

# CIVILIAN WORKFORCE BY GRADE EQUIVALENCE AND BUDGETARY AREA



## DEFENCE ANALYTICAL SERVICES & ADVICE

### CIVILIAN PERSONNEL STATISTICS QUARTERLY RETURN

CPS01

1 October 2010

#### Notes :

1. 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.

<b>MOD grades</b>	<b>Former Service-wide grades</b>
<i>Senior Management</i>	<i>Senior Management</i>
SCS – Senior Civil Service	SCS – Senior Civil Service
<i>Other Management Grades</i>	<i>Other Management Grades</i>
B1	Grade 6
B2	Grade 7
C1	SEO – Senior Executive Officer
C2	HEO - Higher Executive Officer
D	EO – Executive Officer
<i>Administrative Grades</i>	<i>Administrative Grades</i>
E1	AO – Administrative Officer
E2	AA - Administrative Assistant

2. The composition of the various budgetary areas by TLB holder is as follows :

<b>Navy area :</b>	Navy Command (formerly titled Fleet TLB)
<b>Army area :</b>	Land Forces
<b>RAF area :</b>	Air Command
<b>DE &amp; S :</b>	Defence Equipment & Support
<b>Centre :</b>	Central, CJO, DE and Trading Funds (Dstl, Meteorological Office, Hydrographic Office, DSG) (Corporate Science Innovation & Technology TLB (CSIT) formally ceased to be a TLB as at 01 April 2010. Approx 90% of the personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and Dstl).
<b>Other :</b>	Personnel 'Unallocated' to TLBs and Locally Engaged Civilians overseas

3. Numbers are rounded to the nearest 10. Numbers ending in "5" have been rounded to the nearest multiple of 20 to prevent systematic bias. Because of rounding, totals may not always equal the sum of the parts.
4. Due to late reporting of some locally engaged civilian data, the Civilian Level 0 and locally engaged civilian totals are 'provisional' and will be revised when data becomes available.
5. The "Other" category covers staff for whom no grade information is available.

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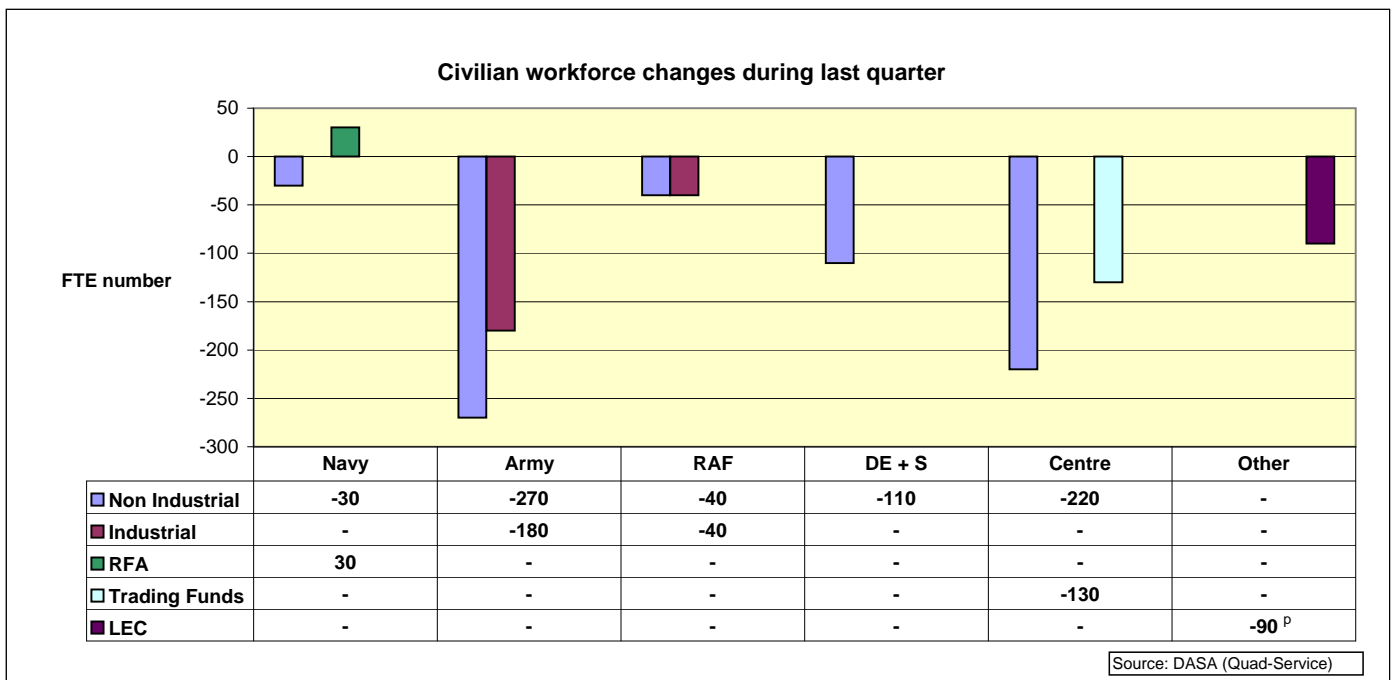
### Level 0 MOD civilian workforce by grade equivalence<sup>1</sup> and budgetary employing area<sup>2</sup>

	Full time equivalent number <sup>3</sup>						
	Total	Navy	Army	RAF	DE + S	Centre	Other <sup>4</sup>
<b>Level 0 MOD Total<sup>4</sup></b>	<b>84,090<sup>P</sup></b>	<b>4,770</b>	<b>15,820</b>	<b>8,600</b>	<b>15,670</b>	<b>29,150</b>	<b>10,080<sup>P</sup></b>
<b>Non Industrial Total</b>	<b>51,470</b>	<b>1,840</b>	<b>11,490</b>	<b>5,810</b>	<b>13,400</b>	<b>18,870</b>	<b>70</b>
SCS & Equivalent	290	-	20	10	80	170	-
Band B1 & Equivalent	670	10	30	10	330	280	-
Band B2 & Equivalent	1,790	60	260	80	710	660	10
Band C1 & Equivalent	6,170	120	550	200	3,390	1,890	20
Band C2 & Equivalent	10,370	340	2,520	880	3,770	2,850	20
Band D & Equivalent	9,920	420	2,380	1,580	2,520	3,010	-
Band E1 & Equivalent	15,100	680	4,010	1,980	2,310	6,110	10
Band E2 & Equivalent	6,550	190	1,550	1,060	250	3,480	-
Other <sup>5</sup>	620	10	170	-	20	410	10
<b>Industrial Total</b>	<b>10,590</b>	<b>550</b>	<b>4,330</b>	<b>2,790</b>	<b>2,280</b>	<b>640</b>	<b>-</b>
<b>RFA Total</b>	<b>2,370</b>	<b>2,370</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Trading Funds Total</b>	<b>9,630</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,630</b>	<b>-</b>
<b>LEC Total<sup>4</sup></b>	<b>10,020<sup>P</sup></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,020<sup>P</sup></b>

Source : DASA(Quad-Service)

"-" denote frequency of 5 or less

"p" denotes provisional



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## Quarterly Civilian Personnel Time Series

	Non Industrial	Industrial	Royal Fleet Auxiliary	Civilian Level 1	Trading Funds	Locally Engaged Civilians <sup>2,3,6</sup>	Civilian Level 0
Apr-04	64,150	15,720	2,310	82,180	11,440	15,430	109,050
Jul-04	64,520	15,530	2,320	82,370	11,330	15,430	109,140
Oct-04	64,650	15,300	2,320	82,280	11,270	15,130	108,680
Jan-05	64,810	15,060	2,340	82,210	11,170	15,130	108,520
Apr-05	64,680	15,000	2,350	82,030	10,780	15,660	108,470
Jul-05	64,230	14,830	2,380	81,450	10,540	15,680	107,680
Oct-05	63,470	14,660	2,370	80,500	10,360	15,410 <sup>e,3</sup>	106,260 <sup>e,3</sup>
Jan-06	62,050	14,640	2,350	79,040	10,960	16,150	106,150
Apr-06	61,250	14,540	2,340	78,140	10,700	14,540	103,380
Jul-06	60,630	14,440	2,360	77,420	10,550	14,990	102,970
Oct-06	59,580	13,890	2,370	75,840	10,520	14,500 <sup>e,3</sup>	100,860 <sup>e,3</sup>
Jan-07	59,020	13,590	2,370	74,970	10,360	13,850 <sup>e,3</sup>	99,180 <sup>e,3</sup>
Apr-07	58,120	13,300	2,360	73,780	10,060	13,840	97,690
Jul-07	57,430	13,070	2,350	72,860	9,990	12,100	94,950
Oct-07	56,440	12,810	2,340	71,590	10,070	12,070	93,730
Jan-08	55,770	12,400	2,320	70,500	10,210 <sup>4</sup>	11,860 <sup>e,3</sup>	92,560 <sup>e,3</sup>
Apr-08	54,710	12,060	2,270	69,050	9,210 <sup>5</sup>	11,240	89,500
Jul-08	54,200	11,860	2,290	68,350	9,210	11,130	88,690
Oct-08	53,920	11,630	2,270	67,830	9,430	10,760	88,020
Jan-09	53,460	11,300	2,280	67,040	9,340	10,580	86,970
Apr-09	53,040	11,100	2,300	66,440	9,630	10,550	86,620
Jul-09	52,860	11,060	2,330	66,250	9,690	10,100	86,040
Oct-09	52,840	11,150	2,350	66,340	9,810	10,040	86,190
Jan-10	52,900	11,110	2,340	66,350	9,810	10,040 <sup>e,3</sup>	86,200 <sup>e,3</sup>
Apr-10	52,580	11,010	2,330	65,920	9,730	10,200	85,850
Jul-10	52,140	10,820	2,340	65,310	9,770	10,100	85,180
Oct-10	51,470	10,590	2,370	64,440	9,630	10,020 <sup>p,6</sup>	84,090 <sup>p,6</sup>

Full time equivalent number<sup>1</sup>

Source : DASA(Quad-Service)

"e" denotes estimate.

"p" denotes provisional.

- Numbers are rounded to the nearest 10. Numbers ending in "5" have been rounded to the nearest multiple of 20 to prevent systematic bias. Because of rounding, totals may not always equal the sum of the parts.
- With effect from April 2006, locally engaged civilian figures are updated quarterly, prior to this date this was done bi-annually.
- The October 2005, October 2006, January 2007, January 2008 and January 2010 Civilian Level 0 and locally engaged civilian figures are estimates due to non-availability of some locally engaged civilian data.
- As the Defence Science and Technology Laboratory (DSTL) were unable to provide usable data for January 2008, October 2007 figures are presented.
- On the 1 April 2008 the Rotary Wing and Components businesses of the Defence Aviation Repair Agency (DARA) were acquired by the Vector Aerospace Corporation. In the region of 1,000 (FTE) DARA personnel transferred to the new company under TUPE terms.
- Due to late reporting of some locally engaged civilian data, the Civilian Level 0 and locally engaged civilian totals are 'provisional' and will be revised when data becomes available.

*DASA*

## Glossary:

**Air Command** On 1 April 2007, Air Command was formed when RAF's Personnel and Training Command and Strike Command were merged to create a single Command, with a single fully integrated Headquarters, which would better equip 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.

**Broader Banded grade** definition, DASA 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 staff 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.

**Central TLB** Central TLB has responsibility for the MOD Head Office, covering Defence policy as well as Departmental policy on the equipment programme, resources, finance, personnel and security. However, a significant proportion of Central TLB involves non-Head Office functions. Central TLB provides a diverse range of corporate services for the MOD as a whole. These include pay, bill payment, consultancy services, accountancy, some training, statistical analysis, central IT systems, public relations, defence exports and policing. Central TLB 's remit also encompasses the provision of medical services, and our Special Forces.

**Chief of Joint Operations** With a few exceptions, CJO is responsible for running all military operations from his headquarters (the Permanent Joint Headquarters) in Northwood. Military assets are assigned to CJO only for the duration of the operation. In addition to his operational responsibilities, CJO is responsible for the Sovereign Base Areas in Cyprus and British forces in Gibraltar and the Falkland Islands.

**Civilian Level 0** This contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This will be used for external reporting, including National Statistics publications CPS1 and UKDS, and Parliamentary Business.

**Civilian Level 1** Permanent and casual civilian personnel and Royal Fleet Auxiliaries, but excludes Trading Funds and Locally Engaged Civilians. This will generally be used for MOD internal reporting and planning.

**Corporate Science Innovation & Technology TLB (CSIT)** formally ceased to be a TLB as at 01 April 2010. Approx 90% of the personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and Dstl. CSIT formerly Corporate Science & Technology CSIT, headed by the Chief Scientific Adviser, was formed on 1 April 2004 from a merger of two existing budgetary areas. The prime output of this TLB was the delivery of expert advice and the development of scientific and technological solutions to satisfy the MOD's needs and problems.

**Defence Analytical Services and Advice** DASA was created in July 1992 and provides National Statistics on Defence and other corporate information, forecasting and planning and consultancy, advice and research services to the MOD. It ceased to be an Agency on 1 April 2008 and was renamed Defence Analytical Service and Advice.

**Defence Equipment & Support** At 1 April 2007, Defence Logistics Organisation and Defence Procurement Agency merged to form Defence Equipment & Support. DE&S equips and supports the UK's armed forces for current and future operations. It acquires and supports through-life, including disposal, equipment and services ranging from ships, aircraft, vehicles and weapons, to electronic systems and information services. DE&S satisfies ongoing requirements including food, clothing, medical supplies, maintenance and temporary accommodation, as well as operating HM Naval Bases and the joint supply chain for land, sea and air.

**Defence Estates** DE became a TLB on 1 April 2005 with the merger of Defence Estates with the Defence Housing Executive. DE is responsible for managing the defence estate and ensuring that it is managed and developed in a sustainable manner, in line with acknowledged best practice and Government policy.

**Defence Science and Technology Laboratory** The DSTL is an Agency of the MOD created on 2 July 2001. It supplies impartial scientific and technical research and advice to the MOD and other government departments.

**Defence Support Group** as of 1 April 2008, ABRO and DARA merged to form the 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. Its mission is to be the preferred supplier of Fleet Management Services to its Customers. 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 use large numbers of mobile support teams to cover customers in the UK and worldwide.

**Full Time Equivalent** 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 used in DASA's statistics. The average hours worked by part-timers is about 60 per cent of full-time hours.

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

**Industrial Staff** Industrial staff (also known as skill zone staff) 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.

**Land Forces** Commander-in-Chief Land Forces performs a similar role to Fleet Joint TLB within the context of trained Army formations and equipment. It was formed on 1 April 2008 by the merger of Commander-in-Chief Land Command and the Adjutant General.

**Locally Engaged Personnel** A civilian employee recruited overseas exclusively for employment in support of the UK Armed Forces deployed in a particular overseas theatre (or in support of the Sovereign Base Areas Administration in Cyprus) and on terms and conditions of service applicable only to that overseas theatre or Administration, including the dependents of UK military personnel or UK-based civilian staff employed in that overseas theatre (who are sometimes separately identified as UK Dependents). LECs are not civil servants.

**Meteorological Office** The Meteorological Office provides weather forecasting services in the UK and worldwide.

**MOD** The Ministry of Defence (MOD) is the United Kingdom government department responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to defend the United Kingdom and its interests. The MOD also manages day to day running of the armed forces, contingency planning and defence procurement.

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

**Royal Fleet Auxiliary Service** Constituted in 1905, this is a civilian manned fleet, owned by the Ministry of Defence. Its main task is to supply warships of the Royal Navy at sea with fuel, food, stores and ammunition which they need to remain operational while away from base. It also provides aviation support for the Royal Navy, together with amphibious support and secure sea transport for Army units and their equipment. Its employees are full-time civil servants, but who come under the Naval Discipline Act when deployed to sea under naval command.

**Trading Fund** 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 staff and for this reason their grading structures do not always match that of the rest of the Ministry, and this is reflected in some of the tables. Examples include the Defence Support Group, DSTL, the Meteorological Office, and the UK Hydrographic Office.