</b>	<b>Administrative grades</b>
E1 & equivalents	AO - Administrative Officer
E2 & equivalents	AA - Administrative Assistant

### 4. Data sources

**Defence Statistics (DS) Civilian manpower statistics** are compiled from several sources:

- i) **Core MOD Personnel** – since April 2004 data for core MOD personnel are taken from the personnel system - Human Resources Management System (HRMS) on a monthly basis. DS use budgetary UINs and attribute people according to the budgetary area who pay them, using the Standing Data System hierarchy from Financial Management Information Systems.
- ii) **Royal Fleet Auxiliary (RFA)** - data are taken from the Magellan personnel system. Previously these data were taken from the CHIPS payroll system, but moving to the Magellan system allows total personnel numbers to be reported, rather than purely those being paid.
- iii) **Defence Equipment & Support (DE&S) Trading Entity** - was reported as a bespoke trading entity on 1 July 2015 (prior to this it was reported as an extant TLB). Data for DE&S Trading Entity are currently taken from the Human Resources Management System (HRMS) on a monthly basis.
- iv) **Trading Funds (and with effect from 1 July 2017 'Executive agencies')** - have their own bespoke HR system and provide a monthly extract which is formatted onto the HRMS system.
- v) **Locally engaged civilians (LEC)** – individual TLBs are required to provide a quarterly return on the number of LEC employees. LEC data by country location in the main return is required and an internal data validation process is conducted to ensure these data are robust.

## Glossary

**Army TLB:** (previously reported as Land Forces) Performs a similar role to Navy Command within the context of trained Army formations and equipment.

**Broader Banded grade:** Defence Statistics report personnel against their equivalence within the broader banded structure; SCS to E2 for non-industrials and Skill Zones 1 to 4, Industrial Firemen and Apprentices for Industrial personnel. Broader banded grading applies equivalence for all non-harmonised grade codes. This includes personnel in retained grade structures, (such as MOD Guards) and personnel employed in analogue grade bands (such as civilian nurses employed against NHS grade codes), who have their own delegated pay schemes outside of the MOD National and London pay scales.

**Civilian Level 1:** includes permanent and casual civilian personnel, Royal Fleet Auxiliary, but excludes DE&S Trading Entity, Trading Funds, Executive agencies and Locally engaged civilians. This is generally used for MOD internal reporting and planning.

**Civilian Level 0:** contains all those at Level 1 plus DE&S Trading Entity, Trading Funds, Executive agencies and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

**Defence Equipment and Support (DE&S):** is responsible for equipping and supporting the UK's Armed Forces. They manage a vast range of complex projects to buy and support all the equipment and services that the Royal Navy, British Army and Royal Air Force need to operate effectively. They work closely with industry, including through partnering agreements and private finance initiatives. Their main responsibilities are:

- the procurement and support of ships, submarines, aircraft, vehicles, weapons and supporting services
- general requirements including food, clothing, medical supplies and temporary accommodation
- inventory management
- British Forces Post Office
- Submarine dismantling project

DE&S was reported as a bespoke trading entity on 1 July 2015 (prior to this it was reported as an extant TLB). This means it is an arm's length body of the Ministry of Defence with a separate governance and oversight structure with a board under an independent Chairman, and a Chief Executive who will be an Accounting Officer, accountable to Parliament for the performance of the organisation. It achieved full status for reporting purposes as at 1 April 2015.

**Defence Infrastructure Organisation (DIO):** established on 01 April 2011, it replaced Defence Estates and includes TLB property and facilities management functions previously situated within other TLBs.

**Defence Nuclear Organisation:** is the sponsor for the SDA as an Executive Agency. It became an Executive Agency on a phased approach after splitting out from DE&S. It was reported as a full Executive agency on April 2018.

**Defence Science and Technology Laboratory (Dstl):** supplies impartial scientific and technical research and advice to the MOD and other government departments. From 1 July 2001 to 30 June 2017 it was reported on as a MOD Trading Fund. With effect from 1 July 2017 it is reported on as an 'Executive agency' within MOD civilian personnel data.

**Defence Statistics:** On 1 April 2013 the Directorate formerly known as DASA (Defence Analytical Services and Advice) split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD.

**Defence Support Group (DSG):** is a Trading Fund established to support the Armed Forces and deliver wider defence objectives in support of the key Defence Industrial Strategy requirements. DSG's key aim is to provide expert in-house maintenance, repair, overhaul and upgrade services for the through life support of the air, land and maritime systems of the UK Armed Forces. It provides engineering support and fleet management services for land based equipment used by the MOD, ranging from radios to main battle tanks. It covers the whole of the UK from a number of strategically located sites and uses large numbers of mobile support teams to cover customers in the UK and worldwide. DSG was privatised as at 1 April 2015, with approximately 2,000 posts transferring to Babcock, and approximately 450 personnel remaining with the Department as the Defence Electronic Components Agency (DECA) within HO&CS.

**DG Nuclear:** from April 2018 it was reported within the Defence Nuclear Organisation. Prior to this it had been reported as a TLB since 1 July 2017, having previously been reported within Head Office & Corporate Services (HO&CS).

**Executive agency:** An Executive agency is an organisation previously reported independently as a Trading Fund or part of a Trading Fund, which is now included within a core MOD Main TLB (HOCs) personnel structure. But continues to be reported outside their TLB owner due to retaining prior organisational and structural elements such as delegated pay and personnel policies not compatible with their TLB owner. As of 1 July 2017 this classification covers **Defence Science and Technology Laboratory (Dstl)**.

**Full Time Equivalence (FTE):** is a measure of the size of the workforce that takes account of the fact that some people work part-time. Prior to 1 April 1995 part-time employees were assumed to work 50 per cent of normal hours, but since then actual hours worked has been the preferred methodology. The average hours worked by part-time personnel is about 68 per cent of full-time hours.

**Head Office & Corporate Services (HO&CS):** was established as at 1 April 2012. Lead areas of activity include Senior Finance Office (SFO) are responsible for ensuring that decisions are taken with due regard to affordability and value for money, acting as Head of Establishment for London HO Buildings and associated support requirements, Production of the Department's Resource Accounts and Governance support for MOD Trading Funds.

**HQ Air Command:** incorporates the RAF's Personnel and Training Command and Strike Command with a single fully integrated Headquarters, which equips the RAF to provide a coherent and coordinated single Air focus to the other Services, MOD Head Office, the Permanent Joint Headquarters and the rest of MOD.

**Hydrographic Office:** is responsible for surveying the seas around the UK and other areas to aid navigation.

**Industrial personnel:** are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.



**Inflow:** The number of personnel joining the Department within a monthly, quarterly or financial year period, identified by specific Method of Entry codes within the Human Resources Management System.

**Joint Forces Command (JFC):** was established at 1 April 2012 to ensure that a range of military support functions covering medical services, training and education, intelligence and cyber are organised in an efficient and effective manner to support success on operations, supporting investment in joint capabilities, strengthening the links between operational theatres and top level decision making. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.

**Land Forces:** (see Army TLB)

**Locally engaged civilians (LEC)** - LEC employees are recruited overseas exclusively for employment in support of the UK Armed Forces deployed in a particular overseas theatre and on terms and conditions of service applicable only to that overseas theatre or Administration. LECs are also employed on terms and conditions analogous with local employment law and market forces, and not those of the UK.

Previously LEC figures included dependents of UK military personnel or UK-based civilian staff employed in overseas theatre (who are sometimes separately identified as UK Dependents). However, to reflect the different terms and conditions of these personnel, UK Dependents will not be included in LEC figures from October 2013. LECs are not civil servants. LEC data are provided by Top Level Budgetary areas quarterly to DS requirements.

**Met Office:** the UK's National Weather Service, has a long history of weather forecasting and has been working in the area of climate change for more than two decades. Formerly a Trading Fund within the Ministry of Defence, in Autumn 2011 it ceased to be part of MOD and is now a Trading Fund within the Department for Business Innovation and Skills (BIS).

**Ministry of Defence (MOD):** This United Kingdom Government department is responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to protect the United Kingdom and its values and interests abroad. The MOD manages day to day running of the Armed Forces, contingency planning and defence procurement.

**Navy Command:** is the TLB for the Naval Service. As at 1 April 2010 Fleet TLB was renamed to Navy Command. Fleet TLB was formed on 1 April 2006 by the merger of the Commander-in-Chief Fleet and the Chief of Naval Personnel/ Commander-in-Chief Naval Home Command.

**Non-industrial personnel:** Civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of personnel undertaking work such as administration, analysis, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

**Outflow:** The number of personnel leaving the Department within a monthly, quarterly or financial year period, identified by specific Reason for Leaving codes within the Human Resources Management System (HRMS).

**Royal Fleet Auxiliary (RFA):** is a civilian-manned fleet, owned by the MOD, which supports Royal Navy ships around the world, supplying warships with fuel, ammunition and supplies. The RFA fleet is fully integrated into the Royal Navy's command and control system and forms a vital part of maritime operations.

**Strategic Defence & Security Review (SDSR):** these statistics have been used to monitor the reduction in personnel numbers as part of the Strategic Defence and Security Review (SDSR). The baseline for civilians comprises of all Civilian Level 0 personnel.

**Strength:** The total number of personnel employed by the Department at a specific time period.

**Submarine Delivery Agency (SDA):** Structural reforms to strengthen MOD's ability to deliver its SDSR15 commitments included establishing the Director General Nuclear organisation to provide a single focus for all aspects of nuclear business across Defence; and establishing the Submarine Delivery Agency, which would work alongside Defence Equipment and Support, but focus solely on the procurement and in-service support of the UK's nuclear submarines.

**Top Level Budgetary Area (TLB):** are the major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

**Trading Funds:** were introduced by the Government under the Trading Funds Act 1973 as a 'means of financing trading operations of a government department which, hitherto, have been carried out on Vote'. They are self-accounting units that have greater freedom than other government departments in managing their own financial and management activities. They are also free to negotiate their own terms and conditions with their personnel and for this reason their grading structures do not always match that of the rest of the Ministry.

## Definitions

**Black, Asian and Minority Ethnic (BAME):** BAME is now the widely used terminology, as a collective descriptor for non-white citizens, across Whitehall, other public sector bodies and the third sector, as well as among civil service race staff networks and their cross-Whitehall umbrella body, the Civil Service Race Forum. See also Ethnic Origin.

**Christian:** includes personnel who self-identify their religion as any Christian denomination or following a religion which follows a Christian tradition.

**Declaration rates:** Ethnic background, disability, religion and sexual orientation are self-declared. Therefore representation rates are calculated from known declarations and exclude unknown and undeclared personnel.

**Ethnic origin :** is the ethnic grouping to which a person has indicated that they belong. The classifications used were revised for the 2001 Census of Population when a classification of nationality was also collected. These revised definitions were also used to re-survey members of the Armed Forces and the Civil Service in 2001-02, see Black, Asian and Minority Ethnic.

**Full-time:** civil servants are those working 37 hours a week (36 hours or over in London), excluding meal breaks.

**Lesbian, Gay & Bisexual (LGB):** Lesbian, Gay & Bisexual (LGB): the term referring to those who self-identify their sexual orientation as being other than Heterosexual, including, Lesbian, Gay, Bisexual and other orientations. Transgender people may or may not identify as one of these orientations.

**Non-Christian:** includes all personnel who self-identify their religion, belief or faith as any which is not Christian. This includes those who have self-identified as Buddhist, Hindu, Jewish, Kirati, Muslim, Sikh or any other religious belief which is not Christian.

**Part-time:** civil servants are those working fewer than 37 hours a week (36 hours in London), excluding meal breaks.

## Symbols and Conventions

### Symbols

- } Categories merged for some years
- || Discontinuity in time series
- ~ Greater than zero and less than five
- Nil
- \* Not applicable
- .. Not available

*Italic* figures are used for percentages and other rates, except where otherwise indicated.

### Rounding

#### Tables and Charts within this document

Where rounding has been used, totals and sub-totals have been rounded separately and so may not equal the sums of their rounded parts. This also applies to Civilian personnel data expressed in terms of Full-Time Equivalents (FTE).

When rounding to the nearest 10, numbers ending in “5” have been rounded to the nearest multiple of 20 to prevent systematic bias.

#### Excel tables accompanying this publication

An updated MOD Disclosure Control and Rounding policy has been published on GOV.UK and we have applied this policy to the statistics on Civilian personnel in the accompanying Excel tables. The policy is available on:

<https://www.gov.uk/government/publications/defence-statistics-policies>

Disclosure control will still be applied to statistical or numeric information to safeguard the confidentiality of individuals. ‘Disclosure control’ refers to the efforts made to reduce the risk of disclosure, such as applying statistical methods to protect ‘personally identifiable information’ (PII) in aggregate data tables. These safeguards can take many forms (e.g. data suppression, rounding, recoding etc.).

### Revisions

Occasionally errors can occur in statistical processes; procedures are constantly reviewed to minimise this risk. Should a significant error be found the publication on the website will be updated and an errata slip published documenting the revision.

## Background Quality Report

The background quality report provides more detailed information about the quality of data used to produce this publication and any statistics derived from that data.

<https://www.gov.uk/government/statistics/mod-civilian-personnel-quarterly-report-background-quality-report>

## Frequency of publication

Defence Statistics (Civilian) have completed a consultation on reducing publication of Quarterly Civilian Personnel Report (QCPR) from quarterly to twice a year for the following reasons:

The information can still be provided to internal customers, but published less frequently, reducing the time spent on ministerial submissions and report commentary.

To ensure best use of resource in a context of tightening resources and high levels of internal demand for analysis to contribute to improvements in the effectiveness and efficiency of the Armed Forces.

To free up resource to spend on reactive ad hoc analysis to meet our policy customers' requirements.

It is our assessment that this will not have a significant detrimental impact on transparency, accountability or informing public debate. The consultation ran from 21 April 2017 to 2 June 2017. Following the conclusion of the consultation this publication will now be issued twice a year at April and October points.

The consultation process was in line with the UK Statistics Authority Code of Practice for Official Statistics Protocol 1 and the Civil Service Consultation Principles (2016). Further details can be found at:

<https://www.gov.uk/government/consultations/changes-to-ministry-of-defence-mod-personnel-statistics>

## Further Information

### Contact Us

Defence Statistics welcome feedback on our statistical products. If you have any comments or questions about this publication or about our statistics in general, you can contact us as follows:

#### Defence Statistics (Civilian Personnel)

Email: [DefStrat-Stat-CivEnquiries@mod.gov.uk](mailto:DefStrat-Stat-CivEnquiries@mod.gov.uk)

If you require information which is not available within this or other available publications, you may wish to submit a Request for Information under the Freedom of Information Act 2000 to the Ministry of Defence. For more information, see:

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

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