



Ministry
of Defence

[REDACTED]
Defence Business Services
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ref: FOI2015/04131/[REDACTED]

E-mail: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Email: [REDACTED]

29 May 2015

Dear [REDACTED]

Thank you for your email of 30 April 2015 to the Ministry of Defence (MOD) requesting information on external recruitment costs. Your email has been treated as a request for information under the Freedom of Information (FOI) Act 2000. You asked:

"Could you please provide me with information that shows the cost per head of hiring each new member of staff in the MOD from outside the Civil Service in the most recent financial year (2014/15)? Could you please also provide me with a breakdown of how these costs are incurred? The breakdown of costs might include – but not be limited to – the following areas:

- *Cost of advertising and use of external recruitment agencies.*
- *Cost of sifting applicants and carrying out interviews.*
- *Performing pre-employment screening including:*
 - *Basic security check, verification of identity, immigration status and criminal record.*
- *Supplying equipment to new member of staff, including:*
 - *Security pass, IT and mobile phone provision.*

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

For Financial Year 2014/15 the cost of advertising and external recruitment agencies was £4.077M.

The cost of pre-employment screening information per case is: Developed Vetting £884.74, Counter-Terrorist Check £43.66 and Security Check £56.02.

Section 12 of the FOI Act has been applied to your second and fourth question. Section 12 makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate cost limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the department holds the information, and locating, retrieving and extracting it.

The MOD has processed 2106 posts in Financial Year 2014/15, however to calculate the cost of sifting and equipment spend required would exceed the appropriate cost limit as it

would take on average 1 hour per post (depending on number of applicants and number of positions per vacancy). That is 2106 hours effort at £25 which is £52,650.

Please note that the MOD Trading Funds (Defence Support Group, Defence Science and Technology Laboratory, United Kingdom, Hydrographic Office) have delegated authority for pay and personnel issues and information about their civilian staff would have to be sought directly from them.

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,

A large black rectangular redaction covering the signature of the sender.A black rectangular redaction covering the name of the sender, with the word "Secretariat" visible to the right.

Secretariat