



Foreign &
Commonwealth
Office

Human Resources Directorate
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09 April 2014

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0177-14

Thank you for your email of 12 February asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

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

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

Please provide the above for April 2013 – Dec 2014

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request. Please note that we have interpreted the last sentence of your request to mean Dec 2013.

1) *How many staff left employment 2012 – 2013*

The number of staff who left FCO employment were as follows:

Financial Year (FY) 2012/13 – 253
Apr-Dec 2013 – 202

2) How many of these were redundancies?

We have taken this to mean compulsory redundancies.

The number of compulsory redundancies were as follows:

FY 2012/13 – 1
Apr-Dec 2013 – 0

3) How many people were recruited (either internally from other departments or externally) in that time

A civil service-wide recruitment freeze has been in place since May 2010. Recruitment via the Civil Service Fast Stream is exempt from the recruitment freeze. Any new recruitment initiated since May 2010 (with the exception of Fast Stream recruitment) has been for business critical positions which could not be filled from our existing work force.

In financial year 2012-13 we recruited 53 specialists to the FCO. In addition, 39 Fast Stream officers joined the FCO from the centrally managed recruitment scheme and 5 civil servants joined the FCO from other government departments.

From 1 April 2013 to date, we recruited 53 specialists. 34 Fast Streamers officers joined the FCO from the centrally managed recruitment scheme and 23 civil servants joined from other government departments.

4) How much was spent on advertising for these posts?

In the FY2012-13 we spent £135,284.68 advertising externally for specialist positions. From 1 April 2013 to date we have spent £49,171.91.

CS Resourcing advertises the centrally managed Fast Stream recruitment scheme and we do not have access to details of the costs they incur.

The cost of advertising vacancies on the Civil Service Jobs Portal website is covered by an annual departmental charge, which for the FCO in FY 12/13 was approximately £6,900 and for FY13/14 approximately £5,700.

5) What was the average percentage pay rise in April 2013 and how were rises determined including bonus payments

Pay policy for staff in the Senior Civil Service (SCS) is set centrally by the Cabinet Office. The increases in salary averaged 1% effective 1 April 2013.

Bonus payments are made to 25% of SCS staff and were determined on in year performance relative to peers. Pay policy for staff below the SCS is devolved to departments who must adhere to annual guidance issued by Her Majesty's Treasury (HMT).

All staff who performed to an effective or better standard were awarded a 1% pay increase with a small number of our most junior staff receiving slightly more. These increases in salary averaged 1.09% effective 1 April 2013. Bonus payments for staff below the SCS were made to all staff who performed to top three levels of a five level appraisal system.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

I hope you are satisfied with this reply

Yours sincerely,

Human Resources Directorate



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.