



**Department
for Environment
Food & Rural Affairs**

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Your ref:
Our ref: RFI 6302
Date: 6 March 2014

Dear,

REQUEST FOR INFORMATION: STAFF TURNOVER IN 2012-13 AND 2013-14

Thank you for your request for information about staff turnover in Defra in 2012-13 and 2013-14, which we received on 12 February. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked:

“Please provide details of turnover of civil servant staff for this department 2012 – 2013:

- 1) *How many staff left employment 2012 – 2013*
- 2) *How many of these were redundancies?*
- 3) *How many people were recruited (either internally from other departments or externally) in that time*
- 4) *How much was spent on advertising for these posts?*
- 5) *What was the average percentage pay rise in April 2013 and how were rises determined including bonus payments*

Please provide the above for April 2013 – Dec 2014”

On 14 February you confirmed that the periods to be covered were 2012-13 and 1 April 2013 to 31 December 2013.

The information you requested is as follows and covers core Defra (i.e. excluding Defra’s five Executive Agencies).

	2012-13	1 Apr - 31 Dec 13
1) Leavers (including staff transferring to other Government Departments)	212 (219 including interchange*)	157 (163 including interchange*)
2) Compulsory redundancies	0	**



3) Recruited	185 (206 including interchange*)	239 (247 including interchange*)
4. Advertising costs†	£39,625	£287,267

* Interchanges are temporary loans or secondments between organisations.

** Fewer than 5 – precise number withheld (see explanation below)

† Costs are the total for the period and may not relate precisely to the staff recruited in the same period.

5. There are separate pay awards for Senior Civil Servants (SCS) and staff below the SCS.

The SCS pay award date is 1 April each year. In April 2012, the SCS were subject to a pay freeze, therefore, the average base pay award was 0%. Non-consolidated performance payments were awarded to those identified under the performance management process as the top 25% of performers within the Department. These ranged in value from £8,000 to £15,000.

In April 2013, the average base pay award for the SCS was 1.0%. Awards were determined based on performance markings from the performance management process. Non-consolidated performance payments were made to the top 25% of SCS. These ranged in value from £9,900 to £14,900.

For staff below the SCS, the pay award date is 1 July each year. In July 2012 the average base pay award was 1.1%. 0.1% of this was as a result of contractual payments which have now been removed. Awards were determined based on performance markings from the performance management process. Non-consolidated performance payment were awarded to those identified under the performance management process as the top 30% of performers. Performance payments were worth 5% of the mid-point of each pay range for the top 10% of performers and 2.5% for the next 20% of performers.

In July 2013 the average base pay award was 1.0%. Awards were determined based on performance markings from the performance management process. Non-consolidated performance payment were awarded to those identified under the performance management process as the top 25% of performers. Performance payments were worth 6.25% of the mid-point of each pay range.

I confirm that Defra does hold the information that you have requested on the number of redundancies, but we have decided that the information should be withheld under section 40(2) (third party personal data) of the FOIA, as the information constitutes personal data relating to third parties. Even anonymous data about individuals amounts to personal data in the hands of the department if the department can identify the data subject to whom it relates. Where there are fewer than five cases, the precise figure is withheld as it could result in individuals being identified. Section 40(2) of the FOIA provides that personal data relating to third parties is exempt information if disclosure would breach the Data Protection Act 1998 (DPA).

We consider that disclosure of this information is likely to breach the first data protection principle in Schedule 1 to the DPA, which relates to the fair and lawful processing of personal data, in two ways. First, disclosure would not constitute 'fair' processing of the personal data, second, disclosure would not satisfy any of the conditions for data

processing set out in Schedule 2 to the DPA. Therefore, we have concluded that this information is exempt from disclosure under section 40(2) of the FOIA.

In keeping with the spirit and effect of the FOIA, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on our website together with any related information that will provide a key to its wider context.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours sincerely,

**Direct Line
Email**

Annex A

Copyright

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Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: requestforinfo@defra.gsi.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF