



Ministry
of Defence

Ministry of Defence
Defence Business Services
Secretariat Team
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Thornton-Cleveleys
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FY5 3WP

Our Ref: FOI2016/01791

E-mail: DBSRES-Secretariat@mod.uk

[REDACTED]
Email: [REDACTED]

8 March 2016

Dear [REDACTED]

Thank you for your email of 9 February, requesting the following information:

"In reference to the employment of civil servants in your department, please provide:

1. All documents referring to currently active policy concerning any form of support given to employees to undertake volunteering opportunities outside of their day to day responsibilities. If these documents are not applicable to all civil servants, please indicate to which group(s) of civil servants each document applies.

2. A breakdown of what support and benefits** are currently given to employees to undertake volunteering opportunities outside of their day to day responsibilities. If these are not applicable to all civil servants, please indicate to which group(s) of civil servants each type of support and benefits applies.*

**Support could be, for example, paid time off to volunteer, flexible work arrangements to volunteer, group volunteering facilitation, individual volunteer matching with community organisations, pool of volunteers for community organisations to draw from, skilled volunteer facilitation, professional development through a community service learning approach, international volunteering facilitation, information about volunteer opportunities in the community (through an Internet website, an Intranet website, information sessions, volunteer fairs, e-newsletter, volunteer-related messages to interested employees, etc.), volunteer recognition awards, articles showcasing employees' volunteering stories, etc.*

***Benefits could be, for example, in reference to salary, remuneration, annual leave, promotion or other forms of benefit connected to employment.*

3. The name, as well as the work telephone number, e-mail address and physical address, of the civil servant(s) coordinating your department's employer-supported volunteer scheme."

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

I can confirm the information you have requested at questions one and two is held by the Ministry of Defence, but is exempt under section 21 of the FOIA – “reasonably accessible to you by other means”. Details can be found via the following link.

https://www.whatdotheyknow.com/request/information_on_civil_service_vol_16#incoming-512333

The Ministry of Defence does not operate a centrally coordinated employer supported volunteer scheme, as this is undertaken at local level by line Managers in line with the broader civil service objective to increase volunteering activity. However, should you have any further queries you may wish to direct these to the email address below:-

People-CivHR-HRSkills@mod.uk

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.org.uk>

Yours sincerely,

Acting Head of Secretariat