



**Ministry
of Defence**

Ref: [REDACTED]

Ministry of Defence
Main Building (06/K)
Whitehall
London SW1A 2HB
United Kingdom [REDACTED]

Telephone [MOD]: [REDACTED]

E-mail: [REDACTED]

[REDACTED]

.09 October 2014

[REDACTED]

Thank you for your email dated 21 September 2014 in which you requested the following information:

I would like to ask a series of questions under the Freedom of Information Act, regarding Civil Service Recruitment and Motor Transport:

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 (MOD). Please find attached at Annex A the answers in response to your FOI request.

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 CIQ-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>. I hope this information is helpful.

Yours sincerely,

Defence Personnel Secretariat

Dated 9 October 2014

a) Do you currently operate a Stage 0 (Pre-advertising) point and, if so, how do you operate this staging point?

We do not operate Stage 0.

b) When a vacancy reaches Stage 1, is it current policy to advertise Lateral or Promotion as default and, under what circumstances can this be altered?

The general approach is that Stage 1 vacancies are advertised on a level transfer (and voluntary downgrading) basis but Business Units do have the flexibility to invite applications on potential promotion. If the business need or the nature of the vacancy indicates that they are unlikely to fill the vacancy with an internal applicant, they also have the flexibility to by-pass Stage 1 and move directly to the pan-Civil Service stages.

c) What conditions must a member of MOD staff meet to be able to initially apply for a vacancy at Stage 1?

Stage 1 is used for level moves and also enables the vacancy to be filled from within the existing MOD headcount. A potential applicant must have completed 6 months continuous service as a Civil Servant before becoming eligible to apply and (if applying on a level transfer basis) must also have completed any minimum tour length obligation in their current appointment.

d) As Stage 1 is not a compulsory point under the VFS, under what circumstances are Vacancy Holders allowed to by-pass this point?

If business needs or the nature of the vacancy indicate that it is unlikely the vacancy will be filled with an internal applicant, by-passing stage 1 could be considered.

For example when filling a professional/specialised role where the required skills are not readily available in the department.

e) Under what circumstances may a Vacancy Holder apply to CSR for exemption at Stage 2 (Internal Civil Service Surplus), and can the Vacancy Holder alone make this decision or must a process first be followed?

Although Stage 2 is mandatory, in exceptional circumstances CS Resourcing may consider exemption requests, for example:

- **Large scale campaigns** – where the number of roles to be filled is in excess of the likely number of available surplus employees it can be requested to either combine stage 2 with stage 3 or to run a stage 2 campaign in parallel with a campaign at stage 4. **Stage 2 applicants would be offered roles first, the remaining vacancies not filled at stage 2 would then be filled with applicants who applied at stage 4.**

When advertising stages 2 and 4 concurrently these must be run with separate vacancy references to ensure compliance with the Civil Service Commissioners' Recruitment Principles.

- **Highly specialised roles** – where it is unlikely surplus employees will have the skills, knowledge or qualifications required an exemption can be sought. These will usually be roles where very specific qualifications are essential or highly specialist knowledge is required.

In these circumstances CS Resourcing may grant an exemption which will allow combination of stages 2 and 3 or by-passing of stage 2. Where stages 2 and 3 have been combined and a surplus employee applies for the role, their application must be considered ahead of others, giving them priority.

When requesting an exemption in this circumstance CSR may seek confirmation from the relevant Head of Profession that no surplus employees exist in the professional group, or check the CS Local network that no surplus employee with the required skill set and location preference is available.

Recognising that an exemption may be required in relation to stage 2 is part of effective planning. The earlier this assessment is made and any required action taken, the more likely it is that the recruitment process will have a successful outcome within the desired timescale.

If an exemption is required a supporting business case must be submitted to CS Resourcing.

f) When a vacancy reaches Stage 3 (Internal Civil Service), under what circumstances might the vacancy be advertised on Lateral instead of Promotion?

Stage 3 allows applications from any Civil Servant regardless of grade, department and/or location.

g) Under what circumstances may a Vacancy Holder advertise a vacancy at Stage 4 (External), and are there any circumstances where a Vacancy Holder is allowed to advertise immediately to Stage 4 (whether that be after an unsuccessful 10-working day advertisement at Stage 2, or through a Stage 2 exemption authorised by CSR)?

If filling a vacancy externally is the only option to meet business needs the recruiting managers will need to ensure the recruitment is fair, open and based on relative merit.

Unless the business has been granted a specific Civil Service Resourcing (CSR) exemption they are not permitted to proceed directly to external recruitment.

h) If a position being advertised requires a Security Level above the BPSS (CTC, SC or DV), are there any circumstances whereby a successful candidate can conditionally start the job role and, if so, what measures need to be put into place depending on the Security Level required?

A successful candidate may be brought in at risk by the vacancy holder/line manager if the risk (i.e. of not eventually being granted NSV clearance) is considered low and it is manageable to exclude access to higher classified information in the meantime.

i) For roles requiring the job holder to drive Motor Vehicles, must separate MOD 'Driving Assessments' be passed before being authorised to conduct such duties?

All MOD drivers must hold the civil driving licence appropriate to the vehicle they are driving. In addition, where appropriate, all drivers are required to carry out conversion training to ensure they are competent to drive specific vehicle platforms. The nature and extent of this training will be dictated by the requirements of the specific vehicle type. Although it is not possible to give a specific answer to the generic question, it is fair to say that conversion training is normally provided unless there is no difference between the vehicle type and the generic licence category held. Thus, it would not be normal for those required to drive civilian-type cars to carry out conversion training, unless other factors such as the need to drive abroad or in harsh winter conditions applied.

j) For roles requiring the job holder to drive Motor Vehicles, does the MOD consider Civilian staff to be driving vehicles under the control of the Armed Forces?

MOD Vehicles are defined as vehicles owned and controlled by the MOD. This includes vehicles which are leased, loaned, sponsored, hired without a driver, or provided by a host nation. As such, all such vehicles are considered to be under the control of the MOD (rather than the Armed Forces).

k) For Motor Vehicles owned by the MOD, what format of Number Plates is used and does the format of Number Plates used vary depending on its intended use? (e.g. W123 ABC/WA12 ABC and/or 12 AB 34/AB 12 CD).

Civilian pattern vehicles normally have a civilian-type number plate. The format of this will be appropriate for the country in which the vehicle is being used (e.g. civilian-type cars used in Germany will have a German civilian pattern number plate). Military pattern vehicles normally have a military number plate. This may be in the format of 2 digits, 2 letters, 2 digits, or 2 letters, 2 digits, 2 letters.

l) For Civilian driving staff, can they legally claim the Minimum Age exemptions granted by the DVLA for when one is 'a member of the armed forces', or are they by definition not classed for DVLA purposes as 'a member of the armed forces'?

The exemption from minimum age limits applies only to the Armed Forces for vehicles in categories C1, C1+E, C, C+E, D1, D1+E and H. It does not apply to Civil servants or contractors driving vehicles provided by the MOD.

m) For Civilian driving staff operating a Motor Vehicle that falls under Category C1, C1+E, C, C+E, D1, D1+E, D and/or D+E, is the requirement to hold a Driver Certificate of Professional Competence required, or are they exempt from the holding of a Driver Certificate of Professional Competence for reason of 'Vehicles being used by or under the control of the armed forces', as defined by the DVSA?

The MOD is exempt from the requirements of the Vehicle Drivers (Certificate of Professional Competence) Regulations 2007 for any vehicle which is under the control of the MOD. However, the skills required by the CPC are covered in MOD driver training courses.