



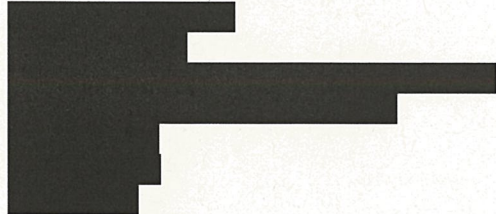
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Our Reference: FOI2015/07380



18 Sep 2015



Thank you for your request dated 21 August 2015 to Air Command Secretariat requesting the following information:

*Ministry of Defence policy on performance management arrangements: specifically; the rules detailing the allocation of (also described as 'eligibility for') Retained Grades to Moderation Panels, held annually; and their predecessor, Cluster Panels, dating from performance management year 2002/2003 to present.*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000. Your request has been passed to the People Secretariat for answer, as they have overall responsibility for Civilian HR policy.

The Ministry of Defence has had several different performance management systems over the years in question and not all of them have relied on Moderation or Cluster panels; indeed in some years, everyone except those on formal Managing Poor Performance (or its predecessor, Restoring Efficiency) received a performance award.

Prior to reporting year 2015/16 Retained Grades were performance managed and moderated according to their job weight. Following a grievance regarding these arrangements which was upheld by Esther Wallington, Civilian HR Director, Retained Grades will be performance managed and moderated according to their pay weight, rather than their job weight effective from reporting year 2015-16. This applies to those roles which were not broader banded following the Retained Grades exercise in 2010 and 2011. Revised eligibility criteria has been published on the Defence People Portal and the Trade Unions consulted. Under the Act there is no requirement to provide documents which are accessible by other means; however in this instance the document is attached for ease of reference.

If you are not satisfied with this response or 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 Compliance Rights Team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

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

Yours sincerely,

Defence People Secretariat



Ministry  
of Defence

**PERFORMANCE MANAGEMENT 2015/16:  
ELIGIBILITY FOR RETAINED GRADES**

**Version 1.0  
06 July 2015**

## Performance Management 2015/16: Eligibility for Retained Grades

The Retained Grade staff listed below are in scope for performance management arrangements for 2015/16 and should have a PAR. Please note: Moderated pay band is based on pay level and not job weight.

Retained Grade Mandate Code	Broader Banded Mandate Code	Grade Description	Moderated Pay Band
5597	7568	Burnham Lecturer HOD IV	B1
9765	7568	Capability Research Director	B1
2002	7568	Director of Studies RMAS/BRNC	B1
8800	7568	Grade 7 (HP)	B1
2185	7568	Medical Officer	B1
9368	7568	Patent Officer Band 1	B1
9367	7568	Patent Officer Band 2	B1
2457	7568	Principal salvage and Mooring Officer (PSALMO)	B1
2184	7568	Senior Medical Officer	B1
9523	7568	Medical Adviser (VA)	B1
9610	7568	UKAEA Band B1	B1
5727	7569	Area Officer Social Worker	B2
2609	7569	Burnham Lecturer HOD III	B2
9315	7569	Chief Admiralty Pilot	B2
6056	7569	MSO 1 (Duty Group)	B2
9543	7569	MSO 1 (In Port Group)	B2
9544	7569	MSO 1 (Out of Port Group)	B2
9545	7569	MSO 1 (Shore Based)	B2
9366	7569	Patent Officer Band 3a	B2
2608	7569	Principal Burnham Lecturer	B2
2003	7569	Principal Lecturer RMAS/BRNC	B2
2458	7569	Salvage and Mooring Officer	B2
8801	7569	SPTO (HP)	B2
9661	7569	UKAEA Band B2	B2
7950	7569	Military Support Function (Band B2)	B2
2101	7569	RO (Principal)	B2
9316	7570	Admiralty Pilot	C1
9318	7570	Admiralty Pilot (Limited and Trainee)	C1
9320	7570	Aviation Officer 1	C1
5975	7570	Houghton Lecturer TSS	C1
8802	7570	HPTO (HP)	C1
6057	7570	MSO 2 - In Port Duty Group	C1
9546	7570	MSO 2 - In Port Group	C1
9547	7570	MSO 2 - Out of Port Group	C1
9548	7570	MSO 2 - Shore Based	C1
9337	7570	Salvage Operators Manager	C1
9336	7570	Salvage Engineer	C1
5486	7570	Senior Burnham Lecturer PCSPS New Contract	C1
2607	7570	Senior Burnham Lecturer TSS New Contract	C1
9605	7570	Senior Burnham Lecturer TSS Old Contract	C1
5953	7570	Senior Investigating Officer	C1
2005	7570	Senior Lecturer BRNC/RMAS (SR)	C1
2004	7570	Senior Lecturer (BRNC/RMAS)	C1
2012	7570	Senior Lecturer RMCS/RNC	C1

<b>Retained Grade Mandate Code</b>	<b>Broader Banded Mandate Code</b>	<b>Grade Description</b>	<b>Moderated Pay Band</b>
9612	7570	UKAEA Band C1	C1
7951	7570	Military Support Function (Band C1)	C1
2096	7570	Retired Officer 1	C1
1750	7570	Army Careers Officer 1	C1
8667	7570	STTO	C1
7575	7570	Flight Simulator Instructor 1	C1
2680	7570	Senior Information Officer	C1
9321	7571	Aviation Officer 2	C2
5487	7571	Burnham lecturers PCSPS New Contract	C2
9607	7571	Burnham lecturers PCSPS Old Contract	C2
2606	7571	Burnham Lecturer TSS Former Scale II	C2
8909	7571	Burnham Lecturer TSS New Contract	C2
9608	7571	Burnham Lecturer TSS Old Contract	C2
9365	7571	Patent Officer Band 3b	C2
9338	7571	Salvage Operator Mechanic	C2
9339	7571	Salvage Operator Ship	C2
9340	7571	Salvage Operator Underwater	C2
9341	7571	Salvage Electrician	C2
9342	7571	Salvage Supervisor	C2
7952	7571	Military Support Function (Band C2)	C2
2097	7571	Retired Officer 2	C2
8668	7571	HTTO	C2
7576	7571	Flight Simulator Instructor II	C2
7953	7572	Military Support Function (Band D)	D
2098	7572	Retired Officer - 3	D
8669	7572	TTO	D
2345	7572	Mess Manager A	D
2346	7572	Mess Manager B	D
5448	7572	Defence Courier	D
5853	7573	Chef 1/Chief Cook 1	E1
5854	7573	Chef 2/Chief Cook 2	E1
2734	7573	Supervisory Traffic Representative	E1
2733	7573	Traffic Representative	E1
9477	7912	20 Squadron A Troop	SZ4
6098	7912	SSG	SK4
9486	7913	DSDA SK3	SK3
9478	7913	DM SZ3	SK3
7914	9487	DSDA SK2	SK2
7914	9479	DM SZ2	SK2
7915	9488	DSDA SK1	SK1
7915	9480	DM SZ1	SK1