



Ministry of Defence

Civilian Personnel Sickness Absence Quarterly Report 1 October 2016

This report presents figures on Sickness Absence for civilian personnel employed by the Ministry of Defence, excluding Royal Fleet Auxiliary personnel and Locally engaged civilians. Using data from the Ministry of Defence Human Resource and Management System (HRMS), the tables present information about changes in the Average Number of Working Days Lost (AWDL), actual number of days lost, the number of instances of Sickness Absence and the distribution by ICD-10 code.

The data is structured into Non-Industrial and Industrial personnel by Top Level Budget area and MOD Trading Funds and is shown at quarter points for sickness in the preceding 12-month period.

Key Points and Trends

MOD average working days absent per civilian personnel

12 months to 30 September 2016

a decrease of 0.28 days compared with previous 12 months

▼ **7.37 days**

MOD civilian number of incidents of sickness absence

12 months to 30 September 2016

a decrease of 9 per cent compared with previous 12 months

▼ **64,090 incidents**

MOD civilian personnel working days lost due to sickness

12 months to 30 September 2016

a decrease of 6 per cent compared with previous 12 months

▼ **365,250 days**

MOD civilian personnel main causes of sickness absence

12 months to 30 September 2016

Non-industrial personnel

- Mental and behavioural disorders (23%)
- Diseases of the musculoskeletal system (19%)
- Diseases of the respiratory system (10%)

Industrial personnel

- Diseases of the musculoskeletal system (30%)
- Mental and behavioural disorders (18%)
- Injury, poisoning and other external causes (11%)

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Definitions

The following definitions are used within this publication and apply to different data tables:

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.

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.

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.

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.

Loss of productivity: Is calculated by using the grade capitation rate multiplied by the number of days lost per grade. See background notes for more detail.

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.

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.

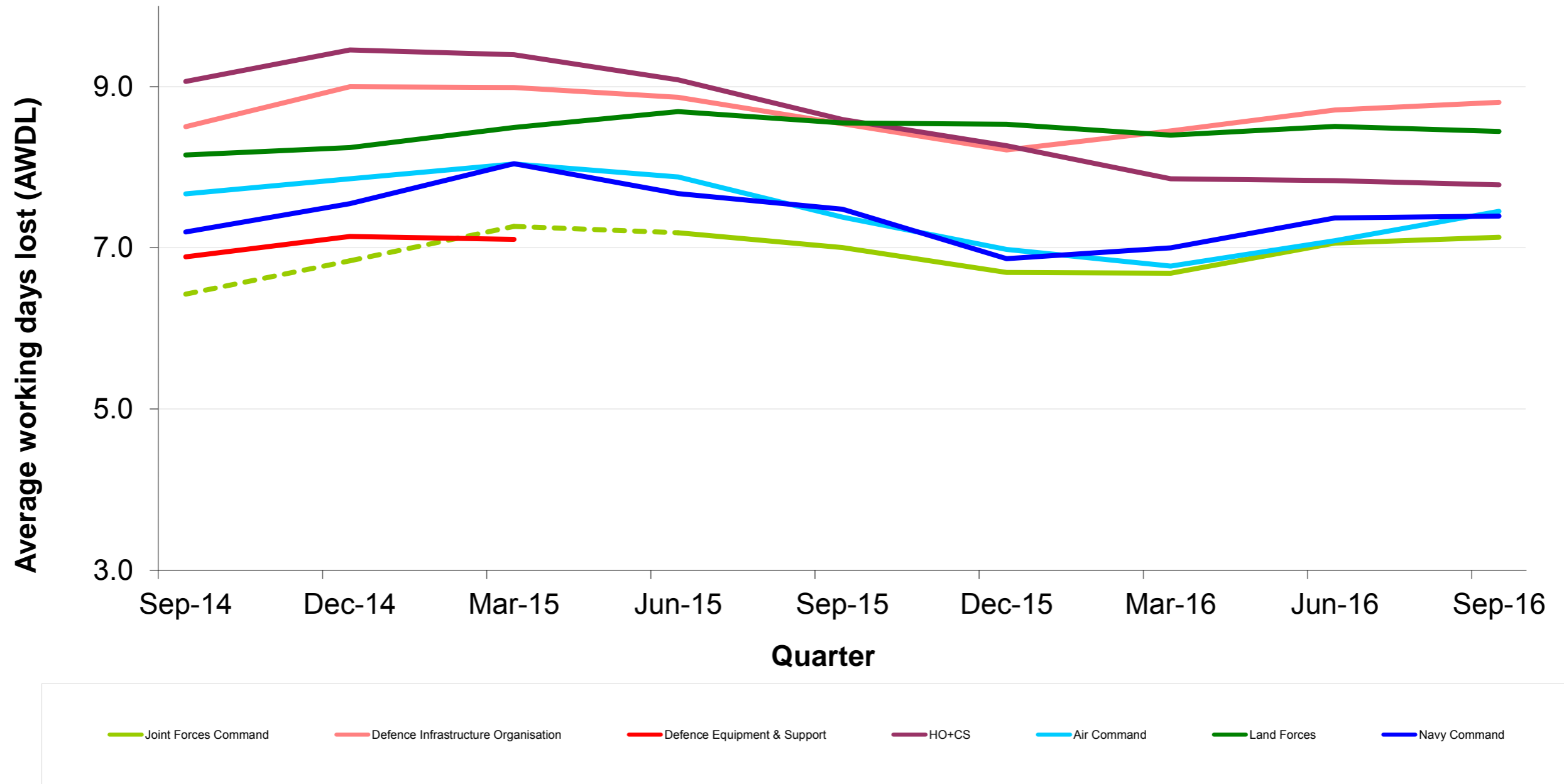
Summary Table : Average working days absent per person per year by TLB for MoD Civilian Personnel ^{1,2,3,4}

	12 Months Ending				12 Months Ending					Value of lost productivity ⁵ of absence from 1st October 2015 to 30th September 2016
	30-Sep-14	30-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16	
B00 Joint Forces Command	6.43	6.84	7.27	7.19	7.00	6.69	6.69	7.06	7.13	£6,805,000
C00 Defence Infrastructure Organisation	8.50	9.00	8.99	8.87	8.54	8.22	8.45	8.71	8.81	£4,831,000
D00 Defence Equipment & Support	6.89	7.14	7.11	*	*	*	*	*	*	*
K00 Head Office & Corporate Services	9.07	9.45	9.40	9.08	8.59	8.27	7.86	7.84	7.78	£8,334,000
M00 Air Command	7.67	7.86	8.04	7.88	7.38	6.98	6.77	7.09	7.45	£4,366,000
V00 Land Forces	8.15	8.25	8.49	8.69	8.55	8.53	8.40	8.51	8.44	£10,903,000
X00 Navy Command	7.20	7.55	8.05	7.67	7.48	6.86	7.00	7.37	7.39	£2,528,000
Una Unallocated	10.35	8.77	10.33	~	~	~	~	~	~	£3,000
Level 1 total⁶	7.74	8.01	8.14	8.36	8.07	7.80	7.68	7.87	7.91	£37,771,000
Trading Entity										
I00 DES Trading Entity	*	*	*	6.96	6.95	6.53	6.25	6.39	6.16	£10,168,000
Trading Funds										
T01 Defence Science and Technology Laboratory	4.94	5.10	5.38	5.44	5.59	5.34	5.54	5.73	5.48	..
T03 UK Hydrographic Office	6.77	6.53	7.43	7.15	7.32	7.18	7.03	7.11	6.55	..
T05 Defence Support Group	8.61	8.21	*	*	*	*	*	*	*	..
Trading Fund total	6.44	6.35	5.80	5.79	5.94	5.71	5.83	6.00	5.69	..
Level 0 Total⁷	7.57	7.79	7.93	7.84	7.65	7.36	7.24	7.42	7.37	..

Source: Defence Statistics (Civilian)

1. Figures exclude personnel classed as being on zero pay for any reason.
2. Rates are calculated using absence days over a 13 month average strength.
3. Part time personnel are counted by a proportion of the hours worked.
4. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
5. Value of lost productivity are calculated using 2015/16 PAY, SCAPE and ERNIC data.
6. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total
7. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

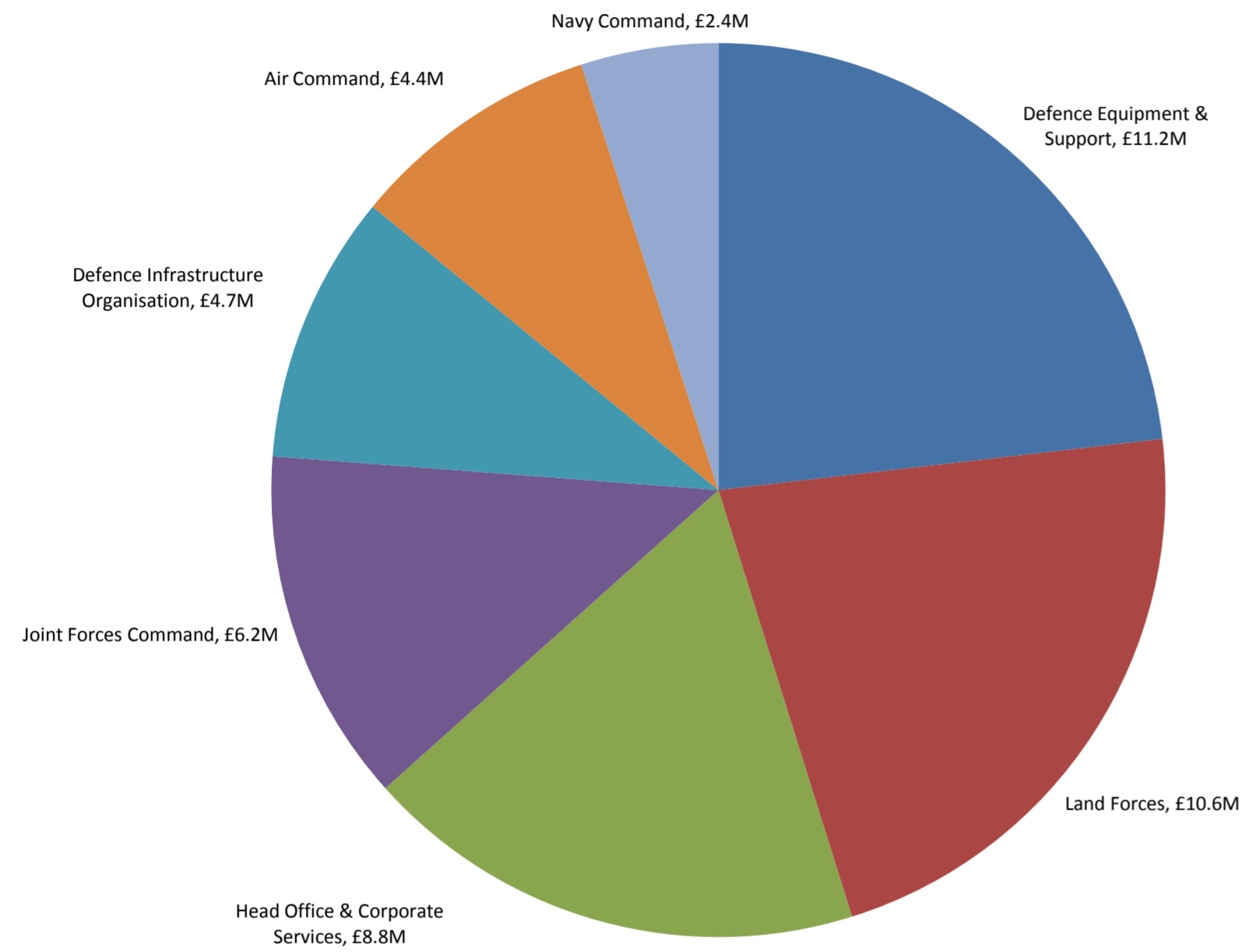
Chart A to Summary Table : Average working days absent per person per year by TLB for MoD Civilian Personnel



Note The dotted line for Joint Forces Command represents the period where increasing their manpower levels due to transfers from other TLBs.
 Defence Equipment & Support has now become a Trading Entity

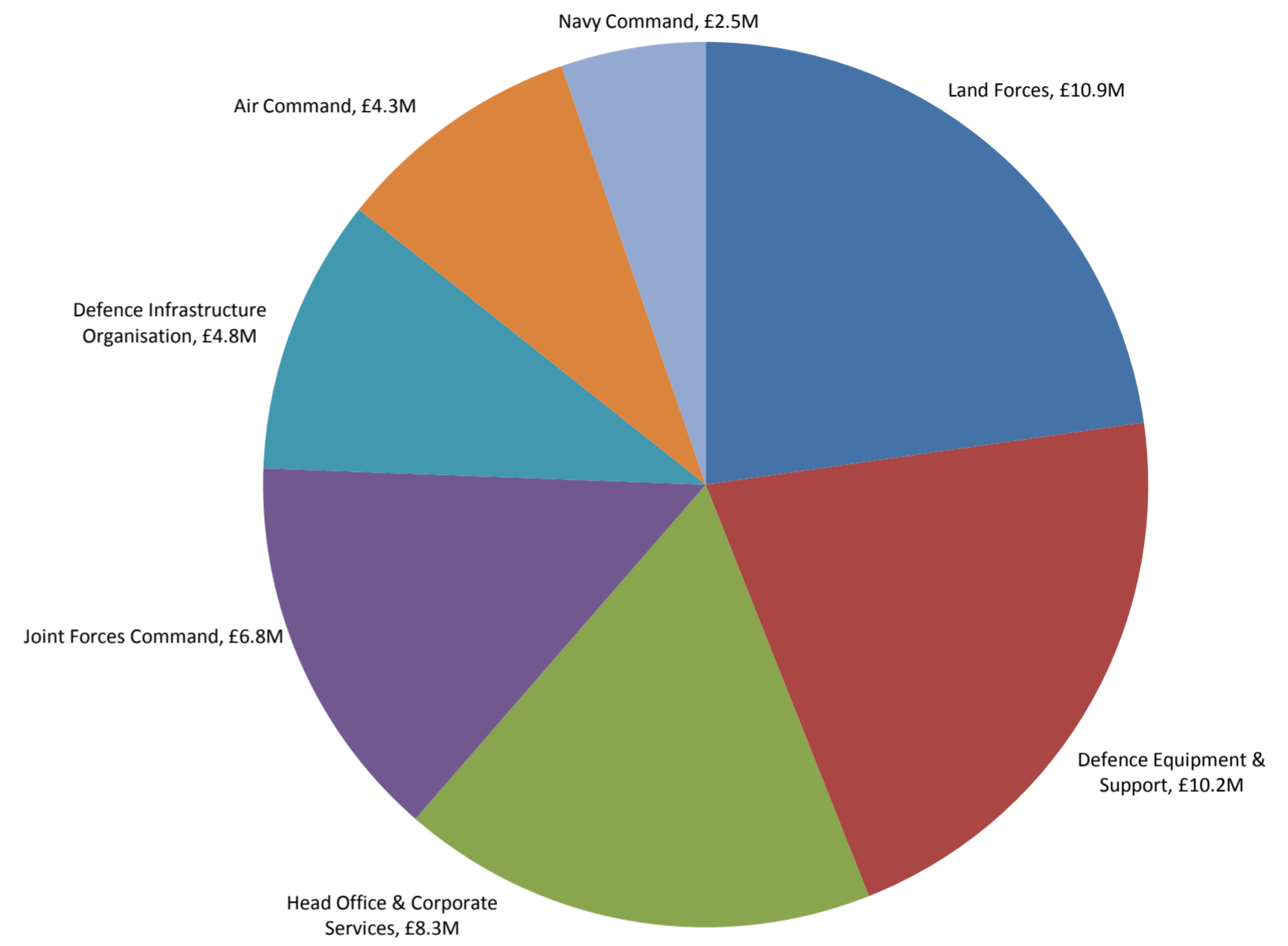
Chart B to Summary Table : Proportion of lost productivity in £M of Civilian Sickness Absence for Non-Industrial and Industrial personnel in core TLB's

Value of Lost Productivity caused by sickness absence by TLB in £M for 12 months to 30th September 2015



Total Value of Lost Productivity in 12 months to 30 September 2015 is £48.4 million

Value of Lost Productivity caused by sickness absence by TLB in £M for 12 months to 30th September 2016



Total Value of Lost Productivity in 12 months to 30 September 2016 is £47.9 million

Table 1 : Average working days absent per person per year by TLB for MoD Civilian Personnel ^{1,2,3,4}

	12 Months Ending				12 Months Ending					Value of lost productivity ⁵ of absence from 1st October 2015 to 30th September 2016
	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16	
Non Industrial Total	7.34	7.64	7.76	8.05	7.80	7.54	7.42	7.61	7.62	£32,070,000
B00 Joint Forces Command	6.38	6.76	7.23	7.14	6.92	6.61	6.57	6.94	7.03	£6,519,000
C00 Defence Infrastructure Organisation	8.47	8.97	8.97	8.85	8.57	8.21	8.42	8.68	8.73	£4,684,000
D00 Defence Equipment & Support	6.26	6.58	6.51	*	*	*	*	*	*	*
K00 Head Office & Corporate Services	8.99	9.39	9.38	9.09	8.69	8.31	7.98	7.93	7.83	£8,187,000
M00 Air Command	6.84	6.99	7.13	7.13	6.72	6.40	6.18	6.70	6.98	£3,273,000
V00 Land Forces	7.41	7.50	7.74	7.97	7.90	7.95	7.71	7.74	7.60	£7,193,000
X00 Navy Command	7.09	7.42	7.65	7.17	7.04	6.58	6.80	7.28	7.43	£2,210,000
Una Unallocated	~	~	~	~	~	~	~	~	~	£3,000
Industrial Total	9.84	9.95	10.20	9.98	9.47	9.20	9.13	9.31	9.56	£5,701,000
B00 Joint Forces Command	7.01	7.95	7.86	7.93	8.33	8.02	8.50	8.98	8.73	£286,000
C00 Defence Infrastructure Organisation	9.10	9.47	9.44	9.34	7.61	8.44	9.78	9.96	11.85	£147,000
D00 Defence Equipment & Support	11.00	10.68	10.73	*	*	*	*	*	*	*
K00 Head Office & Corporate Services	16.19	15.70	11.28	8.64	4.04	6.65	4.02	5.12	6.21	£147,000
M00 Air Command	9.93	10.25	10.58	10.01	9.29	8.67	8.51	8.26	8.87	£1,093,000
V00 Land Forces	9.81	9.89	10.14	10.29	10.00	9.86	9.98	10.31	10.47	£3,710,000
X00 Navy Command	7.62	8.06	9.79	9.87	9.45	8.14	7.89	7.79	7.21	£318,000
Una Unallocated	-	-	-	-	-	-	-	-	-	-
Level 1 Total⁶	7.74	8.01	8.14	8.36	8.07	7.80	7.68	7.87	7.91	£37,771,000
Trading Entity Industrial and Non-industrial personnel										
I00 DES Trading Entity	*	*	*	6.96	6.95	6.53	6.25	6.39	6.16	£10,168,000
Trading Funds Industrial and Non-industrial personnel⁷										
T01 Defence Science and Technology Laboratory	4.94	5.10	5.38	5.44	5.59	5.34	5.54	5.73	5.48	..
T03 UK Hydrographic Office	6.77	6.53	7.43	7.15	7.32	7.18	7.03	7.11	6.55	..
T05 Defence Support Group	8.61	8.21	*	*	*	*	*	*	*	..
Trading Fund Total	6.44	6.35	5.80	5.79	5.94	5.71	5.83	6.00	5.69	..
Level 0 Total⁸	7.57	7.79	7.93	7.84	7.65	7.36	7.24	7.42	7.37	..

Source: Defence Statistics (Civilian)

1. Figures exclude personnel classed as being on zero pay for any reason.
2. Rates are calculated using absence days over a 13 month average FTE strength.
3. Part time personnel are counted as a proportion of the hours worked.
4. Absence days are working days lost with part time hours conversion where applicable.
5. Costs are calculated using 2015/16 PAY, SCAPE and ERNIC data.
6. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total
7. Trading Fund personnel cannot be broken down by Industrial status.
8. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

Table 2 : The number of incidents of sickness absence per year by TLB for MoD Civilian Personnel ¹

	12 Months Ending				12 Months Ending				
	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16
Non Industrial Total	56 830	57 700	57 750	42 810	41 170	38 950	38 730	39 330	39 070
B00 Joint Forces Command	6 190	7 230	8 180	8 030	7 880	7 570	7 680	7 880	7 810
C00 Defence Infrastructure Organisation	7 310	7 110	6 820	6 520	6 190	5 680	5 800	5 930	5 870
D00 Defence Equipment & Support	15 120	14 740	13 790	*	*	*	*	*	*
K00 Head Office & Corporate Services	11 360	11 450	11 440	11 120	10 560	10 120	9 840	9 920	9 870
M00 Air Command	4 740	4 760	4 800	4 650	4 440	4 090	3 990	4 020	3 980
V00 Land Forces	9 660	9 660	9 740	9 570	9 260	8 880	8 780	8 890	8 840
X00 Navy Command	2 420	2 720	2 970	2 920	2 830	2 600	2 630	2 690	2 690
Una Unallocated	~	~	~	~	~	~	~	~	~
Industrial Total	9 820	9 730	9 660	6 820	6 470	6 020	5 690	5 500	5 360
B00 Joint Forces Command	330	360	400	390	390	340	350	340	340
C00 Defence Infrastructure Organisation	240	260	220	200	160	120	110	110	130
D00 Defence Equipment & Support	2 740	2 700	2 670	*	*	*	*	*	*
K00 Head Office & Corporate Services	220	200	200	250	210	350	230	230	240
M00 Air Command	1 830	1 790	1 720	1 640	1 560	1 370	1 300	1 250	1 210
V00 Land Forces	3 980	3 900	3 920	3 800	3 600	3 320	3 200	3 120	3 060
X00 Navy Command	470	520	540	540	550	510	500	460	380
Una Unallocated	-	-	-	-	-	-	-	-	-
Level 1 Total²	66 650	67 420	67 410	49 630	47 640	44 970	44 420	44 830	44 430
Trading Entity Industrial and Non-industrial personnel									
I00 DES Trading Entity	*	*	*	16 060	15 130	13 540	13 020	12 950	12 700
Trading Funds Industrial and Non-industrial personnel³									
T01 Defence Science and Technology Laboratory	5 290	5 470	5 600	5 620	5 660	5 540	5 710	5 650	5 460
T03 UK Hydrographic Office	1 790	1 660	1 850	2 150	1 730	1 680	1 630	1 600	1 490
T05 Defence Support Group	5 510	4 950	*	*	*	*	*	*	-
Trading Fund Total	12 590	12 080	7 450	7 770	7 390	7 210	7 340	7 240	6 950
Level 0 Total⁴	79 240	79 500	74 870	73 460	70 170	65 720	64 770	65 020	64 090

Source:Defence Statistics (Civilian)

1. Figures exclude personnel classed as being on zero pay for any reason.
2. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total.
3. Trading Fund personnel cannot be broken down by Industrial status.
4. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

Table 3 : The total number of working days lost due to sickness absence by TLB for MoD Civilian Personnel ^{1,2}

	12 Months Ending				12 Months Ending				
	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16
Non Industrial total	287 310	298 170	302 210	241 680	234 590	227 200	223 650	229 430	229 780
B00 Joint Forces Command	28 750	33 460	38 540	38 570	37 940	36 610	36 700	38 970	39 520
C00 Defence Infrastructure Organisation	37 350	38 560	37 590	36 530	34 800	33 070	33 900	35 150	35 570
D00 Defence Equipment & Support	62 380	62 190	58 560	*	*	*	*	*	*
K00 Head Office & Corporate Services	63 860	67 080	67 680	66 410	64 280	62 240	60 180	59 740	59 070
M00 Air Command	26 160	26 550	26 970	26 820	25 100	23 640	22 570	24 160	24 930
V00 Land Forces	56 010	56 000	57 220	58 670	57 980	58 030	56 130	56 140	55 000
X00 Navy Command	12 640	14 220	15 550	14 650	14 430	13 570	14 130	15 250	15 660
Una Unallocated	~	~	~	~	~	~	~	~	~
Industrial total	73 530	73 660	74 630	57 520	53 790	51 670	50 710	50 660	50 950
B00 Joint Forces Command	2 530	2 900	2 880	2 880	2 990	2 830	2 960	3 090	2 960
C00 Defence Infrastructure Organisation	2 480	2 320	1 920	1 500	920	900	1 020	1 020	1 220
D00 Defence Equipment & Support	16 830	16 060	15 900	*	*	*	*	*	-
K00 Head Office & Corporate Services	1 150	1 110	870	1 000	640	1 370	990	1 310	1 600
M00 Air Command	13 900	14 120	14 320	13 250	12 010	10 950	10 510	9 970	10 490
V00 Land Forces	33 190	33 440	34 170	34 320	32 900	31 910	31 660	31 770	31 500
X00 Navy Command	3 450	3 720	4 570	4 560	4 340	3 710	3 580	3 490	3 180
Una Unallocated	-	-	-	-	-	-	-	-	-
Level 1 total³	360 830	371 840	376 830	299 200	288 380	278 870	274 360	280 080	280 730
Trading Entity Industrial and Non-industrial personnel									
I00 DES Trading Entity	*	*	*	73 060	71 350	65 250	60 960	60 870	59 470
Trading Funds Industrial and Non-industrial personnel⁴									
T01 Defence Science and Technology Laboratory	18 190	18 720	19 710	19 840	20 290	19 300	19 900	20 430	19 420
T03 UK Hydrographic Office	6 600	6 240	6 960	6 610	6 680	6 460	6 250	6 210	5 630
T05 Defence Support Group	20 570	19 660	*	*	*	*	*	*	-
Trading Fund total	45 370	44 620	26 670	26 450	26 970	25 760	26 150	26 640	25 050
Level 0 Total⁵	406 200	416 460	403 500	398 710	386 700	369 880	361 480	367 600	365 250

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Sickness absence figures exclude absences where a person is classed as being on zero pay.
3. No sickness absence information is available for RFAs, so they are excluded from the Level 1 total.
4. Trading Fund personnel cannot be broken down by Industrial status.
5. No sickness absence information is available for LECs, so they are excluded from the Level 0 total.

Table 4A : The total number of working days lost due to sickness absence by ICD code for Non-Industrial Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16
Non-industrial Total (All ICD 10 Codes)	287 310	298 170	302 210	241 680	234 590	227 200	223 650	229 430	229 780
ACI Injury, poisoning and certain other consequences of external causes	20 600	20 440	22 250	18 420	18 240	17 960	16 990	16 480	17 220
BFO Diseases of the blood forming organs and certain disorders....	1 650	1 790	2 050	1 710	1 860	2 070	1 520	1 980	1 810
CIR Diseases of the circulatory system	11 430	12 750	13 120	10 020	8 740	8 100	8 340	8 980	8 880
DDS Diseases of the digestive system	21 660	22 400	21 160	15 250	14 440	14 070	13 600	13 910	13 850
DEM Diseases of the ear and mastoid process	2 600	2 760	3 040	2 180	2 200	2 170	2 200	2 240	2 330
DEY Diseases of the eye and adnexa	2 820	2 610	2 640	2 330	2 570	3 030	3 310	3 260	3 250
DGY Diseases of the genito-urinary system	11 110	12 220	12 800	11 440	10 740	10 810	10 930	11 100	10 740
DRS Diseases of the respiratory system	30 430	32 230	34 820	26 290	25 880	24 550	23 750	23 900	23 250
EMN Endocrine, nutritional and metabolic diseases	1 800	2 290	2 490	2 060	2 210	1 810	1 850	2 150	1 950
IPO Certain infectious and parasitic diseases	23 610	24 770	25 170	19 010	18 810	18 700	18 900	20 380	21 190
MSD Diseases of the musculoskeletal system and connective tissue	48 670	51 330	51 510	45 210	43 680	43 070	42 890	43 760	44 010
NGB Neoplasms	12 420	12 870	13 160	11 670	11 650	10 450	10 150	11 320	11 660
NSS Diseases of the nervous system	10 840	11 450	11 240	8 880	8 980	8 860	9 090	8 880	8 370
OPP Factors influencing health status and contact with health service	13 810	11 880	9 520	6 060	4 140	1 960	770	330	60
PCP Pregnancy, childbirth and the puerperium	3 120	2 840	2 990	2 010	2 260	2 640	2 730	2 810	2 720
PSD Mental and behavioural disorders	65 030	67 630	68 290	53 550	52 750	51 200	51 230	53 320	53 360
SCO Diseases of the skin and subcutaneous tissue	2 160	2 140	2 170	1 890	1 820	2 060	2 160	1 980	2 170
SID Cause of Absence Not Yet Known	3 560	3 790	3 800	3 700	3 640	3 700	3 240	2 640	2 970

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Figures exclude absences where a person is classed as being on zero pay.
3. 1 day OPP Hospital Appointments have been excluded

Table 4B: The total number of working days lost due to sickness absence by ICD code for Non-Industrial Civilian Personnel, 12 months ending 30 September 2016

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	229,780	100%
		<i>of which:</i>	
PSD	Mental and behavioural disorders	53,360	23.2%
MSD	Diseases of the musculoskeletal system and connective tissue	44,010	19.2%
DRS	Diseases of the respiratory system	23,250	10.1%
IPO	Certain infectious and parasitic diseases	21,190	9.2%
ACI	Injury, poisoning and certain other consequences of external causes	17,220	7.5%
DDS	Diseases of the digestive system	13,850	6.0%
NGB	Neoplasms	11,660	5.1%
DGY	Diseases of the genito-urinary system	10,740	4.7%
CIR	Diseases of the circulatory system	8,880	3.9%
NSS	Diseases of the nervous system	8,370	3.6%
DEY	Diseases of the eye and adnexa	3,250	1.4%
PCP	Pregnancy, childbirth and the puerperium	2,720	1.2%
DEM	Diseases of the ear and mastoid process	2,330	1.0%
SCO	Diseases of the skin and subcutaneous tissue	2,170	0.9%
EMN	Endocrine, nutritional and metabolic diseases	1,950	0.9%
BFO	Diseases of the blood forming organs and certain disorders....	1,810	0.8%
OPP	Factors influencing health status and contact with health service	60	0.0%
SID	Cause of Absence Not Yet Known	2,970	1.3%

Table 5A : The total number of working days lost due to sickness absence by ICD code for Industrial Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16
Industrial total (All ICD 10 Codes)	73 530	73 660	74 630	57 520	53 800	51 670	50 710	50 660	50 950
ACI Injury, poisoning and certain other consequences of external causes	7 020	7 360	7 200	5 420	4 820	4 450	4 690	5 150	5 710
BFO Diseases of the blood forming organs and certain disorders....	870	820	740	450	360	330	310	360	400
CIR Diseases of the circulatory system	4 790	4 440	4 350	3 320	2 620	2 640	2 860	3 110	3 130
DDS Diseases of the digestive system	4 720	4 750	4 080	2 760	2 710	2 460	2 640	2 560	2 340
DEM Diseases of the ear and mastoid process	670	770	640	450	520	400	340	280	240
DEY Diseases of the eye and adnexa	800	710	670	490	600	590	670	730	480
DGY Diseases of the genito-urinary system	1 870	2 120	2 020	1 420	1 590	1 510	1 460	1 590	1 630
DRS Diseases of the respiratory system	6 440	6 460	6 100	4 460	4 380	3 960	3 690	3 550	3 250
EMN Endocrine, nutritional and metabolic diseases	320	410	600	250	350	500	710	900	830
IPO Certain infectious and parasitic diseases	5 030	4 880	5 350	4 220	3 950	3 750	3 090	2 930	3 200
MSD Diseases of the musculoskeletal system and connective tissue	17 940	18 380	19 210	15 900	14 910	14 750	14 720	15 420	15 520
NGB Neoplasms	2 740	2 800	2 870	2 720	2 530	2 390	2 210	1 930	2 230
NSS Diseases of the nervous system	1 680	1 870	1 760	1 360	1 520	1 410	1 330	1 290	1 330
OPP Factors influencing health status and contact with health service	4 240	3 640	3 150	1 990	1 150	630	240	250	120
PCP Pregnancy, childbirth and the puerperium	400	300	140	90	80	80	70	40	40
PSD Mental and behavioural disorders	12 270	12 500	13 520	10 540	10 120	10 580	10 150	9 270	9 220
SCO Diseases of the skin and subcutaneous tissue	440	520	610	420	640	660	600	550	410
SID Cause of Absence Not Yet Known	1 260	950	1 610	1 280	950	610	920	740	850

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Sickness absence figures for 31 March 08 onwards exclude absences where a person is classed as being on zero pay.
3. 1 day OPP Hospital Appointments have been excluded

Table 5B: The total number of working days lost due to sickness absence by ICD code for Industrial Civilian Personnel, 12 months ending 30 September 2016

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	50,950	100%
		<i>of which:</i>	
MSD	Diseases of the musculoskeletal system and connective tissue	15,520	30.5%
PSD	Mental and behavioural disorders	9,220	18.3%
ACI	Injury, poisoning and certain other consequences of external causes	5,710	11.2%
DRS	Diseases of the respiratory system	3,250	6.4%
IPO	Certain infectious and parasitic diseases	3,200	6.3%
CIR	Diseases of the circulatory system	3,130	6.1%
DDS	Diseases of the digestive system	2,340	4.6%
NGB	Neoplasms	2,230	4.4%
DGY	Diseases of the genito-urinary system	1,630	3.2%
NSS	Diseases of the nervous system	1,330	2.6%
EMN	Endocrine, nutritional and metabolic diseases	830	1.6%
DEY	Diseases of the eye and adnexa	480	0.9%
SCO	Diseases of the skin and subcutaneous tissue	410	0.8%
BFO	Diseases of the blood forming organs and certain disorders....	400	0.8%
DEM	Diseases of the ear and mastoid process	240	0.5%
OPP	Factors influencing health status and contact with health service	120	0.2%
PCP	Pregnancy, childbirth and the puerperium	40	0.1%
SID	Cause of Absence Not Yet Known	850	1.7%

Table 6A : The total number of working days lost due to sickness absence by ICD code for DE&S Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	30-Jun-14	30-Sep-14	31-Dec-14	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16
Trading Fund personnel (All ICD 10 Codes)	*	*	*	73 060	71 350	65 250	60 960	60 870	59 470
ACI Injury, poisoning and certain other consequences of external causes	*	*	*	5 330	5 080	4 700	4 340	3 940	4 110
BFO Diseases of the blood forming organs and certain disorders....	*	*	*	480	370	410	410	360	410
CIR Diseases of the circulatory system	*	*	*	2 820	2 680	2 590	2 450	2 260	2 220
DDS Diseases of the digestive system	*	*	*	6 100	5 340	4 920	4 570	4 710	4 440
DEM Diseases of the ear and mastoid process	*	*	*	1 020	980	730	630	630	600
DEY Diseases of the eye and adnexa	*	*	*	830	750	710	610	570	630
DGY Diseases of the genito-urinary system	*	*	*	2 590	2 740	2 560	2 420	2 400	2 420
DRS Diseases of the respiratory system	*	*	*	10 400	10 160	9 150	9 040	8 860	8 580
EMN Endocrine, nutritional and metabolic diseases	*	*	*	930	820	640	470	450	390
IPO Certain infectious and parasitic diseases	*	*	*	6 570	6 660	5 880	5 640	5 790	5 830
MSD Diseases of the musculoskeletal system and connective tissue	*	*	*	9 790	9 550	9 920	9 890	9 700	8 950
NGB Neoplasms	*	*	*	2 920	2 390	2 240	2 500	3 400	3 330
NSS Diseases of the nervous system	*	*	*	2 880	3 360	3 020	3 020	2 850	2 800
OPP Factors influencing health status and contact with health service	*	*	*	1 240	840	150	-	-	-
PCP Pregnancy, childbirth and the puerperium	*	*	*	1 010	1 270	1 270	920	850	780
PSD Mental and behavioural disorders	*	*	*	16 910	16 790	14 830	12 770	12 720	12 920
SCO Diseases of the skin and subcutaneous tissue	*	*	*	450	420	360	320	340	310
SID Cause of Absence Not Yet Known	*	*	*	770	1 160	1 160	970	1 060	750

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.

2. Sickness absence figures for 31 March 08 onwards exclude absences where a person is classed as being on zero pay.

3. 1 day OPP Hospital Appointments have been excluded

Table 6B: the total number of working days lost due to sickness absence by ICD code for DE&S Civilian Personnel, 12 months ending 30 September 2016

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	59,470	100%
		<i>of which:</i>	
PSD	Mental and behavioural disorders	12,920	21.7%
MSD	Diseases of the musculoskeletal system and connective tissue	8,950	15.1%
DRS	Diseases of the respiratory system	8,580	14.4%
IPO	Certain infectious and parasitic diseases	5,830	9.8%
DDS	Diseases of the digestive system	4,440	7.5%
ACI	Injury, poisoning and certain other consequences of external causes	4,110	6.9%
NGB	Neoplasms	3,330	5.6%
NSS	Diseases of the nervous system	2,800	4.7%
DGY	Diseases of the genito-urinary system	2,420	4.1%
CIR	Diseases of the circulatory system	2,220	3.7%
PCP	Pregnancy, childbirth and the puerperium	780	1.3%
DEY	Diseases of the eye and adnexa	630	1.1%
DEM	Diseases of the ear and mastoid process	600	1.0%
BFO	Diseases of the blood forming organs and certain disorders....	410	0.7%
EMN	Endocrine, nutritional and metabolic diseases	390	0.7%
SCO	Diseases of the skin and subcutaneous tissue	310	0.5%
OPP	Factors influencing health status and contact with health service	-	-
SID	Cause of Absence Not Yet Known	750	1.3%

Table 7A : The total number of working days lost due to sickness absence by ICD code for Trading Fund Civilian Personnel ^{1,2,3}

	12 Months Ending				12 Months Ending				
	30-Sep-14	31-Dec-14	31-Mar-15	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Sep-16
Trading Fund personnel (All ICD 10 Codes)	45 370	44 620	26 670	26 450	26 960	25 760	26 150	26 640	25 050
ACI Injury, poisoning and certain other consequences of external causes	3 060	2 870	1 130	1 450	1 260	1 360	940	660	460
BFO Diseases of the blood forming organs and certain disorders....	220	240	90	~	80	160	240	230	170
CIR Diseases of the circulatory system	830	830	330	370	750	610	670	750	640
DDS Diseases of the digestive system	3 210	2 920	1 650	1 660	1 660	1 660	2 050	2 310	2 130
DEM Diseases of the ear and mastoid process	260	290	170	160	160	130	100	100	80
DEY Diseases of the eye and adnexa	250	400	240	330	260	230	160	160	140
DGY Diseases of the genito-urinary system	480	530	370	520	570	470	430	280	180
DRS Diseases of the respiratory system	6 870	6 780	5 740	5 820	5 770	5 410	5 260	5 460	5 140
EMN Endocrine, nutritional and metabolic diseases	290	430	220	250	230	140	90	100	120
IPO Certain infectious and parasitic diseases	3 990	4 470	3 600	3 400	3 490	3 090	2 990	2 940	3 090
MSD Diseases of the musculoskeletal system and connective tissue	6 480	6 220	2 490	2 390	2 090	2 060	2 140	2 440	2 290
NGB Neoplasms	580	450	570	560	600	430	680	900	920
NSS Diseases of the nervous system	1 530	1 480	1 070	980	1 030	1 260	1 480	1 630	1 600
OPP Factors influencing health status and contact with health service	4 300	4 290	2 690	2 500	2 540	2 410	2 730	2 400	2 280
PCP Pregnancy, childbirth and the puerperium	340	380	320	240	130	100	120	130	80
PSD Mental and behavioural disorders	8 710	8 890	5 260	4 910	5 750	5 420	4 620	4 610	3 750
SCO Diseases of the skin and subcutaneous tissue	420	390	160	140	80	50	60	70	80
SID Cause of Absence Not Yet Known	3 550	2 750	560	750	520	790	1 400	1 470	1 910

Source:Defence Statistics (Civilian)

1. Absence days are FTE working days lost. e.g. a part time employee (working 50% of full time hours) is sick for 7 calendar days, consequently this is 5 working days and then 2.5 FTE working days.
2. Sickness absence figures for 31 March 08 onwards exclude absences where a person is classed as being on zero pay.
3. 1 day OPP Hospital Appointments have been excluded

Table 7B: The total number of working days lost due to sickness absence by ICD code for Trading Fund Civilian Personnel, 12 months ending 30 September 2016

ICD code	Category	Total number of working days lost	% of total working days lost
	Total	25,050	100%
		<i>of which:</i>	
DRS	Diseases of the respiratory system	5,140	20.5%
PSD	Mental and behavioural disorders	3,750	15.0%
IPO	Certain infectious and parasitic diseases	3,090	12.3%
MSD	Diseases of the musculoskeletal system and connective tissue	2,290	9.1%
OPP	Factors influencing health status and contact with health service	2,280	9.1%
DDS	Diseases of the digestive system	2,130	8.5%
NSS	Diseases of the nervous system	1,600	6.4%
NGB	Neoplasms	920	3.7%
CIR	Diseases of the circulatory system	640	2.5%
ACI	Injury, poisoning and certain other consequences of external causes	460	1.8%
DGY	Diseases of the genito-urinary system	180	0.7%
BFO	Diseases of the blood forming organs and certain disorders....	170	0.7%
DEY	Diseases of the eye and adnexa	140	0.6%
EMN	Endocrine, nutritional and metabolic diseases	120	0.5%
DEM	Diseases of the ear and mastoid process	80	0.3%
PCP	Pregnancy, childbirth and the puerperium	80	0.3%
SCO	Diseases of the skin and subcutaneous tissue	80	0.3%
SID	Cause of Absence Not Yet Known	1,910	7.6%

Symbols and Conventions

- ~ fewer than five
- * not applicable
- .. not available
- Zero or rounded to zero

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 Equivalents (FTE).

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

Excel tables accompanying this publication

An updated MOD Disclosure Control and Rounding policy has been published on GOV.UK and we have applied this policy to the statistics on Civilian personnel in the accompanying Excel tables.

The policy is available on

<https://www.gov.uk/government/publications/defence-statistics-policies>

Disclosure control will still be applied to statistical or numeric information to safeguard the confidentiality of individuals. ‘Disclosure control’ refers to the efforts made to reduce the risk of disclosure, such as applying statistical methods to protect ‘personally identifiable information’ (PII) in aggregate data tables. These safeguards can take many forms (e.g. data suppression, rounding, recoding etc.).

Background notes

1. Structural changes to the Top Level Budget areas have occurred during the time-series covered by this publication. In some cases this means that figures are not directly comparable across the whole period. To aid understanding of these changes and how they have impacted upon the figures the detail of these changes is provided here:

Defence Equipment and Support (DE&S) changed status as at 1 April 2015 and was reclassified as a Bespoke Trading Entity. It is reported outside Civilian level 1, but within level 0. Prior to this it was categorised as a Top Level Budgetary Area, which was part of the Civilian Level 1 total. For reporting purposes, DE&S will be reported as an extant TLB as at 1 April 2015 to allow comparable analysis of DE&S across the SDSR period covering 1 April 2010 to 1 April 2015. Civilian personnel strength for DE&S from 01 July 2015 onwards is reported as a Bespoke Trading Entity.

2. The value of lost productivity is calculated by applying the latest available capitation rates for Pay, ERNIC and SCAPE for civil service grades and multiplying them by the number of working days lost for each civil service grade.

ERNIC (Earnings related National Insurance contributions) is the National Insurance contribution to the department.

SCAPE (Superannuation Contributions Adjusted for Past Experience) is the pension element to the department.

The capitation rates are based on MOD averages for the respective year. The pay element of the capitation rate is basic pay only; no allowances are included. The capitation rates do not include overhead costs and these are not held centrally. Capitation rates are calculated for all grades.

Glossary

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.

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.

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 on-going 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 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

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.

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.

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.

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.

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.

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). As at 1 April 2015 the Defence Support Group was privatised, with approximately 2,000 posts transferring to Babcock.

Further Information

Contact Us

Defence Statistics welcome feedback on our statistical products. If you have any comments or questions about this publication or about our statistics in general, you can contact us as follows:

Defence Statistics (Civilian Personnel)

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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. For more information, see:

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

Other contact points within Defence Statistics are:

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RAF Manpower	01494 496822	DefStrat-Stat-Air-Hd@mod.uk
Tri-Service Manpower	020 7807 8896	DefStrat-Stat-Tri-Hd@mod.uk
Civilian Manpower	020 7218 1359	DefStrat-Stat-Civ-Hd@mod.uk
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Please note that these email addresses may change later in the year.

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