



Ministry of Defence

Ministry of Defence
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Our Reference: FOI2015/03791

[REDACTED]

12 May 2015

Dear [REDACTED],

Thank you for your email of 14 April 2015 requesting the following information:

How many Civilian Staff were given an automatic "Box 3" marking and forced to complete a Performance Improvement Plan simply because their Countersigning Officer did not upload the 2013/2014 PAR before the deadline? How many of these staff would have received a Box 2 or 1 marking had the Countersigning Officer met the deadline?

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOI Act)

A search for the information has now been completed within the Ministry of Defence (MOD), and I can confirm that information in scope of your request is held.

The information you have requested can be found below:

204 Civilian Staff were treated as a 'Box 3' due to non-submission of a PAR for reporting year 2013/14; this is less than 0.5% of the eligible population. However, there is no way of knowing the reasons for non-submission as this information is not collected. Reasons for non-submission could include: the Job Holder choosing to not submit a PAR or the Countersigning Officer not uploading the PAR before the deadline.

Job Holders who were treated as a Box 3 because they did not have a PAR uploaded by the deadline had the option of raising a grievance if they felt that their Countersigning Officer was at fault. If no PAR was submitted, there is no way we could say in which box a Job Holder would have been placed as the individual would not have been entered into moderation.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Defence Personnel Secretariat FOI