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Statistical Bulletins Series 2 provides figures on strength, intake and outflow of Armed Forces and MOD civilian personnel. They present detailed information on the composition of personnel, including location, gender, ethnic origin, and rank/grade, plus higher-level summaries of how key trends in strengths and flows have developed over a number of years.

Bulletin 2.02 covers Civilian personnel.

Key Points and Trends

- Civilian personnel numbers have declined by 27 per cent since 2009. The reductions in strength are a result of the Strategic Defence and Security Review (SDSR) which introduced two Voluntary Early Release Schemes (VERS) covering exits in 2011-12 and 2012-14.
- The total number of people who left under VERS from its inception in July 2011 to its completion in March 2014 is 10,880. In the last 12 months VERS accounted for 37 per cent of MOD Main outflow, compared to 76 per cent at the 12-month peak of VERS exits to September 2012.
- Annual intake of civilian personnel has increased in 2012/13 and 2013/14, and is now at the levels seen prior to the recruitment freeze in 2010.
- The decrease in the MOD civilian population since April 2010 was disproportionately focused on lower grade bands. This has led to changes in grade distribution, with Bands C and E now having similar proportions of non-industrial personnel.
- Since 2009 there has been a consistent trend of an ageing working population. The percentage of civilian personnel aged 50 years and over has risen from 39 per cent in 2009 to 45 per cent at April 2014. Due to a change in legislation in 2010 removing the compulsory retirement age, there are now 1,360 civilians aged 65 or above, accounting for 2.5 per cent of personnel.
- There are no real differences between the grade distributions of different personnel groups for ethnicity, religion and sexual orientation at April 2014.
- The top 3 causes of sickness absence in the non-industrial population are: Mental and Behavioural Disorders, Diseases of the Musculoskeletal System & Connective Tissue, and Diseases of the Respiratory System. These conditions account for around half of all working days lost to sickness absence, for all periods from 2009 to 2014. Although there has not been a consistent fall in sickness rates by average working days lost in each year since 2009, there has been an overall decrease between 2009 and 2014.

Contents

	Further Information	
	Symbols and Conventions	
	Introduction	
Table 2.02.01	Civilian personnel, at 1 April each year	NS
Table 2.02.02	Civilian personnel by Top level Budgetary area and grade equivalent, at 1 April each year	NS
	Commentary & key narrative issues for tables 2.02.03 to 2.02.08	
Table 2.02.03	Strength of civilian personnel by sex, grade and whether full or part-time, at 1 April each year	NS
Table 2.02.04	Age profile of civilian personnel by industrial status and sex, at 1 April 2014	NS
Table 2.02.05	Strength of civilian personnel by ethnic origin and grade, at 1 April each year	NS
Table 2.02.06	Strength of civilian personnel by disability status and grade, at 1 April 2014	NS
Table 2.02.07	Strength of civilian personnel by religion and grade, at 1 April each year	NS
Table 2.02.08	Strength of civilian personnel by sexual orientation and grade, at 1 April each year	NS
	Commentary & key narrative issues for tables 2.02.09 to 2.02.13	
Table 2.02.09	Intake and outflow of civilian personnel	
Table 2.02.10	Intake of civilian personnel by sex, grade and whether full or part-time	NS
Table 2.02.11	Outflow of civilian personnel, by sex, grade and whether full or part-time	NS
Table 2.02.12	Intake of UK based civilian personnel by ethnic origin and grade	NS
Table 2.02.13	Outflow of UK based civilian personnel by ethnic origin and grade	
Table 2.02.14	Number of working days lost per year due to sickness of civilian personnel, by ICD Code and industrial/non-industrial marker	
	Glossary of Terms and Abbreviations	

Tables marked as **NS** are National Statistics. Those without are have not been badged as National Statistics. Details are provided in the National Statistics section and accompanying notes to tables.

Further Information

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- Phone Defence Statistics (Web Development and Surveys) 020 7807 8792, or mil: 9621 78792.
- Email defstrat-stat-enquiries-mailbox@mod.uk
- Visit our website at [Defence Statistics at gov.uk](http://DefenceStatistics.gov.uk)

If you require information which is not available within this or other available publications, you may wish to submit a Request for Information under the Freedom of Information Act 2000 to the Ministry of Defence via the following link:

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National Statistics

The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics.

Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods; and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

Most tables presented in Bulletin 2 are badged as National Statistics pending assessment by the UK Statistical Authority. These tables are produced in line with the standards set out in the Code of Practice for Official Statistics. The following tables require further validation of data and methods before they are put forward for assessment as National Statistics by the UK Statistics Authority:

The data in tables **2.02.09** and **2.02.13** are outside the scope of National Statistics because flows can only be reconciled to strength at Civilian Level 0. Intake and outflow are purely a record of recruitment into and departures from the Department, and do not reflect movements of personnel within the Department, such as promotions and transfers. Therefore rates by grade are purely the number of people who leave the department or join each grade from outside the Department per 100 of the average headcount strength for that grade and / or protected characteristic.

The data in table **2.02.14** are outside the scope of National Statistics because the internal product from which they are derived has not been badged a National Statistic due to sensitivity of some of the reported data. While Table 2.02.14 does not contain sensitive data it does not meet National Statistics requirements for publication.

All Bulletin Tables badged as National Statistics are labelled as such and where relevant a link to where the latest information can be found.

Symbols and Conventions

Symbols

}	categories merged for some years
	discontinuity in time series
~	fewer than five
*	not applicable
..	not available
p	Provisional
r	Revised
rp	revised but still provisional
e	Estimate
–	Zero or rounded to zero

Italic figures are used for percentages and other rates, except where otherwise indicated.

Rounding

Where rounding has been used, totals and sub-totals have been rounded separately and so may not equal the sums of their rounded parts. This also applies to Civilian personnel data expressed in terms of Full-Time Equivalent (FTE).

When rounding to the nearest 10, numbers ending in “5” have been rounded to the nearest multiple of 20 to prevent systematic bias.

Revisions

There are no regular planned revisions of the Statistical Bulletin 2.02. Amendments to figures for earlier years may be identified during the annual compilation of Stats Bulletin 2.02. This will be addressed in one of two ways

- i. where the number of figures updated in a table is small, figures will be updated and those which have been revised will be identified with the symbol "r". An explanation for the revision will be given in the footnotes to the table.
- ii. where the number of figures updated in a table is substantial the revisions to the table, together with the reason for the revisions will be identified in the commentary at the beginning of the relevant chapter / section, and in the commentary above affected tables. Revisions will not be identified by the symbol "r" since where there are a large number of revisions in a table this could make them more difficult to read.

Occasionally updated figures will be provided to the editor during the course of the year. Since UKDS is now published electronically it is possible to revise figures during the course of the year. However to ensure continuity and consistency, figures will only be adjusted during the year where it is likely to substantially affect interpretation and use of the figures.

Abbreviations

See Glossary.

Introduction

This Bulletin provides information on the main trends in strengths, intake and outflow of civilian personnel. These tables are National Statistics that have previously been published in the Quarterly Civilian Personnel Report (QCPR), Biannual Diversity Dashboard or the United Kingdom Defence Statistics (UKDS).

QCPR is a quarterly publication and the latest figures can be found here:

[\(Quarterly Civilian Personnel Report - July 2014\)](#)

Statistical Bulletin is an annual publication, which superseded UKDS, final published version was UKDS 2012, 2013 Statistical Bulletin can be found here:

[\(Personnel Bulletin 2.02 - Civilian Personnel 2013\)](#)

The Diversity Dashboard is a Biannual publication and the latest figures can be found here:

[\(Biannual Diversity Dashboard - April 2014\)](#)

Context

The Strategic Defence and Security Review (SDSR) plans to decrease MOD civilian personnel by around 28,000 by 2015, as the requirement for civilian support decreases in line with the development of new force structures, restructuring of defence capabilities, rationalisation of the defence estate and realisation of other non-front line savings.

Due to the personnel reductions implicated under the SDSR, monitoring of civilian personnel reductions are implemented to start at the beginning of the financial year 2010/11, therefore particular reference has been made, in the accompanying commentary, to changes in personnel numbers at and since this point and 2011/12 when personnel began to leave under the Voluntary Early Release Scheme.

Changes in 2014

Main changes to tables

There are no changes to table format from the previous bulletin.

Data sources

The principal sources of data for personnel information presented in this Bulletin are the civilian and Armed Forces administrative databases.

Civilian statistics are compiled from several sources. Data for MOD staff are taken from personnel systems; Civilian Personnel Management Information System (CIPMIS) prior to April 2003, Human Resources Management System (HRMS) from April 2004 onwards and a combination of the two in the year in between.

The MOD has three Trading Funds that provide Defence Statistics (DS) with monthly extracts from their own personnel systems. The Royal Fleet Auxiliary (RFA) data are taken from the MOD civilian pay system and Locally Engaged Civilians (LEC) data are taken from quarterly head counts provided to DS by administrators in each Top Level Budget (TLB).

Data quality

Civilian data from HRMS derive from a combination of fields, some mandated by the Defence Business Services organisation (DBS) such as grade, gender, TLB, while others are self-populated voluntary fields including ethnicity, disability, sexual orientation and religion. Civilian personnel complete these fields based on their self-perceptions, but are under no obligation to provide a response.

Those personnel who have not actively made a declaration may not have the same proportions as those who do make declarations, therefore the representation figures for self-declared equality and diversity fields may be biased, with no means of ascertaining the extent or direction of that bias. Consequently the actual rates of declaration are also provided to give an indication of the proportion of personnel from which representation percentages have been obtained. It is important to use caution when considering equality and diversity representation percentages, and to consider the declaration rate simultaneously, as the accuracy of equality and diversity representation percentages cannot be fully assessed.

The disability field on the department's Human Resource Management System (HRMS) was reset on 18 April 2011 to accommodate the new disability reporting requirements resulting from the 2011 census exercise. Consequently all disability records were reset and personnel have been requested to re-declare their disability status. With disability declaration being optional, progress has been slow in personnel making new declarations. Following the HRMS reset declaration rates fell to 4.6 per cent and had only increased to 39.0 per cent by April 2013. To observe representation rates with declaration rates as low as this would not have any statistical validity. From the current rate of progress, we do not anticipate being able to report disability representation figures for the foreseeable future. In view of this, disability representation rates remain withheld for May 2011 onwards, until further notice. Data prior to this time are unaffected.

Improvements in the way in which LEC information is recorded have meant the actual FTE of part-time LECs are now available for the majority of LECs. LEC figures use these actual values where possible, with the average known FTE of part-time LECs used where this information remains unavailable.

LEC totals, and subsequently any total including Civilian Level 0 total for April 2012 are estimates due to non-availability of LEC data for Defence Equipment & Support TLB (DE&S). The figure for DE&S was estimated on the basis of the strength at the previous quarter. It should be noted the number being estimated is less than 300 individuals, and therefore the scope of any inaccuracy in the estimate, in particular when referring to totals, is likely to be minimal.

Further information can be found in our background report :-

[Background Quality Report - Civilian Personnel Statistics](#)

Table 2.02.01 Civilian personnel¹, at 1 April each year

The majority of reductions in the Level 0 FTE workforce, noted below, are directed by policy deriving from the Strategic Defence and Security Review (SDSR) which introduced two Voluntary Early Release Schemes (VERS) covering exits in 2011-12 and 2012-14. Personnel reductions under the SDSR are set to continue until 2020 from the baseline start point of April 2010, but with no further schemes announced.

The MOD civilian Level 0 FTE strength has reduced substantially since 2010, from 85,850 at 1 April 2010 to 62,500 at 1 April 2014, a reduction of 23,350 personnel (27.2 per cent) over the period. During the period of the initial VERS scheme from April 2010 to April 2012 Level 0 fell by 14,840 personnel (17.3 per cent), while phase 2 of VERS through to April 2014 saw Level 0 fall by 8,510 personnel (12.0 per cent).

Between April 2010 and April 2014 the overall strength in Level 1 MOD personnel fell from 65,920 to 48,400, a reduction of 17,520 personnel (26.6 per cent) over the period. Across the same period the total of Permanent personnel fell by 16,810 (26.6 per cent) and Casual personnel fell by 200 (63.2 per cent). Overall MOD Main Industrial and Non industrial personnel fell by 17,010 personnel (26.7 per cent) across the VERS period. Similarly RFA totals fell by 510 personnel (21.9 per cent) across the same period.

The MOD civilian Non Industrial strength has reduced since 2010, from 52,570 at 1 April 2010 to 39,040 at 1 April 2014, a reduction of 13,530 (25.7 per cent) over the period. While the MOD civilian Industrial strength reduced since 2010, from 11,020 at 1 April 2010 to 7,540 at 1 April 2014, a reduction of 3,480 (31.5 per cent).

Trading Fund strength fell from 9,730 at April 2010 to 7,110 at April 2012, a reduction of 2,620 personnel (27.0 per cent), primarily driven by the transfer of the Meteorological Office to the Department for Business Innovation and Skills (1,800 personnel) at October 2011. Trading Fund strengths then remained stable through to April 2014.

This table is a National Statistic. These statistics have previously been published in the Quarterly Civilian Personnel Report (QCPR). This is a quarterly publication and the latest figures can be found here

[Quarterly Civilian Personnel Report - July 2014](#)

	FTE					
	2009	2010	2011	2012	2013	2014
Civilian Level 0¹	86 620	85 850	83 060^e	71 010^e	65 400	62 500
Civilian Level 1¹	66 440	65 920	63 130	54 510	49 980	48 400
Civilian Level 1 - Permanent	63 640	63 270	60 660	52 480	47 950	46 470
Non-industrial	52 680	52 350	50 150	43 890	40 300	38 940
Industrial	10 960	10 930	10 510	8 590	7 650	7 530
Civilian Level 1 - Casual²	500	320	120	30	120	120
Non-industrial	360	230	50	20	110	100
Industrial	140	90	70	10	10	10
Civilian Level 1 - RFA³	2 300	2 330	2 360	2 000	1 900	1 820
Trading Funds⁴	9 630	9 730	9 350	7 110	7 170	7 110
Permanent	9 510	9 620	9 290	7 000	7 050	7 000
Casual ²	110	110	60	110	120	110
Locally engaged civilians	10 550	10 200	10 580^e	9 390^e	8 250	6 990

Source: Defence Statistics (Civilian)

1. Civilian Level 0 and Level 1 are defined in the Glossary.
2. Casual staff are usually engaged for less than 12 months.
3. RFA personnel are assumed to be permanent.
4. At 1 October 2011 the Meteorological Office transferred to the Department for Business Innovation and Skills (1,800).

Civilian Personnel Strengths as at 1 April each year

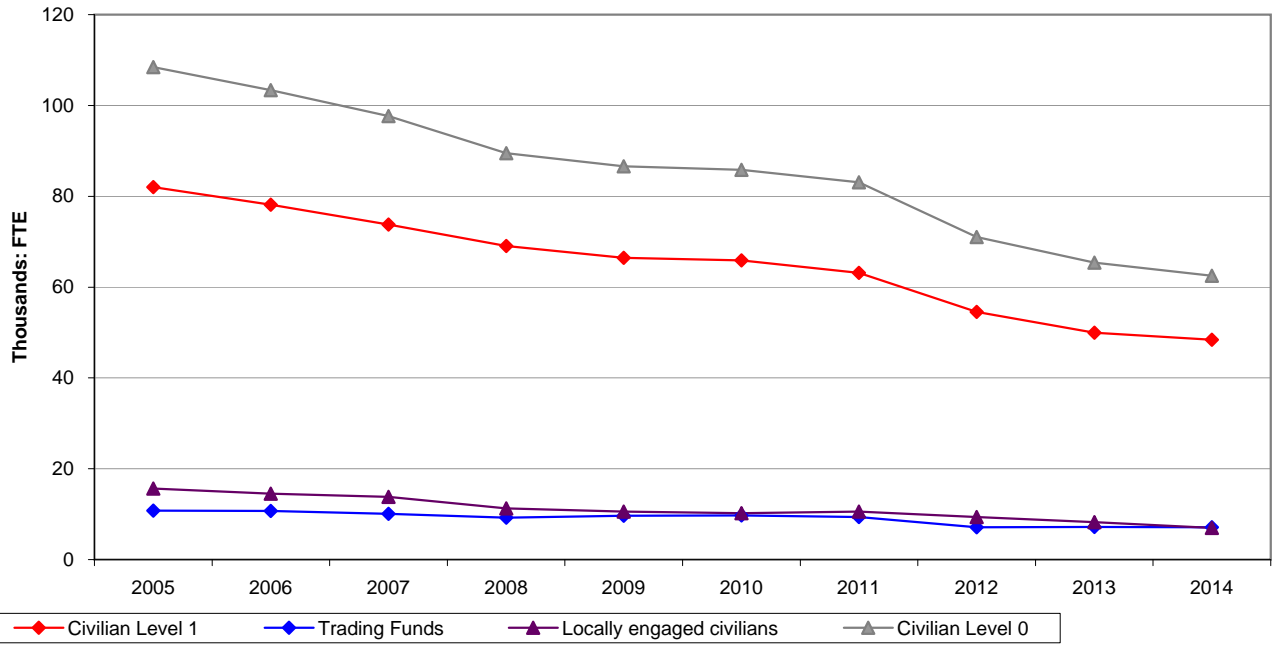


Table 2.02.02

Civilian personnel¹ by Top Level Budget and grade equivalent², at 1 April each year

Civilian personnel numbers have declined by 27.2 per cent since 2009. There has been a larger impact on Industrial personnel of 32.1 per cent compared to 26.4 per cent for Non-Industrial personnel. The reductions in strength are a result of the Strategic Defence and Security Review (SDSR) which introduced two Voluntary Early Release Schemes (VERS) covering exits in 2011-12 and 2012-14. Personnel reductions under the SDSR are set to continue until 2020 from the baseline start point of April 2010, but with no further schemes announced. It is not possible to directly compare personnel numbers in Head Office and Corporate Support (formally Centre TLB), and Joint Forces Command (formally Chief of Joint Operations) as these are new and separate organisations.

Non Industrial personnel have declined since 2009 from 53,040 to 39,040 at 1 April 2014 a reduction of 14,000 personnel (26.4 per cent) over this period. The largest falls have been in Defence Equipment & Support 5,390 personnel (37.6 per cent) and Land Command 4,350 personnel (36.7 per cent) who have had consistent declines in Pay Band D and below since 2009, leading to a 51.7 per cent and 38.5 per cent decrease respectively at these grades from 2009 to 2014.

The largest declines in Non Industrial personnel have occurred since 2011 as a result of VERS exits under SDSR. Defence Infrastructure Organisation (DIO) absorbed some of the functionality of the MOD Guard Service from other TLBs at April 2013, hence the increase from 990 in 2012 to 3,630 in 2013 for Band D and below. This TLB was also consistently growing in its previous remit as Defence Estates from 2009 to 2011 and only had marginal falls (17.5 per cent) from 2011 to 2012, after the merger of Defence Estates and elements of other TLBs to form the current DIO.

Between 1 April 2009 and 1 April 2014 the impact across grade range of C and above and D and below for Non Industrial shows that pay band D and below has reduced by 34.7 per cent while pay band C and above has reduced by 12.2 per cent. There were substantial reduction in the numbers of personnel for whom no grade information are available, leading to Land Command, Air Command, Centre and DE&S all having no one recorded against this category by 2011. DE&S had the largest discrepancy between Band C and above and Band D and below with the latter decreasing by 51.7 per cent compared to a 28.2 per cent fall in Band C and below.

Industrial personnel have declined by a greater proportion than non-industrials since 2009, a reduction of 3,560 (32.1 per cent) to April 2014. There have been large falls in Land Command 25.7 per cent (1,190) and DE&S 37.3 per cent (890), but the highest has been in Air Command with a 50.3 per cent (1420) drop. This decline has been most marked since 2011 as a result of VERS exits under the SDSR policy.

Between 1 April 2009 and 1 April 2014 the Trading Funds are not affected by SDSR imposed reductions and when the effect of the Meteorological Office departure is removed Trading Funds numbers have fallen by 8.6 per cent since 2009, inclusion of the Meteorological Office departure increases the reduction to 26.2 per cent. However, Defence Support Group workforce has been falling since 2009 and has seen a reduction of 950 personnel (28.5 per cent) between 2009 and 2014. The Hydrographic Office saw an increase of personnel from 2009 to 2014 of 6.7 per cent, with numbers remaining fairly consistent between 2011 and 2013.

This table is a National Statistic. These statistics have previously been published in the Quarterly Civilian Personnel Report (QCPR). This is a quarterly publication and the latest figures can be found here

[Quarterly Civilian Personnel Report - July 2014](#)

FTE

Grade	2009	2010	2011	2012	2013	2014
Civilian Personnel¹	73 770	73 320	70 130	59 630	55 240	53 690
Non Industrial	53 040	52 570	50 200	43 910	40 410	39 040
<i>of which</i>						
Navy Command	1 790	1 860	1 800	1 530	1 590	2 010
Pay Band C and above	510	540	530	500	540	760
Pay Band D and below	1 280	1 320	1 250	1 020	1 030	1 230
Other non-industrial ³	-	10	10	10	10	20
Land Command	11 860	11 860	10 690	9 440	7 960	7 510
Pay Band C and above	3 420	3 450	3 170	2 950	2 590	2 350
Pay Band D and below	8 370	8 270	7 530	6 490	5 360	5 150
Other non-industrial ³	80	150	-	-	10	10
Air Command	5 720	5 810	5 670	4 770	4 050	3 830
Pay Band C and above	1 120	1 150	1 180	1 060	890	850
Pay Band D and below	4 600	4 660	4 480	3 710	3 160	2 980
Other non-industrial ³	10	-	-	-	-	-
Centre TLB	16 020	16 110	15 360	*	*	*
Pay Band C and above	4 150	4 120	4 180	*	*	*
Pay Band D and below	11 850	11 890	11 180	*	*	*
Other non-industrial ³	10	100	-	*	*	*
Head Office & Corporate Services	*	*	*	10 970	7 230	7 230
Pay Band C and above	*	*	*	2 680	2 510	2 700
Pay Band D and below	*	*	*	8 300	4 720	4 530
Other non-industrial ³	*	*	*	-	-	-
Chief of Joint Operations	290	290	260	*	*	*
Pay Band C and above	170	160	150	*	*	*
Pay Band D and below	110	120	110	*	*	*
Other non-industrial ³	-	-	-	*	*	*

Grade	2009	2010	2011	2012	2013	2014
Joint Forces Command	*	*	*	2 680	3 570	5 210
Pay Band C and above	*	*	*	1 210	1 660	2 860
Pay Band D and below	*	*	*	1 450	1 890	2 340
Other non-industrial ³	*	*	*	20	10	10
Defence Equipment & Support	14 330	13 840	13 570	12 170	11 000	8 940
Pay Band C and above	8 520	8 410	8 610	7 860	7 430	6 110
Pay Band D and below	5 800	5 410	4 950	4 300	3 570	2 800
Other non-industrial ³	10	20	-	10	-	20
Defence Infrastructure Organisation	2 550	2 700	2 850	2 350	5 010	4 240
Pay Band C and above	1 460	1 500	1 560	1 360	1 380	1 470
Pay Band D and below	1 100	1 200	1 290	990	3 630	2 770
Other non-industrial ³	-	-	-	-	-	-
Science Innovation & Technology	350	*	*	*	*	*
Pay Band C and above	120	*	*	*	*	*
Pay Band D and below	230	*	*	*	*	*
Other non-industrial ³	-	*	*	*	*	*
Unknown⁴	120	100	10	10	20	60
Pay Band C and above	80	60	-	-	10	40
Pay Band D and below	40	30	10	10	10	20
Other non-industrial ³	10	10	-	-	-	-
Industrial	11 100	11 020	10 580	8 600	7 660	7 540
Navy Command	550	570	540	470	440	480
Land Command	4 630	4 620	4 230	3 720	3 460	3 440
Air Command	2 830	2 850	2 760	1 770	1 500	1 410
Centre TLB	550	540	510	*	*	*
Head Office & Corporate Services	*	*	*	80	70	70
Chief of Joint Operations	-	-	-	*	*	*
Joint Forces Command	*	*	*	380	350	360
Defence Equipment & Support	2 400	2 310	2 190	1 920	1 550	1 510
Defence Infrastructure Organisation	120	130	340	260	280	280
Science Innovation & Technology	-	*	*	*	*	*
Unknown	10	-	-	-	-	-
Trading Funds	9 630	9 730	9 350	7 110	7 170	7 110
Defence Science & Technology Laboratory	3 470	3 700	3 640	3 640	3 720	3 690
Defence Support Group	3 350	3 230	2 960	2 490	2 420	2 400
Hydrographic Office	960	970	960	980	1 030	1 020
Met Office ⁵	1 850	1 840	1 800	*	*	*

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
4. Personnel for whom no Top Level Budget (TLB) information is available are included in this section of the table.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,800) transferred to Department for Business, Innovation and Skills (BIS).

* denotes data not applicable.

These tables are National Statistics. These statistics have previously been published in the Quarterly Civilian Personnel Report (QCPR), Biannual Diversity Dashboard or the United Kingdom Defence Statistics (UKDS).

Table 2.02.03 - Full or Part Time by Gender and Grade

The headcount of male civilian personnel fell from 47,860 at 1 April 2010 to 35,290 (28.0 per cent) by 1 April 2014 across the SDSR review period, and the number of female civilian personnel fell from 27,800 to 20,030 (26.3 per cent) over the same period. Female representation has fallen slightly over the period, with the percentage of civilian personnel who are female being 36.7 per cent at 1 April 2010 and 36.2 per cent at 1 April 2014.

The percentage of Non Industrial personnel who are female has shown a steady and consistent pattern of increases across the period, while the percentage of Female personnel in Industrial grades has shown a pattern of steady reduction. However, this can be partially accounted for by the fact that the number of Female personnel has fallen in real terms (7,770 personnel) the number of Male personnel has fallen in real terms at a higher rate (12,570) personnel leading to an increase in the proportion of the current workforce who are female.

Within the most recent period April 2013 to April 2014, Grade Bands B and C continue to show increases in total female personnel at 16.5 per cent and 4.4 per cent respectively, with Band D female population remaining constant. Band E female personnel across the same period fell by 6.6 per cent. While total numbers of Industrial and Non-industrial female personnel fell, in the last year the proportion of Non-industrial Female personnel rose by 0.8 percentage points, while Industrial the proportion of continued to fall.

Overall the proportion of part-time personnel has remained constant between April 2010 and April 2014, with a fall in the number of part-time personnel of 27.1 per cent (2,030 personnel) across the period, with Industrial Part-time personnel falling by 47.9 per cent (300 personnel), and Non Industrial Part-time personnel falling by 27.6 per cent (1,690 personnel).

While Grade Band B has increased in Part-time representation, Band D and Band C have remained broadly constant with Band D numbers reducing by 25.3 per cent (220 personnel) and Band C personnel numbers by 8.4 per cent (160 personnel). Part-time Band E numbers fluctuated and are now down by 0.6 percentage points since April 2010, 1.3 percentage points lower than at their peak in April 2011, with Band E numbers reducing by 41.7 per cent (1,260 personnel).

Within the most recent period April 2013 to April 2014 numbers of part-time personnel for Band B and Band C have increased by 7.3 per cent and 2.4 per cent respectively, with corresponding increases in representation. While part-time personnel for Grade Bands D and E have fallen by 2.5 per cent and 3.9 per cent respectively, with the proportion of Band E personnel increasing by 0.6 percentage points, possibly as a result of a greater decrease in full-time personnel from VERS exits.

The total number of part-time civilian personnel from 1 April 2009 to 1 April 2011 remained broadly constant at 7,350 and 7,360 personnel respectively. While the number of full-time civilian personnel fell by 3,640 (5.3 per cent) during this period and as a result the proportion of part-time personnel has increased to 10.2 per cent from 9.7 per cent. Between 1 April 2011 and 1 April 2014 the number of part-time civilian personnel fell by 1,900 (25.8 per cent) and the number of full-time civilian personnel fell by 15,210 (23.4 per cent), while the proportion of part-time personnel fell to 9.9 per cent.

In 2009, 23.8 per cent of full time female personnel were in Pay Band C or above. This increased to 33.8 per cent in 2014. 29.7 per cent of part-time female personnel were in Pay Band C and above in 2009, increasing to 39.4 per cent in 2014. The percentage of male full-time personnel who are in Pay Band C and above has increased from 44.6 per cent in 2009 to 49.6 per cent in 2014. While the percentage of part-time male personnel who are in Pay Band C and above has increased from 59.3 per cent in 2009 to 66.8 per cent in 2014, though this is a fall of 0.7 percentage points from 67.5 per cent in 2013.

Noting that the proportion of part-time personnel is consistently below 10.0 per cent, male part-time personnel only account for less than 2.3 per cent of all personnel, although this is an increase from 1.8 per cent in 2009, while the proportion of female part-time personnel has fallen from 7.9 per cent to 7.5 per cent across the same period.

It is important to note that the part-time grouping does not distinguish between those working close to full-time hours and those working considerably fewer hours, and does not include personnel who work alternate patterns

such as compressed hours or work from home. Caution is advised when drawing conclusions based on the full-time/part-time split.

Table 2.02.04 - Age by Industrial Status and Gender

The proportion of personnel in the age-groups 20-29, 30-39 and 40-49 has decreased steadily from 2009 to 2014, with corresponding patterns of increase for personnel aged 50 and over. In 2010 the largest concentration of personnel was in the 40-49 bracket (32.1 per cent), but there has been a gradual decrease since April 2012, resulting in this age-group now being 4.2 percentage points lower than the 50-59 group, which now represents 34.4 per cent of all personnel, continually increasing from 30.2 per cent in 2010.

The changing age structure is a reflection of the Department being in a recruitment freeze since August 2010, which was coupled with greater proportions of exits of the younger, more career-mobile parts of the workforce, under the Voluntary Early Release Scheme. Even under 20's recruitment rates since April 2012, at over 50 per cent of end of period strength, did not outweigh the large numbers of exits from the lower age-groups during this time. As a result the remaining population has by default become older over time,

Since 2009 there has been a consistent trend of an ageing working population. At 1 April 2009, 10.7 per cent of civilian personnel were aged between 16 and 29, while at 1 April 2014 this had fallen to 8.7 per cent. The percentage of civilian personnel aged 50 years and over has risen from 39.3 per cent in 2009 to 45.1 per cent at 1 April 2014. Due to a change in legislation in 2010 removing the compulsory retirement age, there are now 1,360 civilians aged 65 or above, accounting for 2.5 per cent of personnel with a known age.

The percentage of Core MOD TLB civilian personnel aged 50 years and over at 1 April 2014 is considerably higher for males, with 57.3 per cent of male industrial personnel and 50.3 per cent of male non industrial personnel aged 50 years and over, while 50.8 per cent of female industrials and 37.0 per cent of female non industrials were aged 50 years and over. Overall for core MOD civilian personnel, 51.9 per cent of males and 37.9 per cent of females are aged 50 years and over.

The percentage of core MOD civilian personnel aged 40 years and over is 77.2 per cent, with male personnel at 80.4 per cent and female personnel at 71.9 per cent. Between industrial and non-industrial personnel the percentage for male personnel is broadly consistent at 84.0 per cent and 79.3 per cent respectively, for female personnel however there is a clear difference with industrial at 80.1 per cent and non-industrial at 71.4 per cent. This change in proportion of male and female personnel below and above 40 years of age reflects a combination of developing trends in departmental recruitment, and retention data for age, grade and gender.

The average age of core MOD civilian personnel in 2009 was 46.4 years, with male personnel at 47.7 years, and female personnel at 44.3 years. At 1 April 2014 the average age of core MOD civilian personnel was 47.7 years, with male personnel at 48.9 years, and female personnel at 45.7 years

Table 2.02.05 - Ethnic Origin and Grade

Overall the percentage of staff declaring themselves as BME has increased by 0.7 percentage points between April 2010 and April 2014, although the number of BME personnel has fallen by 11.9 per cent (240 personnel) across the same period indicating that the fall in the number of White personnel has been proportionately larger. By comparison for the same period White headcount fell 28.0 per cent (17,510 personnel). In terms of BME **representation** and declaration rates this is reflected in table 2.02.05 at Civilian Personnel level, with the proportion of personnel who declared themselves as BME at 3.1 per cent at 1 April 2010, rising to 3.8 per cent at 1 April 2014.

By comparison the number of undeclared personnel has fallen at a slower rate since April 2010, falling by 23.4 per cent (2,590 personnel), leading to the proportion of undeclared personnel at April 2014 increasing to 15.4 per cent, an increase of 0.7 percentage points against April 2010. This explains the reduction in declaration rate between April 2010 and 2014 from 85.3 per cent to 84.6 per cent.

All Grade Bands apart from Other Industrials have shown a consistent and steady increase across the period, with Band E continuing to have the greatest representation. The proportion of Band B BME personnel has increased across the period, by 0.9 percentage points, whilst numbers increased by 22.6 per cent. BME numbers within the Band C population increased through to April 2014 by an overall increase of 13.9 per cent (60 personnel). Across the same period Band E BME personnel numbers fell by 26.7 per cent (220 personnel) with an overall Non Industrial decrease of 10.6 per cent (170 personnel). Band D BME personnel numbers only fell by 3.5 per cent (10 personnel).

Skill Zones BME total has fallen by 17.2 per cent (30 personnel). However the proportion of Skill Zone BME personnel has increased 0.5 percentage points, showing that higher proportions of White personnel left in this period. Overall the Industrial total reduced by 17.0 per cent (30 personnel) since April 2010.

Known Black and Minority Ethnic representation in Core MOD TLB personnel (excluding unknown and undeclared personnel) has seen an increase overall from 3.2 per cent in 2009 to 3.9 per cent in April 2014. Across the same period, the ethnicity declaration rate within core MOD TLBs increased from 87.1 per cent in April 2010, peaking in at 88.9 per cent in April 2012, before falling to 86.3 per cent in April 2014.

The highest proportion of Black and Minority Ethnic civilian personnel (excluding those of unknown grade) can be found in Grade Band E (4.8 per cent), where the proportion has increased 0.7 percentage points since April 2009. The largest increase has been seen at Band B where the proportion increased from 2.8 to 3.8 per cent, with numbers of BME personnel being maintained across the period.

The numbers of Band E personnel across the last 12 months showed the largest reduction at 9.1 per cent (1,430 personnel), due to VERS exits. The distribution of BME personnel compared to the distribution of white personnel has not fundamentally changed. Band E which typically has the highest proportion of BME personnel has only seen a 1.2 percentage point change in the difference between distributions since last year (see non-industrial distribution chart for table 2.02.05).

Overall Skill Zones have seen a 0.8 percentage point difference between distributions since last year (see industrial distribution chart for table 2.02.05), compared to a 2.1 percentage point difference between April 2012 and 2013. With Skill Zone 1 showing a 1.5 percentage point increase in relative distribution, and all other Industrial grades showing a difference of less than 1.0 percentage points.

Table 2.02.06 - Disability Status and Grade

Prior to the Census reset the percentage of core MOD civilian personnel with a disability increased overall from 6.7 per cent at 1 April 2009 to 7.7 per cent at 1 April 2011. The rate of overall disability declaration increased from 82.6 per cent at April 2010 to 84.9 per cent at April 2011, with similar rates for non-industrial and industrial personnel. The disability field on the department's Human Resource Management System (HRMS) was reset on 18 April 2011 to accommodate the new disability reporting requirements resulting from the 2011 census exercise. Consequently all disability records were reset and personnel were required to redeclare their disability status. Data prior to this time is unaffected.

After the Census reset the declaration rate had fallen to 29.2 per cent by April 2011, with only 17.6 per cent of Industrial personnel declaring their status compared to 31.4 per cent of non-industrial. The number of core MOD TLB personnel who have declared their disability status at 1 April 2014 is 46.4 per cent of the population, (with a 17.4 percentage point difference between non-industrial and industrial groups). Any reference made to the numbers of people with a disability should only be made in the context of the numbers of people who have not made a declaration of their disability status.

Despite the overall decline in civilian personnel strength from October 2011 when VERS exits began, the number of personnel with declared disabilities had increased in absolute terms from 1,030 to 2,360 by April 2014, although this can be largely explained by the substantial increase in the disability declaration rate across the period.

Table 2.02.07 - Religion and Grade

Religious representation figures are based on known declarations, with those declaring no religious beliefs (rather than those with no religious belief declaration) being classed as Secular. Due to the low declaration rate for 2009, it is not considered to be statistically appropriate to report representation rates for this period. Caution should still be used when viewing representation figures from 2010 onwards as more than a third of personnel have not declared their religious beliefs and rates may not be representative of those who have not declared.

The declaration rate for industrial personnel at 1 April 2014 was 58.3 per cent compared to 66.4 per cent for all Core MOD TLB personnel, and 67.7 per cent for non-industrial personnel. Individual declarations are made on the HR system via the intranet, and this difference is likely related to work factors - non-industrials spend the majority of their time working on computers with the HR system easily accessible, while industrials use computers considerably less in their work.

Of those who have actively made a declaration of their beliefs, there has been a small decrease in the percentage declaring themselves to be Christian from 72.0 per cent in 2010 to 69.4 per cent in 2014 for Core MOD TLB personnel. The percentage of those declaring religious beliefs other than Christian has remained stable between 2010 and 2014 at 5.1 per cent. Those declaring no religious beliefs (Secular) have increased over the same period from 22.9 per cent to 25.5 per cent. These changes are small given the context of increasing declaration, substantial personnel reductions under SDSR and personnel changes relating to inflow and outflow.

For Non-Industrial personnel the distribution of religion by grade is comparable across Christian, Secular and non-Christian religion demonstrating no evidence of distortion by grade here. More detailed commentary comparing religion & faith distribution patterns for April 13 and April 14 can be found in the 01 April 2014 - Biannual Diversity Dashboard

[\(Biannual Diversity Dashboard - April 2014\)](#)

Table 2.02.08 - Sexual Orientation and Grade

Sexual orientation representation figures are based on known declarations. Due to the low declaration rate for 2009, it is not considered to be statistically appropriate to report representation rates for this period. Caution should still be used when viewing representation figures from 2010 onwards as more than a third of personnel have not declared their sexual orientation and rates may not be representative of those who have not declared.

From 2010 to 2012, the total number of industrial and non industrial personnel declaring themselves as Lesbian, Gay or Bisexual (LGB) has increased by 12.0 per cent across the period from 530 to 600 at 1 April 2012, however at 1 April 2014 this net increase has reduced to 2.1 per cent following a reduction in the number of Lesbian, Gay or Bisexual (LGB) civilian personnel, falling to 540 at 1 April 2014, close to the 2010 total, a reduction of 1.8 per cent within the last 12 months to April 2014.

Apart from Band E which shows a reduction in LGB numbers of 23.3 per cent (50 personnel) across the 1 April 2010 to 1 April 2014 period, all the other Grade Band numbers for LGB Orientation are consistent across the period or show slight increases. Despite reductions in the number of LGB personnel at Band E, the proportion of staff who declared themselves as LGB increased by 0.2 percentage points from 2010 to 2012 and has been maintained since. Grade band D shows the greatest change over time from 1.2 per cent at 1 April 2010 to 1.9 per cent at 1 April 2013, reducing to 1.5 per cent at April 2014.

The changes to distribution across grades, has impacted upon heterosexual and LGB personnel equally with the differences in relative distributions remaining at 0.1 percentage points. For Non Industrial personnel Band E now dominating to a lesser degree at 1 April 2009 accounting for 42.0 per cent of Heterosexual and 45.9 per cent of LGB Personnel, but by 1 April 2014 they only account for 35.7 and 35.5 per cent respectively, with a corresponding increase in the Band C population distribution.

More detailed commentary comparing sexual orientation distribution patterns for April 13 and April 14 can be found in the 01 April 2014 - Biannual Diversity Dashboard

[\(Biannual Diversity Dashboard - April 2014\)](#)

Table 2.02.03

Strength of civilian personnel¹ by gender, grade² and whether full or part-time, at 1 April each year

<i>Gender, part-time/full-time and grade</i>	Headcount					
	2009	2010	2011	2012	2013	2014
Civilian Personnel¹	76 060	75 660	72 420	61 450	56 870	55 320
Non-Industrial	54 860	54 430	52 010	45 400	41 700	40 320
Female: full-time	18 170	18 060	17 230	14 750	13 630	13 430
Senior Civil Service and equivalent ³	50	50	50	50	50	50
Pay Band B	430	480	490	460	470	560
Pay Band C	3 850	3 930	4 020	3 720	3 770	3 940
Pay Band D	3 490	3 430	3 350	2 960	2 840	2 840
Pay Band E	10 330	10 040	9 320	7 550	6 490	6 040
Other non-industrial ⁴	30	120	10	20	10	10
Male: full-time	30 670	30 260	28 800	25 600	23 620	22 460
Senior Civil Service and equivalent ³	240	230	220	180	180	180
Pay Band B	1 850	1 830	1 770	1 590	1 560	1 600
Pay Band C	11 570	11 290	11 230	10 100	9 530	9 370
Pay Band D	6 480	6 390	5 990	5 410	4 940	4 790
Pay Band E	10 490	10 400	9 590	8 290	7 380	6 480
Other non-industrial ⁴	30	120	-	20	20	50
Female: part-time	5 050	5 050	4 900	4 100	3 560	3 530
Senior Civil Service and equivalent ³	10	10	10	10	10	10
Pay Band B	130	140	140	140	140	160
Pay Band C	1 360	1 360	1 340	1 260	1 180	1 220
Pay Band D	730	730	700	610	560	550
Pay Band E	2 790	2 780	2 700	2 090	1 660	1 580
Other non-industrial ⁴	30	40	-	10	10	10
Male: part-time	970	1 060	1 080	950	890	900
Senior Civil Service and equivalent ³	10	10	10	10	-	10
Pay Band B	110	110	110	100	100	100
Pay Band C	460	510	560	520	490	490
Pay Band D	140	160	130	120	120	110
Pay Band E	220	250	270	200	170	180
Other non-industrial ⁴	30	30	-	-	-	-
Industrial	11 340	11 250	10 790	8 740	7 770	7 660
Female: full-time	1 820	1 830	1 740	1 130	980	940
Male: full-time	8 900	8 800	8 470	7 230	6 470	6 390
Female: part-time	470	460	400	250	200	190
Male: part-time	160	170	170	140	120	140
Trading Funds⁵	9 860	9 980	9 620	7 320	7 400	7 340
Female: full-time	1 870	1 950	1 900	1 500	1 500	1 490
Male: full-time	7 280	7 280	6 910	5 200	5 220	5 140
Female: part-time	470	460	480	390	430	440
Male: part-time	230	290	330	220	250	270
Total female	27 850	27 800	26 660	22 120	20 300	20 030
Total male	48 200	47 860	45 770	39 330	36 570	35 290
Total full-time	68 710	68 180	65 070	55 410	51 410	49 860
Total part-time	7 350	7 480	7 360	6 040	5 460	5 460

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS).

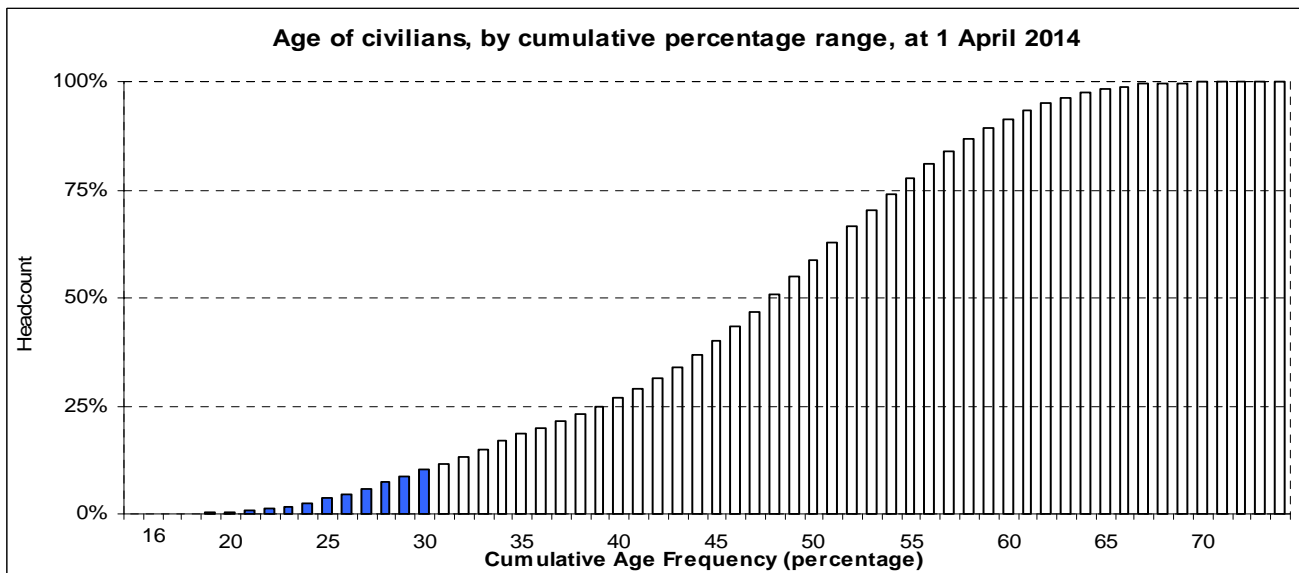
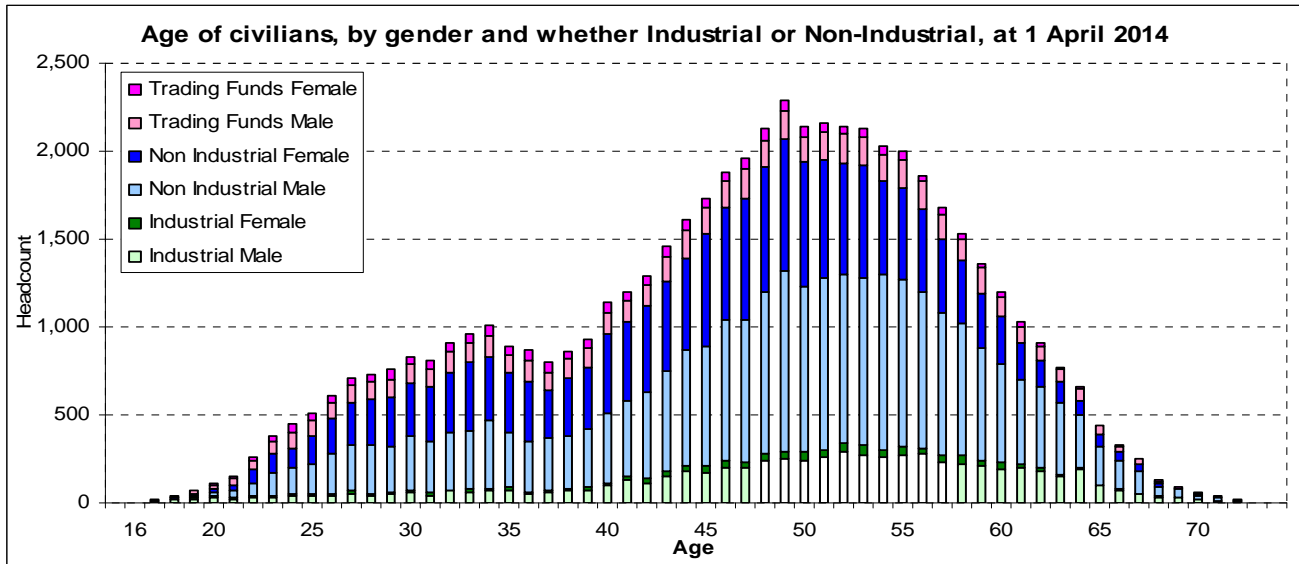
Table 2.02.04

Age profile of civilian personnel¹ by industrial status and gender, at 1 April 2014

	Non-industrial			Industrial			MOD Core	Trading Funds			Headcount Known Age
	Male	Female	Total	Male	Female	Total		Male	Female	Total	
16-19	20	20	40	50	10	60	90	30	10	40	130
20-24	420	350	770	150	40	190	960	260	120	380	1 340
25-29	1 220	1 140	2 350	220	40	270	2 620	500	200	700	3 320
30-34	1 660	1 700	3 360	300	60	350	3 710	550	260	810	4 520
35-39	1 520	1 640	3 160	320	80	400	3 560	530	260	790	4 350
40-44	2 540	2 410	4 960	680	120	800	5 760	670	280	950	6 700
45-49	4 230	3 420	7 650	1 060	210	1 270	8 910	790	290	1 070	9 990
50-54	4 830	3 170	8 010	1 310	250	1 560	9 570	780	250	1 030	10 600
55-59	4 040	2 080	6 130	1 210	200	1 410	7 540	730	170	900	8 430
60-64	2 210	820	3 040	910	100	1 010	4 040	440	80	520	4 570
65+	670	200	870	300	30	340	1 210	130	20	160	1 360
Unknown	-	-	-	-	-	-	-	-	-	-	-
Total	23 360	16 960	40 320	6 520	1 130	7 660	47 970	5 410	1 930	7 340	55 320

Source: Defence Statistics (Civilian)

1. Table excludes data for Royal Fleet Auxiliaries and Locally engaged civilians for whom age data is not available.



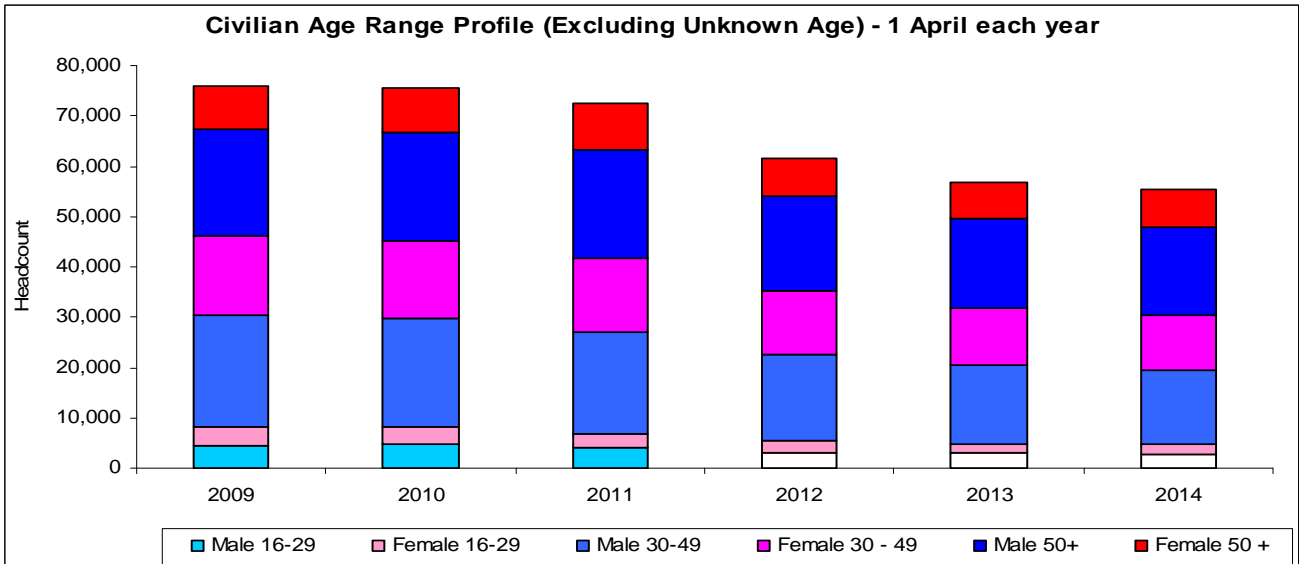


Table 2.02.05

Strength of civilian personnel¹ by ethnic origin and grade², at 1 April each year

	Headcount					
	2009	2010	2011	2012	2013	2014
Civilian Personnel¹	76 060	75 660	72 420	61 450	56 870	55 320
Non-Industrial	54 860	54 430	52 010	45 400	41 700	40 320
White	46 280	46 400	44 570	39 130	35 510	33 660
Senior Civil Service and equivalent ³	260	260	240	220	210	200
Pay Band B	2 080	2 110	2 070	1 900	1 850	1 940
Pay Band C	14 130	14 090	14 200	13 040	12 430	12 310
Pay Band D	9 290	9 320	8 930	8 010	7 370	7 020
Pay Band E	20 440	20 460	19 130	15 950	13 630	12 150
Other non-industrial ⁴	80	170	10	20	30	30
Black & Minority Ethnic	1 660	1 640	1 630	1 580	1 490	1 470
Senior Civil Service and equivalent ³	-	10	10	10	-	-
Pay Band B	60	60	70	60	70	80
Pay Band C	440	440	460	490	480	500
Pay Band D	290	280	280	260	260	270
Pay Band E	870	840	820	760	680	620
Other non-industrial ⁴	-	10	-	-	-	-
Undeclared⁵	6 910	6 380	5 810	4 690	4 690	5 190
Senior Civil Service and equivalent ³	40	40	30	20	30	30
Pay Band B	380	390	380	320	360	390
Pay Band C	2 670	2 560	2 500	2 070	2 060	2 210
Pay Band D	1 260	1 100	970	830	840	1 000
Pay Band E	2 520	2 180	1 930	1 430	1 390	1 510
Other non-industrial ⁴	40	130	-	20	10	40
Industrial	11 340	11 250	10 790	8 740	7 770	7 660
White	8 740	9 000	8 840	7 220	6 360	6 120
Black & Minority Ethnic	180	190	190	180	160	160
Undeclared	2 420	2 070	1 760	1 340	1 250	1 380
Trading Funds⁶	9 860	9 980	9 620	7 320	7 400	7 340
White	7 340	7 160	6 810	5 410	5 300	5 260
Black & Minority Ethnic	190	170	170	140	130	140
Undeclared	2 330	2 650	2 640	1 760	1 960	1 940

Representation of Black and Minority Ethnic civilian personnel as a percentage of MOD total excluding unknown and undeclared.

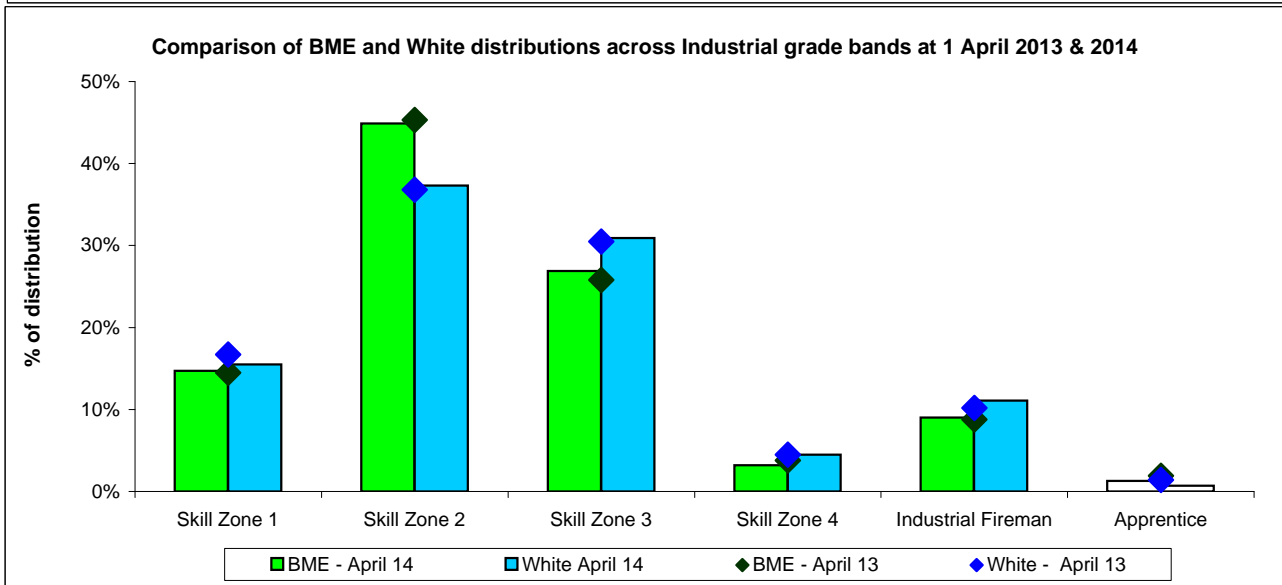
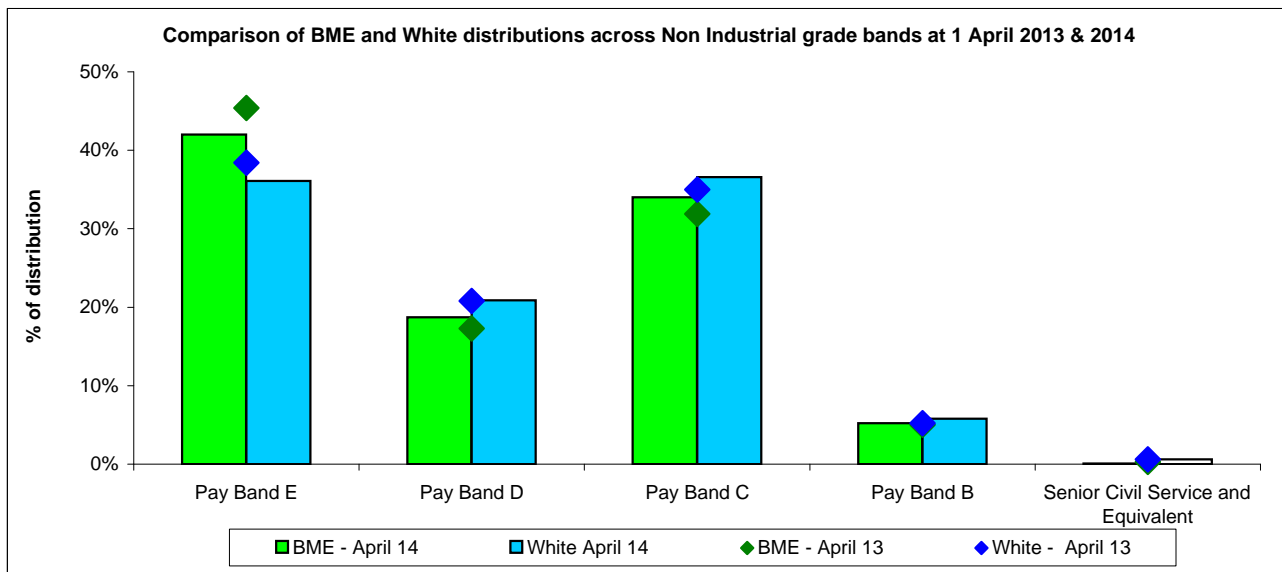
	2009	2010	2011	2012	2013	2014
Civilian Personnel¹	3.2	3.1	3.2	3.5	3.6	3.8
Core MOD TLB Total	3.2	3.2	3.3	3.7	3.8	3.9
Core Non Industrial TLB total	3.5	3.4	3.5	3.9	4.0	4.2
Senior Civil Service and equivalent ³	~	2.7	2.8	2.7	~	~
Pay Band B	2.8	2.9	3.2	3.2	3.9	3.8
Pay Band C	3.0	3.0	3.2	3.6	3.7	3.9
Pay Band D	3.0	3.0	3.0	3.2	3.4	3.8
Pay Band E	4.1	3.9	4.1	4.5	4.7	4.8
Other non-industrial ⁴	~	5.0	~	~	~	~
Core Industrial TLB Grades	2.0	2.0	2.1	2.4	2.4	2.5
Trading Funds⁵	2.5	2.4	2.4	2.5	2.4	2.6

Ethnicity declaration rate⁶ as a percentage of MOD total civilian personnel.

	2009	2010	2011	2012	2013	2014
Civilian Personnel¹	84.7	85.3	85.9	87.3	86.1	84.6
Core MOD TLB Total	85.9	87.1	88.0	88.9	88.0	86.3
Core Non Industrial TLB total	87.4	88.3	88.8	89.7	88.8	87.1
Senior Civil Service and equivalent ³	87.2	87.9	89.1	91.3	88.1	85.8
Pay Band B	84.8	84.9	85.0	85.9	84.2	83.7
Pay Band C	84.5	85.0	85.5	86.7	86.3	85.3
Pay Band D	88.3	89.7	90.4	90.9	90.1	87.9
Pay Band E	89.4	90.7	91.2	92.1	91.1	89.4
Other non-industrial ⁴	69.4	58.4	66.7	58.1	73.7	44.6
Core Industrial TLB Grades	78.7	81.6	83.7	84.6	83.9	81.9
Trading Funds⁵	76.4	73.5	72.6	75.9	73.4	73.6

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. Declaration rates are based on all known positive declarations, but exclude those who have selected "choose not to declare", or have not responded.
6. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS).



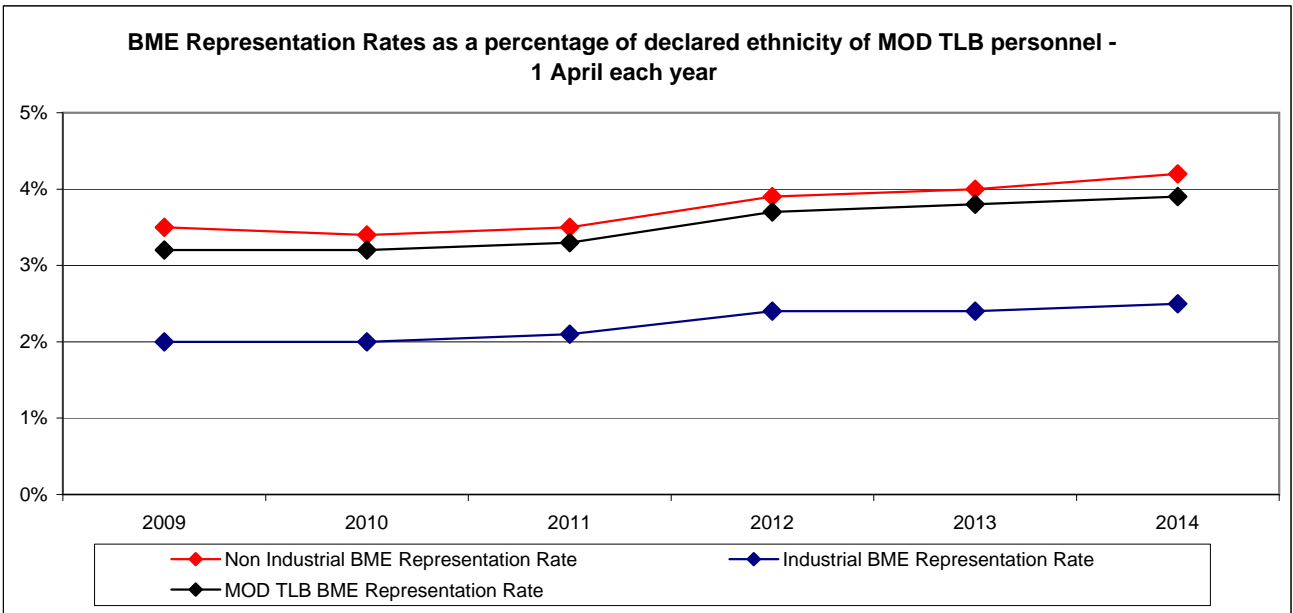


Table 2.02.06

Number of civilian personnel¹ by disability status and grade², at 1 April each year

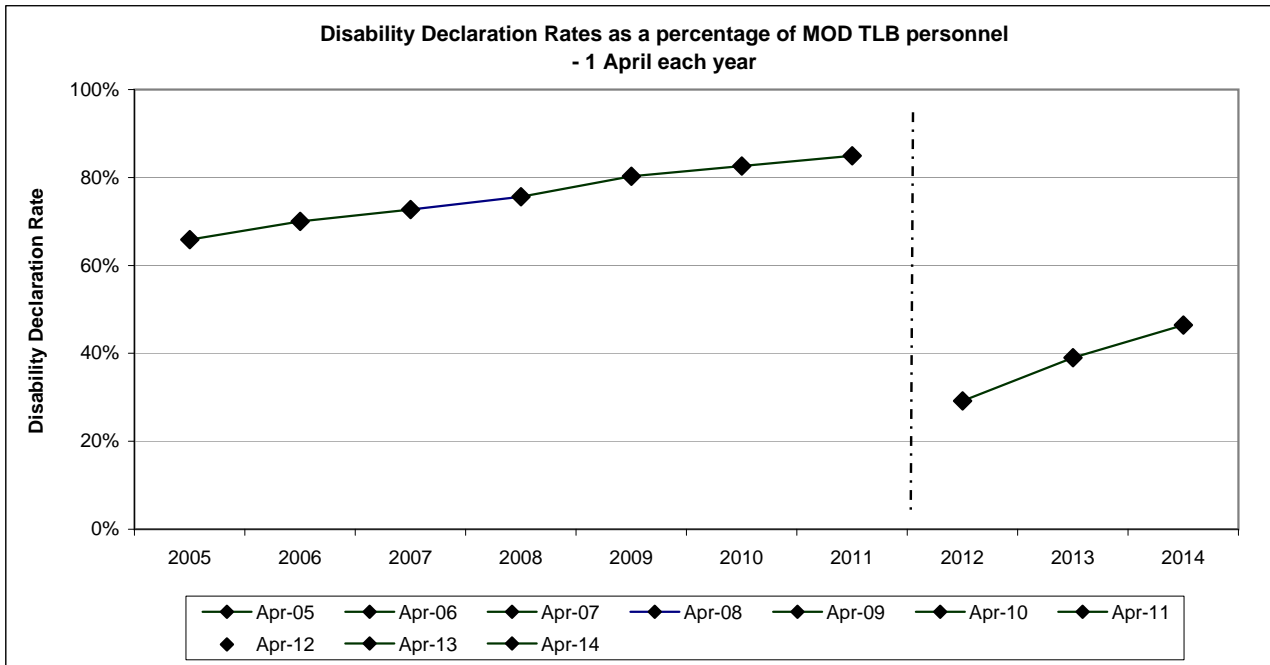
	Headcount					
	2009	2010	2011	2012 ³	2013	2014
Civilian Personnel¹	76 060	75 660	72 420 II	61 450	56 870	55 320
Non-Industrial	54 860	54 430	52 010 II	45 400	41 700	40 320
No Disability	41 420	42 040	40 880 II	12 540	15 370	17 690
Senior Civil Service and equivalent ⁴	260	250	230 II	80	100	110
Pay Band B	1 970	2 040	2 030 II	670	860	1 080
Pay Band C	13 140	13 260	13 530 II	4 580	5 790	6 840
Pay Band D	8 160	8 290	8 010 II	2 700	3 290	3 810
Pay Band E	17 790	17 930	17 060 II	4 500	5 320	5 830
Other non-industrial ⁵	100	260	10 II	10	10	20
Disability	3 040	3 260	3 520 II	1 710	1 950	2 130
Senior Civil Service and equivalent ⁴	20	20	20 II	10	10	10
Pay Band B	90	100	110 II	50	60	90
Pay Band C	920	980	1 110 II	560	670	770
Pay Band D	660	670	720 II	410	460	490
Pay Band E	1 360	1 480	1 560 II	690	750	780
Other non-industrial ⁵	-	10	- II	-	-	-
Undeclared	10 400	9 130	7 620 II	31 150	24 380	20 500
Senior Civil Service and equivalent ⁴	30	30	30 II	160	140	120
Pay Band B	460	420	380 II	1 560	1 360	1 240
Pay Band C	3 180	2 840	2 510 II	10 460	8 510	7 410
Pay Band D	2 020	1 740	1 450 II	6 000	4 720	4 010
Pay Band E	4 680	4 060	3 250 II	12 940	9 630	7 670
Other non-industrial ⁵	20	30	- II	30	30	50
Industrial	11 340	11 250	10 790 II	8 740	7 770	7 660
No Disability	8 220	8 430	8 300 II	1 380	1 780	2 200
Disability	500	560	610 II	150	200	230
Undeclared	2 620	2 270	1 880 II	7 200	5 790	5 230
Trading Funds⁶	9 860	9 980	9 620 II	7 320	7 400	7 340
No Disability	6 690	5 410	5 210 II	3 900	2 850	3 150
Disability	200	120	110 II	60	60	100
Undeclared	2 970	4 450	4 300 II	3 350	4 500	4 090
Representation of civilian personnel with disabilities as a percentage of total excluding unknown and undeclared						
	2009	2010	2011	2012 ³	2013	2014
Civilian Personnel¹	6.2	6.6	7.2 II
Core MOD TLB Total	6.7	7.0	7.7 II
Core Non Industrial TLB total	6.8	7.2	7.9 II
Senior Civil Service and equivalent ⁴	6.2	6.1	6.1 II
Pay Band B	4.5	4.9	5.0 II
Pay Band C	6.5	6.9	7.6 II
Pay Band D	7.5	7.5	8.2 II
Pay Band E	7.1	7.6	8.4 II
Other non-industrial ⁵	~	4.0	~ II
Core Industrial TLB Grades	5.7	6.2	6.8 II
Trading Funds⁶	2.9	2.2	2.1 II

Disability declaration rate⁷ as a percentage of Core MOD TLB total civilian personnel.

	2009	2010	2011	2012 ³	2013	2014
Civilian Personnel¹	79.0	79.1	81.0 II	32.1	39.0	46.1
Core MOD TLB Total	80.3	82.6	84.9 II	29.2	39.0	46.4
Core Non Industrial TLB total	81.1	83.2	85.4 II	31.4	41.5	49.2
Senior Civil Service and equivalent ⁴	90.5	88.6	88.8 II	34.7	44.4	51.0
Pay Band B	81.7	83.7	85.1 II	31.5	40.6	48.6
Pay Band C	81.6	83.4	85.4 II	32.9	43.1	50.6
Pay Band D	81.3	83.7	85.8 II	34.1	44.3	51.7
Pay Band E	80.3	82.7	85.1 II	28.6	38.7	46.2
Other non-industrial ⁵	86.0	89.6	83.3 II	30.2	31.6	29.7
Core Industrial TLB Grades	76.8	79.8	82.6 II	17.6	25.5	31.7
Trading Funds⁶	69.9	55.4	55.3 II	54.2	39.2	44.3

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. The disability field on the department's Human Resource Management System (HRMS) was reset on 18 April 2011 to accommodate the new disability reporting requirements resulting from the 2011 census exercise. Consequently all disability records were reset and personnel were required to redeclare their disability status. The number of personnel who have declared their disability status representation at 1 April 2013 is 39.0% of the population and therefore any reference made to the numbers of people with a disability should only be made in the context of the numbers of people who have not made a declaration of their disability status.
4. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
5. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
6. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS).
7. Declaration rates are based on all known positive declarations, but exclude those who have selected "choose not to declare", or have not responded.



Disability Representation Rates as a percentage of declared status of MOD TLB personnel - 1 April each year

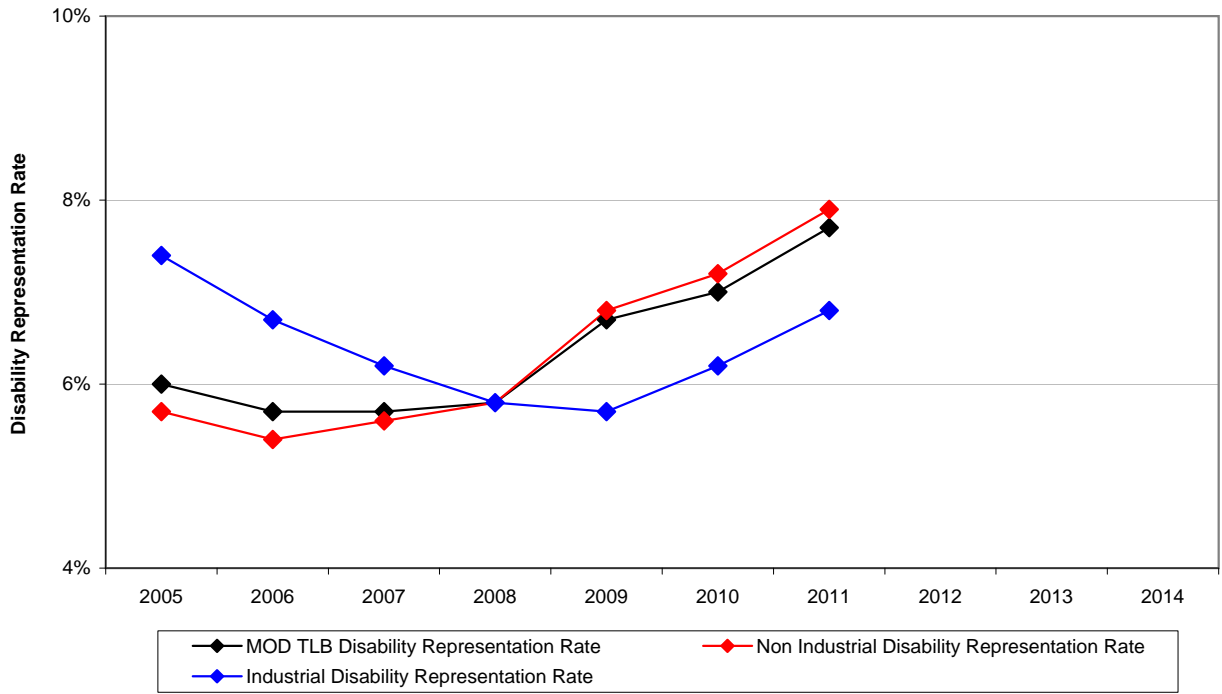


Table 2.02.07

Strength of civilian personnel¹ by religion and grade², at 1 April each year

Headcount

	2009	2010	2011	2012	2013	2014
Civilian Personnel¹	76 060	75 660	72 420	61 450	56 870	55 320
Non-Industrial	54 860	54 430	52 010	45 400	41 700	40 320
Christian	23 560	25 280	25 160	22 200	20 070	18 880
Senior Civil Service and equivalent ³	120	130	120	110	100	100
Pay Band B	1 080	1 140	1 140	1 040	1 020	1 070
Pay Band C	7 480	7 810	8 080	7 320	6 860	6 740
Pay Band D	4 750	5 070	4 980	4 450	4 090	3 860
Pay Band E	10 110	11 060	10 840	9 280	7 990	7 100
Other non-industrial ⁴	10	80	-	10	10	10
Non-Christian Religion	1 680	1 780	1 770	1 600	1 460	1 380
Senior Civil Service and equivalent ³	10	10	10	-	-	-
Pay Band B	50	50	60	60	60	60
Pay Band C	390	430	460	440	420	420
Pay Band D	320	330	330	300	280	280
Pay Band E	920	950	920	800	700	620
Other non-industrial ⁴	-	-	-	-	-	-
Secular	7 280	8 120	8 180	7 570	7 130	7 040
Senior Civil Service and equivalent ³	50	50	50	50	50	50
Pay Band B	320	350	380	360	360	380
Pay Band C	2 290	2 460	2 620	2 590	2 660	2 800
Pay Band D	1 640	1 800	1 840	1 780	1 660	1 610
Pay Band E	2 980	3 420	3 290	2 790	2 400	2 200
Other non-industrial ⁴	-	40	-	-	-	-
Undeclared	22 340	19 240	16 900	14 020	13 030	13 000
Senior Civil Service and equivalent ³	130	120	100	80	90	80
Pay Band B	1 060	1 020	940	830	850	900
Pay Band C	7 080	6 380	6 000	5 250	5 020	5 050
Pay Band D	4 140	3 500	3 030	2 580	2 430	2 550
Pay Band E	9 830	8 040	6 820	5 260	4 620	4 350
Other non-industrial ⁴	100	190	10	20	20	60
Industrial	11 340	11 250	10 790	8 740	7 770	7 660
Christian	3 650	4 230	4 420	3 720	3 280	3 160
Non-Christian Religion	280	310	310	260	240	230
Secular	1 040	1 280	1 410	1 230	1 080	1 070
Undeclared	6 370	5 440	4 660	3 530	3 170	3 200
Trading Funds⁵	9 860	9 980	9 620	7 320	7 400	7 340
Christian	160	-	-	-	-	-
Non-Christian Religion	-	-	-	-	-	-
Secular	40	-	-	-	-	-
Undeclared	9 650	9 980	9 620	7 320	7 400	7 340

Representation of Christian civilian personnel as a percentage of total excluding unknown and undeclared.

	2009 ⁶	2010	2011	2012	2013	2014
Civilian Personnel¹	70.8
Core MOD TLB Total	..	72.0	71.7	70.8	70.2	69.4
Core Non Industrial TLB total	..	71.9	71.7	70.8	70.0	69.1
Senior Civil Service and equivalent ³	..	69.2	66.5	67.3	63.8	63.5
Pay Band B	..	73.6	72.3	71.5	71.0	70.7
Pay Band C	..	73.0	72.4	70.7	69.0	67.6
Pay Band D	..	70.4	69.7	68.1	67.8	67.2
Pay Band E	..	71.7	72.0	72.1	72.0	71.6
Other non-industrial ⁴	..	65.3	..	72.2	92.9	87.5
Core Industrial TLB Grades	71.4
Trading Funds⁵

Religious declaration rate⁷ as a percentage of Core MOD TLB total civilian personnel¹.

	2009	2010	2011	2012	2013	2014
Civilian Personnel ¹	49.6	54.2	56.9	59.5	58.5	57.4
Core MOD TLB Total	56.6	62.4	65.7	67.6	67.2	66.2
Core Non Industrial TLB total	59.3	64.6	67.5	69.1	68.7	67.7
Senior Civil Service and equivalent ³	56.4	61.1	63.8	65.7	62.6	65.3
Pay Band B	57.8	60.3	62.5	63.6	62.7	62.6
Pay Band C	58.9	62.6	65.0	66.4	66.4	66.3
Pay Band D	61.8	67.3	70.2	71.7	71.3	69.2
Pay Band E	58.8	65.8	68.8	71.0	70.6	69.5
Other non-industrial ⁴	14.9	39.3	41.7	41.9	36.8	21.6
Core Industrial TLB Grades	43.8	51.7	56.8	59.6	59.2	58.3
Trading Funds ⁵	2.1	-	-	-	-	-

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS). Religion data is not available for Trading Funds from 1 April 2010 onwards.
6. Due to the low declaration rate for 2009, it is not statistically appropriate to report representation rates for this period.
7. Declaration rates are based on all known positive declarations, excluding those who select "choose not to declare" or have not responded.

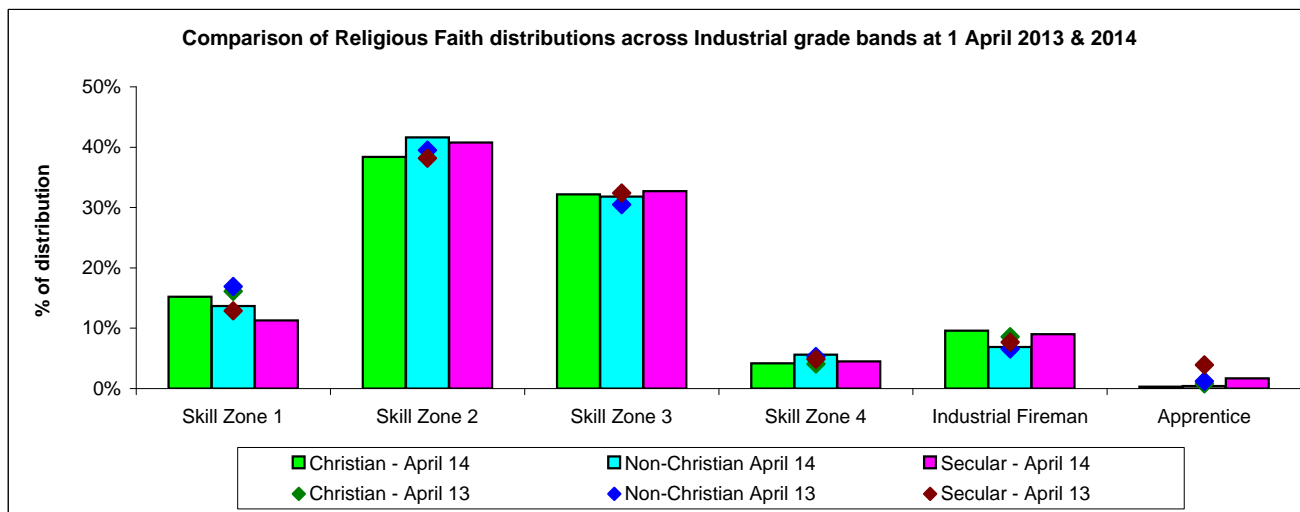
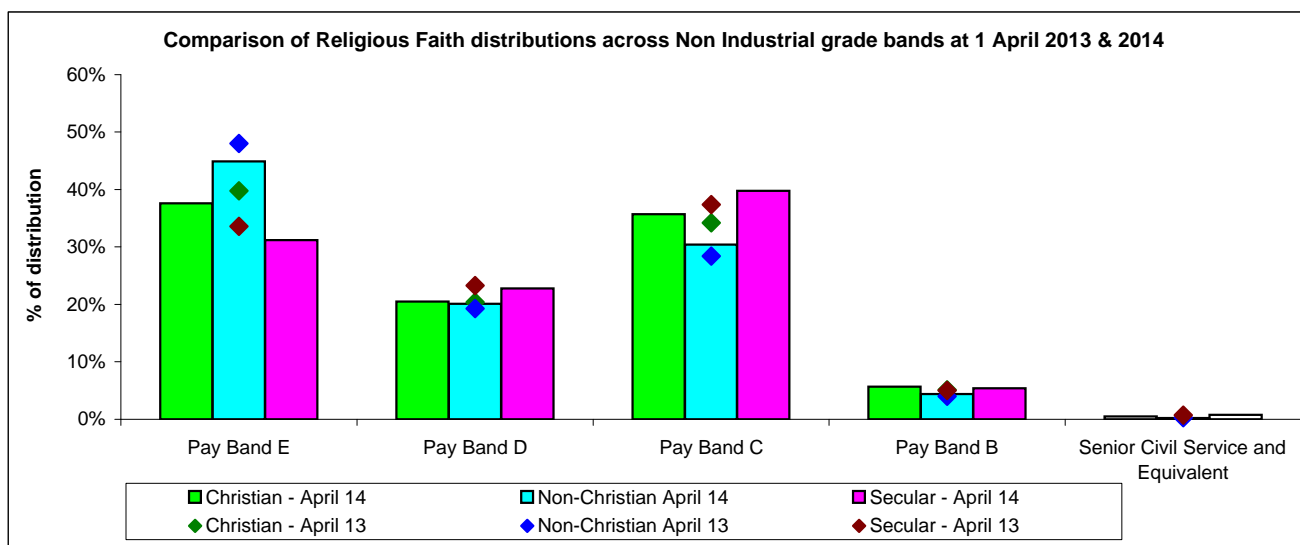


Table 2.02.08

Strength of civilian personnel¹ by sexual orientation and grade², at 1 April each year

Headcount

	2009	2010	2011	2012	2013	2014
Civilian Personnel¹	76 060	75 660	72 420	61 450	56 870	55 320
Non-Industrial	54 860	54 430	52 010	45 400	41 700	40 320
Heterosexual	30 740	33 460	33 490	30 360	27 920	26 750
Senior Civil Service and equivalent ³	170	180	180	160	160	160
Pay Band B	1 410	1 520	1 560	1 440	1 420	1 500
Pay Band C	9 800	10 320	10 700	10 090	9 800	9 870
Pay Band D	6 430	6 990	6 930	6 380	5 910	5 660
Pay Band E	12 920	14 330	14 110	12 270	10 610	9 540
Other non-industrial ⁴	20	110	10	20	20	20
Lesbian/Gay/Bisexual	400	460	470	530	480	470
Senior Civil Service and equivalent ³	10	10	10	10	-	-
Pay Band B	20	20	20	20	20	30
Pay Band C	100	120	140	180	170	160
Pay Band D	80	90	100	100	100	110
Pay Band E	180	220	210	210	180	170
Other non-industrial ⁴	-	-	-	-	-	-
Undeclared	23 720	20 520	18 050	14 510	13 300	13 090
Senior Civil Service and equivalent ³	130	110	90	80	80	80
Pay Band B	1 090	1 020	940	820	840	880
Pay Band C	7 340	6 650	6 310	5 330	5 000	4 980
Pay Band D	4 330	3 630	3 150	2 620	2 450	2 530
Pay Band E	10 730	8 920	7 560	5 650	4 910	4 560
Other non-industrial ⁴	100	190	-	20	20	50
Industrial	11 340	11 250	10 790	8 740	7 770	7 660
Heterosexual	4 740	5 560	5 880	5 100	4 540	4 420
Lesbian/Gay/Bisexual	60	70	80	70	70	60
Undeclared	6 540	5 630	4 830	3 570	3 170	3 180
Trading Funds⁵	9 860	9 980	9 620	7 320	7 400	7 340
Heterosexual	200	220	30	-	-	-
Lesbian/Gay/Bisexual	-	-	-	-	-	-
Undeclared	9 660	9 760	9 590	7 320	7 400	7 340

Representation of Lesbian/Gay/Bisexual civilian personnel as a percentage of total excluding unknown and undeclared.

	2009 ⁶	2010	2011	2012	2013	2014
Civilian Personnel¹
Core MOD TLB Total	..	1.3	1.4	1.7	1.7	1.7
Core Non Industrial TLB total	..	1.3	1.4	1.7	1.7	1.7
Senior Civil Service and equivalent ³	..	3.7	3.3	3.6	1.9	2.5
Pay Band B	..	1.3	1.3	1.6	1.6	1.8
Pay Band C	..	1.1	1.3	1.7	1.7	1.6
Pay Band D	..	1.2	1.4	1.6	1.7	1.9
Pay Band E	..	1.5	1.4	1.7	1.7	1.7
Other non-industrial ⁴	-
Core Industrial TLB Grades
Trading Funds⁵

Sexual Orientation declaration rate⁷ as a percentage of Core MOD TLB total civilian personnel¹.

	2009	2010	2011	2012	2013	2014
Civilian Personnel ¹	47.5	52.5	55.2	58.7	58.0	57.3
Core MOD TLB Total	54.3	60.2	63.6	66.6	66.7	66.1
Core Non Industrial TLB total	56.8	62.3	65.3	68.0	68.1	67.5
Senior Civil Service and equivalent ³	58.4	63.8	66.7	68.6	66.3	66.9
Pay Band B	56.6	60.3	62.7	64.0	63.1	63.4
Pay Band C	57.4	61.1	63.2	65.9	66.6	66.8
Pay Band D	60.1	66.1	69.1	71.2	71.1	69.5
Pay Band E	55.0	62.0	65.4	68.8	68.7	68.0
Other non-industrial ⁴	13.2	37.3	-	55.8	52.6	29.7
Core Industrial TLB Grades	42.3	50.0	55.2	59.1	59.2	58.5
Trading Funds ⁵	2.0	2.2	0.3	-	-	-

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS). Sexual Orientation data is not available for Trading Funds from 1 April 2012 onwards.
6. Due to the low declaration rate for 2009, it is not statistically appropriate to report representation rates for this period.
7. Declaration rates are based on all known positive declarations, excluding those who select "choose not to declare" or have not responded.

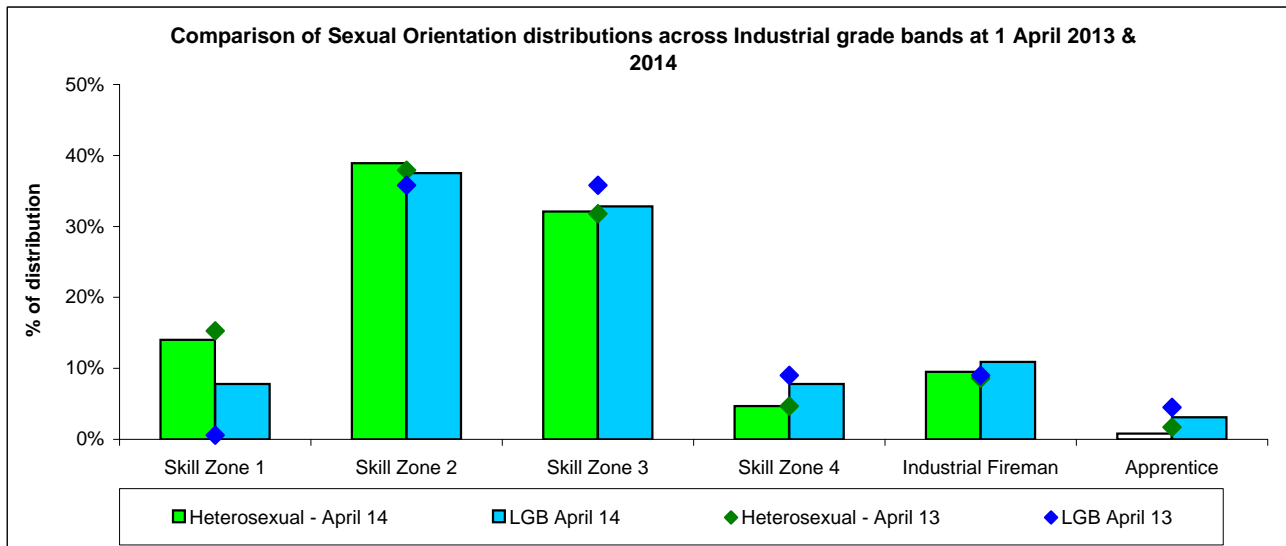
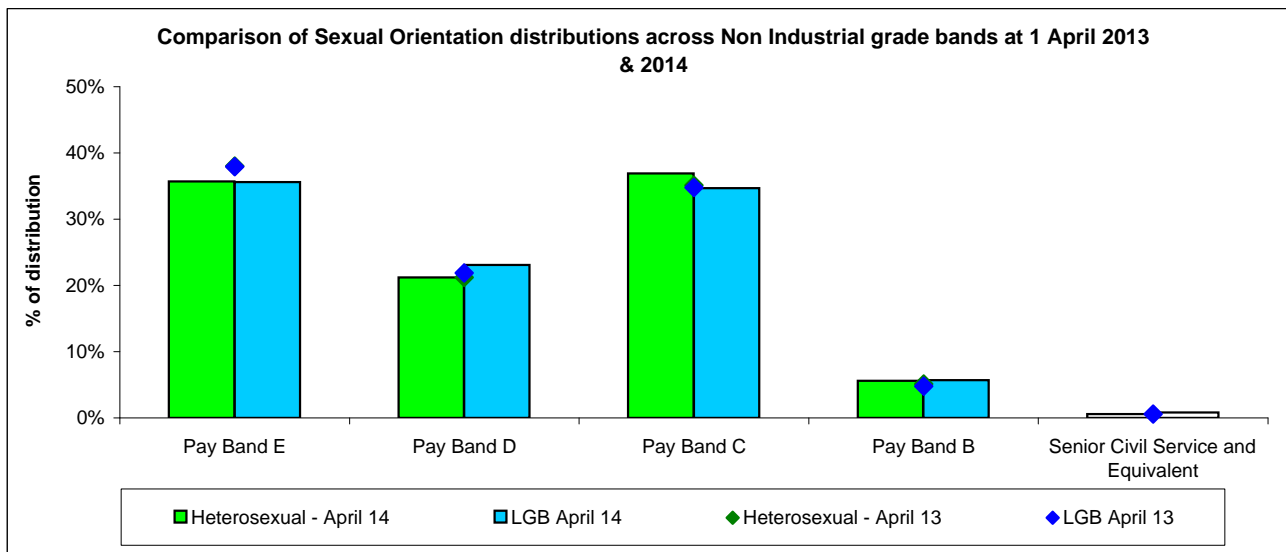


Table 2.02.09 - Intake and outflow of civilian personnel

There has consistently been a net outflow of civilian personnel since 2008/09, and net outflow it is now at its second lowest in the last 8 years. Total intake in 2013/14 is 24.5 per cent less than in 2008/09, but more than double that of 2012/13, with the highest non-industrial intake rate in the last 8 years.

This is largely due to outflow being only 2.6 per cent higher than at its lowest point in 2010/11, immediately before people began leaving via the Voluntary Early Release Scheme (VERS). Despite non-industrial outflow rates falling each year since the spike of 2011/12, when VERS exits peaked, the current rate of 9.7 per cent remains higher than in 2008/09 and is 3.4 percentage points higher than the current intake rate (compared to 2.9 per cent higher in 2008/09).

Although VERS outflow is lower in 2014/15 than in the two previous years, it still remains the highest outflow reason, accounting for 36.7% of total outflow in 2013/14. 10,880 civilian staff have exited under VERS since April 2011.

The numbers of non-industrial personnel retiring is at its second highest in 8 years, 38.8 per cent higher than in 2012/13, accounting for 17.1 per cent of all outflow, up from 12.7 per cent of all outflow in 2008/09. Excluding the effects of VERS, Resignation and Retirement account for between 60.3 per cent and 67.1 per cent of other reasons for leaving from 2011/12 onwards.

The peak of retirements occurred in 2010/11 when VERS was announced, this reflects the decision of people to take retirement options once the VERS scheme was announced, considering that VERS payment terms were less favorable for those at or over normal pension age.

Table 2.02.10 - Intake of civilian personnel by sex, grade and whether full time or part time

The grade mix of intake of full-time women has changed from 73.8 per cent at Band E and 8.1 per cent at Band C in 2008/09, to 52.0 per cent at Band E and 22.6 per cent at Band C in 2013/14. This same effect has occurred for men, but there are now more Band C men recruited than Band E men, 32.7 per cent Band C compared to 28.8 per cent Band E (previously 54.8 per cent for Band E and 14.3 per cent for Band C).

The intake of female part-time personnel has changed the most at Band E, with a 53.5 per cent fall since 2008/09. Now intake is 49.8 per cent Band C (36.4 per cent Band E), compared to 57.1 per cent Band E (30.3 per cent Band C) in 2008/09. The only grade band to consistently have over 10 part-time male personnel numbers recruited is Band C. 13.0 per cent of non-industrial personnel were part-time in 2008/09, which has fallen to 10.8 per cent by 2013/14.

Of all Industrial personnel intake, 67.8 per cent of personnel were male full-time in 2008/09, which has risen to 82.9 per cent in 2013/14. The intake of female full-time personnel has fallen from 21.6 per cent to 13.4 per cent in the same period. In Trading Funds, the proportion of male to female and full-time to part-time intake has remained broadly consistent with around 30 per cent female full-time and 70 per cent male full-time, with part-time personnel making up less than 5 per cent of employees intake.

Table 2.02.11 - Outflow of civilian personnel by sex, grade and whether full time or part time

Outflow decreased from 2008/09 to 2010/11, then there was a spike in outflow in 2011/12 when the first VERS scheme was in effect. Outflow then decreased in the next 2 years. However, there are exceptions to this trend, especially for Trading Funds where outflow has increased in all groups since 2012/13.

Between 2008/09 and 2012/14, female outflow decreased by 36.1 per cent and male outflow decreased by 16.4 per cent. Less difference is seen between full-time and part-time; a decrease of 23.1 per cent in full-time outflow, compared to a decrease of 29.9 per cent in part-time outflow.

Table 2.02.12 - Intake of civilian personnel by ethnic origin and grade

A marked change in Non Industrial intake between 2012/13 and 2013/14 can be seen with intake increasing by 101.2 per cent overall. In this period intake of BME personnel increased by 88.2 per cent, intake of white personnel increased by 128.6 per cent and intake of personnel who have not declared their ethnicity increased by 86.6 per cent. However, the proportion of personnel not declaring their ethnicity upon the first year of intake now amounts to 58.3 per cent of all intake, up from 22.1 per cent in 2008/09, whilst those with an active BME declaration has fallen from 3.7 per cent to 2.5 per cent.

Any further comparisons between 2011/12, 2012/13 and 2012/14 particularly with regards to grade distribution, should be made with caution as the numbers of personnel declaring their ethnicity upon entry was under 60 per cent in each of these years.

Table 2.02.13 - Outflow of civilian personnel by ethnic origin and grade

There has been a slightly higher decrease in the numbers of non-industrial White personnel leaving (26.6 per cent) compared to the decrease in non-industrial BME personnel leaving (21.1 per cent). In both cases outflow was continually falling from 2008/09 to 2010/11, which was followed by a surge of exits in 2011/12 with the implementation of VERS and then falls in the two years afterwards.

It is not possible to conduct a reliable analysis on the changing differences between White and BME outflow in Industrial and Trading Fund posts as the numbers of BME personnel are too small and could lead to spurious results.

Table 2.02.09

Intake and outflow of civilian personnel¹

Headcount

<i>MOD excl. Trading Funds</i>	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Total intake	4 040	4 200	1 610	870	1 500	3 050
Total outflow	6 420	4 710	4 470	9 420	6 190	4 590

As a percentage of personnel in post²

Non-industrial						
Intake	5.9	6.1	2.4	1.4	3.0	6.3
Outflow	8.8	7.1	6.8	14.8	11.9	9.7
Resignation	2.9	1.8	1.9	1.6	2.1	2.2
Voluntary Early Release Scheme ³	10.5	6.6	3.8
Industrial						
Intake	6.6	7.6	3.0	1.8	2.6	6.0
Outflow	12.8	7.3	7.7	21.3	12.6	7.8
Resignation	3.4	1.7	1.9	1.7	1.7	1.8
Voluntary Early Release Scheme ³	7.6	4.9	1.2

MOD excl. Trading Funds by type of personnel:

Non-industrial						
Intake	3 260	3 340	1 280	690	1 290	2 590
Outflow	4 910	3 880	3 620	7 370	5 150	3 990
Resignation	1 600	1 000	1 020	800	900	930
Retirement ⁴	620	560	1 060	640	490	680
End of Appointments	360	470	300	120	170	170
Voluntary Release or Redundancy	390	390	180	40	20	120
Voluntary Early Release Scheme ³	5 220	2 840	1 590
Compulsory Severance or Retirement	440	180	110	10	20	10
Health / Death in Service	220	230	210	200	150	170
Dismissed	90	80	70	80	70	70
Transfer out of MOD	260	130	200	130	200	180
Privatisation of Function	320	110	440	100	250	-
Other ⁵	630	730	50	30	30	60
Industrial						
Intake	780	860	330	180	210	460
Outflow	1 510	830	840	2 050	1 040	600
Resignation	400	190	200	160	140	140
Retirement ⁴	200	170	280	220	170	220
End of Appointments	180	120	150	80	50	20
Voluntary Release or Redundancy	80	20	10	-	-	-
Voluntary Early Release Scheme ³	730	400	100
Compulsory Severance or Retirement	170	30	40	10	10	-
Health / Death in Service	90	60	80	70	80	70
Dismissed	30	30	30	20	20	20
Transfer out of MOD	-	-	-	-	-	10
Privatisation of Function	220	60	20	750	130	-
Other ⁵	140	150	30	10	20	20

Source: Defence Statistics (Civilian)

- Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel, but excludes all Royal Fleet Auxiliary and Locally engaged civilians. Intake is purely a record of recruitment into the Department and does not reflect movements
- Rates are the number of people who join or leave the Department per 100 of the average headcount strength in each category, but exclude the effect of net transfers between MOD Main TLB and Trading Funds.
- Personnel exiting under the Voluntary Early Release Scheme (VERS) from 30th September 2011 onwards are listed separately from exits under alternative release or redundancy schemes.
- MOD civil servants can take normal retirement at either age 60 or age 65. As restrictions on working above normal retirement age were removed in 2010, allowing personnel to work beyond retirement age, and normal retirement age is due to increase in coming years, this category has been redefined from previous publications to incorporate normal retirement at any age, including early retirement, in line with definitions used in other National Statistics publications. As a result figures shown here have been calculated according to current definitions for the time series, and may not match those published in previous years.
- Includes those whose reason for leaving is unknown. Since April 2010 improvements in data recording have led to a substantial fall in these numbers. Personnel who were dismissed, transferred out of MOD, privatised or at the end of casual or fixed term appointments are now shown as individual outflow categories.

Intake and Outflow comparison of civilian personnel by financial year 2005/2006 to 2013/2014

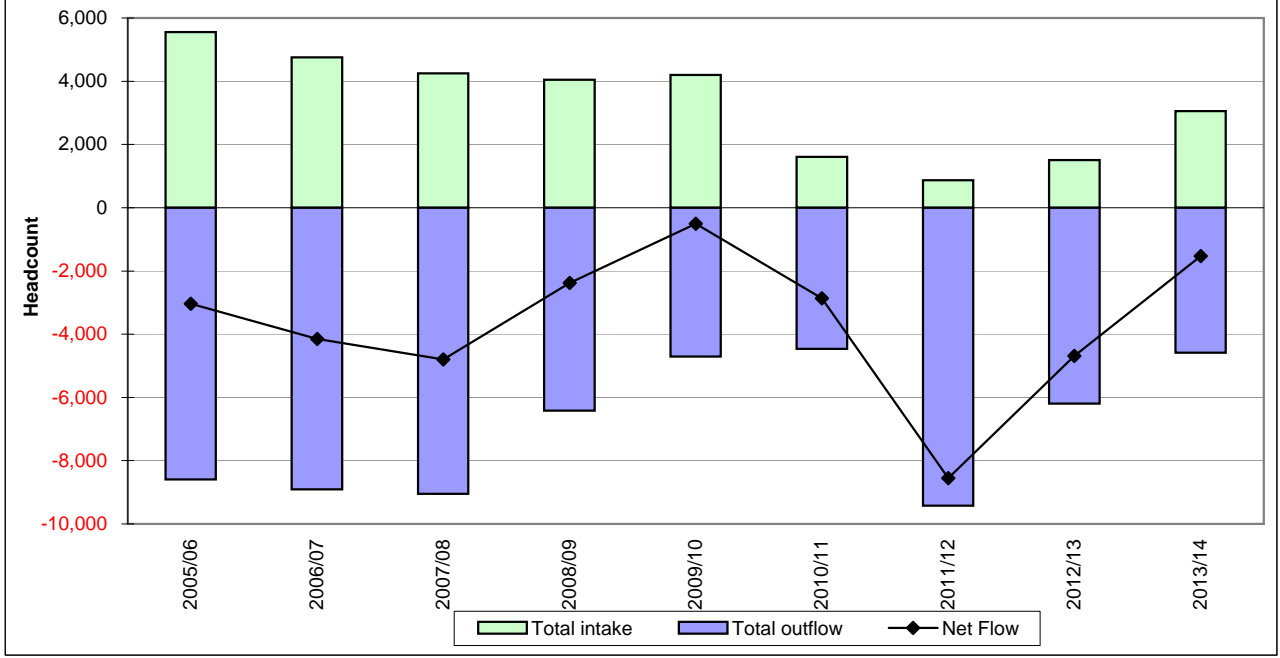


Table 2.02.10

Intake of civilian¹ personnel by sex, grade² and whether full or part-time

Headcount

Hours, sex and grade ²	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Civilian Personnel¹	5 080	5 140	2 040	1 380	2 160	3 930
Non Industrial	3 260	3 340	1 280	690	1 290	2 860
Female: full time	1 330	1 280	380	210	540	1 030
Senior Civil Service and Equivalent ³	10	-	-	-	-	-
Pay Band B	30	30	10	10	30	30
Pay Band C	110	110	100	60	150	230
Pay Band D	180	200	60	50	90	220
Pay Band E	980	880	200	70	260	530
Other non-industrial ⁴	20	50	10	20	-	10
Male: full time	1 510	1 660	610	320	570	1 530
Senior Civil Service and Equivalent ³	10	10	10	-	10	20
Pay Band B	40	40	20	10	30	40
Pay Band C	220	290	200	90	160	500
Pay Band D	410	540	200	140	150	470
Pay Band E	830	750	150	60	190	440
Other non-industrial ⁴	10	30	30	10	20	50
Female: part time	350	320	260	120	140	250
Senior Civil Service and Equivalent ³	-	-	-	-	-	-
Pay Band B	10	-	10	10	10	10
Pay Band C	100	120	130	90	80	130
Pay Band D	30	30	10	10	10	20
Pay Band E	200	160	110	10	30	90
Other non-industrial ⁴	-	10	-	-	-	-
Male: part time	80	80	30	40	50	60
Senior Civil Service and Equivalent ³	-	-	-	-	-	-
Pay Band B	-	10	-	-	10	10
Pay Band C	30	50	20	30	30	30
Pay Band D	10	-	-	-	-	10
Pay Band E	30	10	-	-	10	10
Other non-industrial ⁴	-	-	-	-	-	-
Industrial	780	860	330	180	210	480
Female: full time	170	170	70	30	40	60
Male: full time	530	600	240	130	160	400
Female: part time	60	60	10	20	10	10
Male: part time	30	20	10	-	-	10
Trading Funds⁵	1 040	940	430	520	660	590
Female: full time	310	300	140	190	180	170
Male: full time	690	620	280	310	460	400
Female: part time	20	20	-	10	10	20
Male: part time	10	10	-	10	-	-
Total Female	2 230	2 150	860	580	910	1 540
Total Male	2 850	2 990	1 180	810	1 250	2 390
Total Full time	4,540	4,640	1,720	1,190	1,950	3,590
Total Part time	540	500	320	200	210	350

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade.
4. Includes industrial personnel on temporary promotion to non-industrial grades and those of unknown grade.
5. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation. In October 2011 responsibility for management of the Meteorological Office (1,900 personnel) transferred to Department for Business, Innovation and Skills (BIS).

Table 2.02.11

Outflow of civilian personnel¹, by sex, grade² and whether full or part-time

Hours, sex and grade ²	Headcount					
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Civilian Personnel¹	7 340	5 540	5 270	12 360	6 740	5 570
Non Industrial	4 910	3 890	3 620	7 370	5 150	4 200
Female: full time³	1 580	1 230	1 040	2 530	1 720	1 130
Senior Civil Service and Equivalent ⁴	-	-	10	10	10	10
Pay Band B	30	20	20	50	50	30
Pay Band C	200	180	150	430	340	280
Pay Band D	220	190	160	460	260	210
Pay Band E	1 100	830	700	1 570	1 060	600
Other non-industrial ⁵	20	-	20	10	-	-
Male: full time³	2 500	1 930	1 840	3 460	2 560	2 500
Senior Civil Service and Equivalent ⁴	20	30	20	40	30	30
Pay Band B	140	140	90	200	160	120
Pay Band C	790	680	590	1 370	950	800
Pay Band D	540	390	380	650	500	470
Pay Band E	990	690	740	1 180	900	1 080
Other non-industrial ⁵	20	-	30	10	10	10
Female: part time³	670	550	570	1 080	660	380
Senior Civil Service and Equivalent ⁴	-	-	-	-	-	-
Pay Band B	20	10	10	30	10	10
Pay Band C	200	190	200	210	200	170
Pay Band D	70	50	60	160	70	40
Pay Band E	360	260	280	680	370	160
Other non-industrial ⁵	10	30	30	-	-	-
Male: part time³	160	180	160	300	220	190
Senior Civil Service and Equivalent ⁴	-	-	-	-	-	-
Pay Band B	10	20	10	20	20	20
Pay Band C	60	80	70	140	120	100
Pay Band D	10	20	20	40	20	30
Pay Band E	70	40	40	90	60	40
Other non-industrial ⁵	10	30	20	-	-	-
Industrial	1 510	820	840	2 050	1 040	650
Female: full time	250	130	150	620	150	80
Male: full time	1 150	610	590	1 180	800	520
Female: part time	80	60	60	180	50	30
Male: part time	40	30	40	70	30	20
Trading Funds⁶	920	830	800	2 930	550	720
Female: full time	230	180	150	560	130	150
Male: full time	590	520	580	2 050	370	450
Female: part time	60	70	30	140	20	50
Male: part time	40	70	40	180	40	70
Total Female	2 850	2 200	2 010	5 110	2 730	1 820
Total Male	4 490	3 330	3 260	7 240	4 010	3 750
Total Full time	6 290	4 590	4 360	10 400	5 720	4 840
Total Part time	1 050	950	910	1 950	1 020	740

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from this table.
2. Grade equivalence is shown in terms of the broader banding structure and is based on paid grade.
3. Previous versions of this table published in UKDS included Trading Funds within this total. As Trading Funds are now shown separately their figures have been removed from these gender totals which now only include MOD Main Core TLBs
4. Includes personnel outside the Senior Civil Service but of equivalent grade.
5. Includes industrial staff on temporary promotion to non-industrial grades and those of unknown grade.

6. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation. In October 2011 responsibility for management of the Meteorological Office (1,900 personnel) transferred to Department for Business, Innovation and Skills (BIS).

Table 2.02.12

Intake of UK based civilian personnel¹ by ethnic origin and grade²

	Headcount					
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Civilian Personnel¹	5 080	5 140	2 040	1 380	2 160	3 610
Non Industrial	3 260	3 340	1 280	690	1 290	2 590
White	2 420	2 630	870	310	450	1 020
Senior Civil Service and Equivalent ³	10	10	10	-	-	10
Pay Band B	50	60	30	10	20	20
Pay Band C	300	380	270	120	150	320
Pay Band D	490	640	240	90	90	280
Pay Band E	1 550	1 530	300	70	170	400
Other non-industrial ⁴	20	20	20	10	10	10
Black and Minority Ethnic	120	120	50	20	30	60
Senior Civil Service and Equivalent ³	-	-	-	-	-	-
Pay Band B	-	10	-	-	10	-
Pay Band C	20	10	10	10	10	20
Pay Band D	20	30	10	10	-	20
Pay Band E	80	80	30	10	20	20
Other non-industrial ⁴	-	-	-	-	-	-
Unknown⁵	720	580	350	360	810	1 510
Senior Civil Service and Equivalent ³	10	10	-	-	10	10
Pay Band B	30	20	10	20	60	60
Pay Band C	140	170	170	140	260	450
Pay Band D	120	100	20	100	160	370
Pay Band E	410	200	140	70	300	580
Other non-industrial ⁴	10	80	10	20	10	40
Industrial	780	860	330	180	210	460
White	540	730	260	60	50	130
Black & Minority Ethnic	10	20	10	-	-	-
Unknown ⁵	230	110	60	110	160	330
Trading Funds	1 040	940	430	520	660	550
White	470	440	220	240	200	170
Black & Minority Ethnic	40	60	10	20	10	10
Unknown ⁵	520	450	200	260	450	370

Source: Defence Statistics (Civilian)

Intake of Black and Minority Ethnic personnel as a percentage of known ethnicity total

In the years 2011-12, 2012-13 and 2013-14 the ethnicity declaration rates for intake of civilian personnel fell to below 60 per cent. Declaration on inflow tends to be low as ethnicity is a self-declared field and people typically make their declarations in successive months after starting work. We do not report representation for declaration of lower than 60 per cent, as it is an unreliable picture of the total workforce. This lack of statistical validity was exacerbated by the recruitment freeze as rates were based on unusually small numbers and skewed by the specialist groups where recruitment was still permissible.

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade.
4. Includes industrial personnel on temporary promotion to non-industrial grades and those of unknown grade. Previously unidentified entrants have been allocated to Other non-industrial, Industrial and Trading Funds.
5. Unknown ethnicity includes both those who have made no declaration and those who have actively chosen not to declare.

Table 2.02.13

Outflow of UK based civilian personnel¹ by ethnic origin and grade²

Headcount

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Civilian Personnel¹	7 340	5 540	5 270	12 360	6 740	5 160
Non Industrial	4 910	3 890	3 620	7 370	5 150	3 990
White	3 860	3 090	2 960	6 400	4 330	3 180
Senior Civil Service and Equivalent ³	20	30	20	50	40	30
Pay Band B	160	150	100	250	190	140
Pay Band C	920	850	730	1 820	1 290	990
Pay Band D	690	510	510	1 130	730	550
Pay Band E	2 030	1 510	1 540	3 150	2 070	1 470
Other non-industrial ⁴	40	40	60	-	-	-
Black and Minority Ethnic	180	150	90	200	150	120
Senior Civil Service and Equivalent ³	-	-	-	-	-	-
Pay Band B	10	-	-	10	-	-
Pay Band C	40	30	20	50	50	30
Pay Band D	30	20	10	40	20	20
Pay Band E	110	100	60	100	80	60
Other non-industrial ⁴	-	-	-	-	-	-
Unknown⁵	870	650	580	770	680	690
Senior Civil Service and Equivalent ³	10	10	10	10	-	-
Pay Band B	40	40	30	40	40	30
Pay Band C	300	250	260	290	270	260
Pay Band D	130	110	80	140	100	120
Pay Band E	380	220	160	280	250	270
Other non-industrial ⁴	10	30	40	10	10	10
Industrial	1 510	820	840	2 050	1 040	600
White	1 090	640	640	1 700	840	470
Black & Minority Ethnic	20	10	10	40	20	10
Unknown ⁵	400	170	200	320	180	120
Trading Funds⁶	920	830	800	2 930	550	570
White	670	580	550	1 760	310	310
Black & Minority Ethnic	20	20	20	50	20	20
Unknown ⁵	220	230	240	1 130	230	250

Outflow of Black and Minority Ethnic personnel as a percentage of known ethnicity total

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Civilian Personnel¹	3.9	4.1	2.8	2.8	3.1	3.5
Non Industrial	4.4	4.7	3.0	3.0	3.3	3.6
Senior Civil Service and Equivalent ³	-	-	-	-	-	-
Pay Band B	4.8	-	-	4.2	-	-
Pay Band C	3.8	3.0	2.4	2.7	3.4	2.7
Pay Band D	3.8	4.7	2.7	3.1	2.1	3.7
Pay Band E	5.0	5.9	3.5	3.0	3.6	4.2
Other non-industrial ⁴	-	-	-
Industrial	2.2	1.4	1.9	2.0	2.0	2.1
Trading Funds⁶	3.3	3.8	2.8	2.7

Source:Defence Statistics(Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade.
4. Includes industrial personnel on temporary promotion to non-industrial grades and those of unknown grade. Previously unidentified exits have been allocated to Other non-industrial, Industrial and Trading Funds.
5. Unknown ethnicity includes both those who have made no declaration and those who have actively chosen not to declare.
6. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation. In October 2011 responsibility for management of the Meteorological Office (1,900 personnel) transferred to Department for Business, Innovation and Skills (BIS).
7. Rates are the number of people who leave the department per 100 of the average BME headcount strength, but exclude the effect of net transfers between MOD Main TLB and Trading Funds and do not reflect movements of personnel within the Department, such as promotions and transfers.

Ethnicity rates have been revised to reflect the unreliability of calculating representation when declaration rates are below 60 per cent of the workforce. For this reason whenever declaration is below 60 per cent for any category the representation will not be shown.

Table 2.02.14 Number of working days lost per year due to sickness of civilian personnel¹, by ICD Code and industrial/non-industrial marker

The top 3 causes of sickness absence in the non-industrial population are: Mental and behavioural disorders (this includes stress related conditions), Diseases of the musculoskeletal system & connective tissue, and Diseases of the respiratory system; these conditions continue to account for around half of all working days lost to sickness absence for all periods from 2009 to 2014. The number of working days lost have declined for both non-industrial and industrial staff between 2009 and 2014, as would be expected given the fall in numbers of civilian personnel.

Although there has not been a consistent fall in sickness rates by average working days lost in each year since 2009, there has been an overall decrease between 2009 and 2014, from 8.08 in the year ending 31 March 2009 to 7.48 in the year ending 31 March 2014. For the most recent year, the Non-industrial sickness rate was 7.21, the industrial sickness rate was 9.80 and the Trading Funds rate was 6.56.

"The data in this table are not National Statistics" because the product from which they are sourced has not been externally published due to sensitivity concerns

		Working days (thousands)					
		Year ending 31 March					
		2009	2010	2011	2012	2013	2014
Civilian Personnel		537.3	524.9	491.8	462.2	391.9	359.8
Non-industrial total²		410.0	408.6	379.9	359.7	307.8	285.9
<i>ICD category³</i>							
ACI	Injury, poisoning and certain other consequences of external causes	31.8	32.5	28.2	26.4	20.9	20.5
BFO	Diseases of the blood forming organs and certain disorders....	3.1	3.7	3.0	2.3	2.0	1.8
CIR	Diseases of the circulatory system	16.5	17.1	14.8	16.1	11.3	11.7
DDS	Diseases of the digestive system	31.8	31.5	28.6	28.5	25.1	22.1
DEM	Diseases of the ear and mastoid process	4.3	3.4	4.4	4.2	3.1	2.8
DEY	Diseases of the eye and adnexa	3.8	3.5	4.4	3.7	2.6	2.9
DGY	Diseases of the genito-urinary system	14.3	14.9	13.7	12.3	11.2	10.0
DRS	Diseases of the respiratory system	58.4	59.6	50.6	41.8	41.3	31.8
EMN	Endocrine, nutritional and metabolic diseases	2.6	2.4	2.8	3.4	2.1	2.2
IPO	Certain infectious and parasitic diseases	36.3	36.0	33.4	30.0	26.9	23.0
MSD	Diseases of the musculoskeletal system and connective tissue	60.6	62.9	60.3	58.7	51.4	47.2
NGB	Neoplasms	13.9	15.8	13.5	12.3	10.3	11.1
NSS	Diseases of the nervous system	15.1	14.2	15.6	14.3	12.2	10.9
OPP	Factors influencing health status and contact with health service	27.5	25.3	23.2	22.3	18.5	15.8
PCP	Pregnancy, childbirth and the puerperium	4.7	4.9	4.6	4.3	3.6	3.1
PSD	Mental and behavioural disorders	80.5	75.7	72.8	73.6	60.4	82.9
SCO	Diseases of the skin and subcutaneous tissue	2.7	2.4	2.5	2.3	1.9	1.9
SID	Cause of Absence Not Yet Known	2.2	2.8	3.7	3.3	3.0	4.3
Industrial total		127.4	116.3	111.9	102.5	84.1	73.9
		Year ending 31 March					
		2009	2010	2011	2012	2013	2014
Sickness rates⁴ by Average Working Days Lost⁵		8.08	8.14	7.83	7.99	7.74	7.48
Non-industrial total		7.74	7.87	7.51	7.59	7.42	7.21
Industrial total		11.06	10.55	10.54	10.88	10.40	9.80
Trading Funds ⁶		6.32	6.88	6.53	6.81	6.61	6.56

Source:Defence Statistics (Civilian)

- 1 The source data used in this table are from the MOD's HRMS civilian administration database.
- 2 The numbers of days lost have been rounded and therefore may not add up to the totals provided.
- 3 World Health Organisation's International Statistical Classification of Diseases and Related Health Problems, 10th revision (ICD-10),
- 4 Rates are based on absence days and are Full Time Equivalent (FTE) working days lost. For example, if a part-time employee working 50% of full-time hours is sick for 7 calendar days, this is $7 \times 50\% = 3.5$ FTE working days lost.
- 5 Average working days lost per FTE are calculated by dividing the total working days lost by a weighted average of the 1st of the month strengths for the period (the strengths at the start and end month receiving a weighting of 0.5 and the strengths of the interim months a weighting of 1)
- 6 We have combined data from each of the Trading Funds separate administration systems to calculate these rates. The Meteorological Office ceased to be part of the Ministry of Defence on 30th September 2011 and therefore a break in series has occurred.

Glossary of Terms and Abbreviations

Average Working Days Lost : Average working days lost are the number of FTE days lost to sickness absence by civilian personnel within a 12 month rolling period.

Broader Banded grade definition: Defence Statistics 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 personnel 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 was disestablished at 1 April 2012. Head Office & Corporate Services (HO&CS) was established at 1 April 2012 and whilst incorporating many of the functions and personnel of Central TLB, did not form a direct replacement. Some functions and associated personnel were transferred from Central TLB to various other TLBs.

Chief of Joint Operations (CJO): CJO TLB was disestablished at 1 April 2012. Joint Forces Command was established at 1 April 2012 and whilst incorporating many of the functions and personnel of CJO, did not form a direct replacement. Some functions and associated personnel were transferred to various other TLBs.

Civilian Level 0: This contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

Civilian Level 1: Permanent and casual civilian personnel and Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians. This is generally used for MOD internal reporting and planning.

Conflict Pool Fund: Personnel who work as part of the UK contribution to conflict prevention (including UN peace keeping) are paid from the Conflict Pool Fund and are not a direct cost to the department. This includes all locally engaged civilians employed in Sierra Leone. The number and location of personnel financed by the Conflict Pool Fund could change in line with operational requirements.

Declaration Rate: Used in description of Protected Diversity Characteristics, Age, Disability, Ethnicity, Gender, Religious Belief and Sexual Orientation. Declaration Rate is based on the proportion of personnel with a known declaration status. For Disability for example this would **include** 'Disabled' and 'Not Disabled', but would **exclude** any records listed against 'Choose Not to Declare' and 'No Declaration'. Declaration Rate is based on population for a declared groups divided by the total including all unknown records.

Defence Analytical Services and Advice: DASA established in July 1992 split into 'Defence Economics' and 'Defence Statistics' on 1 April 2013 (see Defence Statistics).

Defence Equipment & Support: 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: Defence Estates formally ceased to be a TLB on 01 April 2011 when it became the Defence Infrastructure Organisation.

Defence Infrastructure Organisation (DIO): established on 01 April 2011 replaced Defence Estates and includes TLB property and facilities management functions previously situated within other TLBs.

Defence Science and Technology Laboratory: The Dstl is a MOD Trading Fund created on 1 July 2001. It supplies impartial scientific and technical research and advice to the MOD and other government departments.

Defence Statistics: On 1 April 2013 the Directorate formerly known as DASA split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD.

Defence Support Group: 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 uses large numbers of mobile support teams to cover customers in the UK and worldwide.

Full Time Equivalence (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 the preferred methodology. The average hours worked by part-time personnel is about 68 per cent of full-time hours.

Head Office & Corporate Services (HO&CS): was established as at 1 April 2012. Lead areas of activity include Senior Finance Office (SFO) responsibility for ensuring that decisions are taken with due regard to affordability and value for money, acting as Head of Establishment for London HO Buildings and associated support requirements, Production of the Department's Resource Accounts and Governance support for MOD Trading Funds.

HQ Air Command: Air Command incorporates the RAF's Personnel and Training Command and Strike Command with a single fully integrated Headquarters, which equips 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.

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

ICD-10 International Statistical Classification of Diseases and Health-related Problems, 10th revision. ICD is a coding system for diseases and signs, symptoms, abnormal findings, complaints, social circumstances and external causes of injury or diseases, as classified by the World Health Organisation

Intake: The number of personnel joining the Department with a monthly or financial year period, identified by specific Method of Entry codes within the Human Resources Management System (HRMS).

Industrial: Industrial personnel 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.

Joint Forces Command was established at 1 April 2012 to ensure that a range of military support functions covering medical services, training and education, intelligence and cyber are organised in an efficient and effective manner to support success on operations, supporting investment in joint capabilities, strengthening the links between operational theatres and top level decision making. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.

Land Forces: Performs a similar role to Navy Command within the context of trained Army formations and equipment.

Locally engaged civilians: MOD employs a number of civilian personnel overseas, known as Locally engaged civilians (LECs). The definition of a Locally engaged civilian is an employee who has been recruited locally as a "servant of the Crown". In other words, they have not been recruited through fair and open competition in the UK under the Civil Service Order in Council and they are not therefore members of the Home Civil Service or the Diplomatic Service. LECs are also employed on terms and conditions analogous with local employment law and market forces, and not those of the UK. The majority of civilian personnel employed overseas by MOD are LECs and not civil servants.

Met Office: The Met Office, the UK's National Weather Service, has a long history of weather forecasting and has been working in the area of climate change for more than two decades. Formerly a Trading Fund within the Ministry of Defence, in Autumn 2011 it ceased to be part of MOD and is now a Trading Fund within the Department for Business Innovation and Skills (BIS).

Ministry of Defence (MOD): This United Kingdom Government department is responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to protect the United Kingdom and its values and interests abroad. The MOD manages day to day running of the Armed Forces, contingency planning and defence procurement.

NACMO (Net Additional Cost of Military Operations): Those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all Locally engaged civilians employed as part of Op HERRICK.

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: Civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of personnel undertaking work such as administration, analysis, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

Outflow: The number of personnel leaving the Department with a monthly or financial year period, identified by specific Reason for Leaving codes within the Human Resources Management System (HRMS).

Representation Rate: Used in description of Protected Diversity Characteristics, Age, Disability, Ethnicity, Gender, Religious Belief and Sexual Orientation. Representation Rate is based solely on the proportion of personnel with a known declaration status. For Disability for example this would **include** 'Disabled' and 'Not Disabled', but would **exclude** any records listed against 'Choose Not to Declare' and 'No Declaration'. Representation Rate for Disability would be based on the number of personnel declared as 'Disabled' divided by the total of 'Disability' and 'No Disability'

Royal Fleet Auxiliary: The Royal Fleet Auxiliary is a civilian-manned fleet, owned by the MOD, which supports Royal Navy ships around the world, supplying warships with fuel, ammunition and supplies. The RFA fleet is fully integrated into the RN's command and control system and forms a vital part of maritime operations.

Science Innovation & Technology TLB (SIT): Formally ceased to be a TLB as at 31 March 2010. Approx 90% of the personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and Dstl.

Strategic Defence & Security Review (SDSR) Baseline: Comprised of all Civilian Level 0 personnel but excludes all NACMO Funded Locally engaged civilians in Afghanistan, Conflict Pool Funded Locally engaged civilians in Sierra Leone and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO or Conflict Pool LECs and USVF civilians and therefore they are not included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review and reflected in the SDSR baseline numbers from April 2010.

Strength: The total number of personnel employed by the Department at or within a specific time period,

Top Level Budgetary Area (TLB): The major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

Trading Funds: 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 personnel 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. Until October 2011 the MOD had four Trading Funds - the Defence Support Group, Dstl, the UK Hydrographic Office and the Met Office. As of 1 October 2011, the Met Office transferred their responsibility from MOD to the Department for Business, Information and Skills (BIS).

Working Days: This follows Cabinet Office definition, setting a maximum number of sickness absence days at 225 days per person and excludes data for weekends, annual leave and bank holidays.