



**Ministry
of Defence**

Ministry of Defence
Main Building
Whitehall
London
SW1A 2HB

Telephone:
E-mail:



Reference: [REDACTED]

[REDACTED]

Email: [REDACTED]

14th October 2014

Dear [REDACTED]

Thank you for your email dated 10th October 2014 in which you requested the following information:

" Noting the new Performance Appraisal process which has been instituted for the Ministry of Defence Civil Service employees, and the quota's imposed therein please confirm by grade the percentage of employees at SCS grade and above who were placed in Box 1, 2 and 3 respectively".

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). A search for the information has now been completed within the Ministry of Defence. I can confirm that the MOD does hold information within the scope of your request.

The SCE Performance Appraisal process is in line with Cabinet Office Policy, the quotas in place are new for the Ministry of Defence Civil Service employees under SCS, but are not new for the SCS who have been under a quota for a number of years.

The information you have requested can be found in the table below:

| <i>Pay Band</i> | <i>Top 1</i> | <i>Achieving 2</i> | <i>Low 3</i> | <i>Total</i> |
|--|--------------|--------------------|--------------|--------------|
| <i>SCS PB1 % Break down</i> | <i>25%</i> | <i>65%</i> | <i>10%</i> | <i>100%</i> |
| <i>SCS PB 2&3 % Break down</i> | <i>26%</i> | <i>64%</i> | <i>10%</i> | <i>100%</i> |

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.gov.uk>.

Yours sincerely,

Defence Personnel Secretariat