



Ministry of Defence



Defence Business Services
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Ref: DBS/SEC/FOI/07232

E-mail: DBSRES-Secretariat@mod.uk



16 August 2015

Dear ,

Thank you for your remedy enquiry of 19 August requesting information on Defence Business Services Staff Data. Your email has been treated as a request for information under the Freedom of Information Act 2000 (FOIA). You asked:

Please can you supply:

- The amount of E1, D, C2, C1 and B2's that work in DBS at Bristol and Cheadle Hulme on 1 Aug 2014 – 1 Aug 2015*
- The number and grade on each site that were marked as Box 1 on PADR for Aug 2015*
- The amount of hours flexi claimed travelling from Cheadle Hulme to Bristol by all grades 1 Aug 2014 – 1 Aug 2015*

A search for the information has now been completed within the Ministry of Defence, and I can confirm that some of the information in scope of your request is held.

I can confirm that the number of each salary grade located at each site between 1 August 2014 and 1 August 2015 is shown in the table below:

Grade	Abbey Wood	Cheadle Hulme	Grand Total
B2	20	~	20
C1	65	10	75
C2	100	25	125
D	75	50	125
E1	130	125	255
Total	390	210	600

In order to protect personal information governed by the Data Protection Act 1998 Section 40(2) of the FOI Act has been applied to some of the information by supplementing numbers less than 5 with a tilde (~) and all figures of five or more have been rounded to the nearest five. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

The information you request regarding Box 1 markings is not held, as there is no longer a 'box 1' marking on a Performance Appraisal Report form. Please let me know if you wish to make a further request regarding the bonus awarding process.

The amount of flexi hours claimed when travelling from Cheadle Hulme to Abbey Wood is not held. This is because all flexi adjustments have to be submitted on paper forms that are authorised by a line manager. The form only captures a code for travelling time, there isn't a provision for entering the detached duty station visited, so the information isn't recorded.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>.

Yours sincerely,

[Redacted signature]

[Redacted name]
Secretariat