



Ministry of Defence Police

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Your Ref: RFI: 199.15

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Date: 27 November 2015

Dear [REDACTED],

**FREEDOM OF INFORMATION ACT 2000. MINISTRY OF DEFENCE POLICE:
CORPORATE COMMUNICATIONS.**

I acknowledge receipt of your e-mail of 22 September 2015, which we dealing with as a request for information in accordance with the Freedom of Information act 2000 (FOIA 2000).

I apologise for the slight delay in reply.

In your e-mail of 22 September 2015, you requested the following information:

"1. A breakdown of the budget for corporate communications and/or marketing[1] activity for 2011/12; 2013/14, 2014/15; 2015/16.

2. The budget for any internal in-house magazine or publication for staff, if production for this is outsourced or if any part provided by an external supplier.

3. The current head count in your corporate communications and/or marketing department(s) with a breakdown between warranted officers and non-warranted eg civilian members of staff.

4. *The current organisational charts/organograms showing the structure of your corporate communications and/or marketing department(s) accompanied by i) the salary bands for each role and ii) the job descriptions for each role.*

5. *The current total staff costs of your corporate communications and/or marketing department(s).*

6. *Details of any spend on any marketing or advertising activity, do you use an external supplier to help deliver this and if so what part e.g. creatives, media buyers etc*

7. *The date of the most recent review of your corporate communications and/or marketing department and its activity. Please indicate if this was conducted internally or externally and supply any reports rising from the review .*

If you have separate communications and marketing departments please indicate this and apply the questions above to both teams.

If my request is likely to exceed the time limit please let me know and offer me advice on ways to simplify it.

[1] Communications and marketing in this context refers to activities such as media relations, internal communications, social media/online, production of publications etc”

A search for information has now been completed and I can confirm that some information in scope of your request is held:

1. *A breakdown of the budget for corporate communications and/or marketing[1] activity for 2011/12; 2013/14, 2014/15; 2015/16.*

There is no formal budget for the Corporate Communications Dept, rather it forms part of the bigger Ministry of Defence Police (MDP) Corporate Services area of the Force. The staffing element of the Corporate Communications Dept is recorded below at Q.5.

2. *The budget for any internal in-house magazine or publication for staff, if production for this is outsourced or if any part provided by an external supplier.*

The cost of producing Talk Through staff magazine during F/Y 2014/15 was £14K.

3. *The current head count in your corporate communications and/or marketing department(s) with a breakdown between warranted officers and non-warranted eg civilian members of staff.*

The current head count is five. (1 x civilian Pay Band C1, 3 x civilian Pay Band C2 and 1 x civilian Pay Band D, grades).

4. The current organisational charts/organograms showing the structure of your corporate communications and/or marketing department(s) accompanied by i) the salary bands for each role and ii) the job descriptions for each role.

I attach Organogram, salary bands for civilian Pay Band grades C1, C2 and Band D and job specifications.

5. The current total staff costs of your corporate communications and/or marketing department(s).

The forecast staff costs for F/Y 2015/16 is £0.251M

6. Details of any spend on any marketing or advertising activity, do you use an external supplier to help deliver this and if so what part e.g. creatives, media buyers etc

During F/Y 2014/15, £286K was spent on MDP external recruit advertising. This related, in the main, to radio and newspaper advertisements, both national and local. MDP engaged the services of the MOD's retained Recruitment Agency to create a new recruitment website and manage a large recruitment campaign. MDP stopped all external recruiting in September 2009 and only recommenced in October 2013. During F/Y 2014/15 MDP recruited 204 new officers.

7. The date of the most recent review of your corporate communications and/or marketing department and its activity. Please indicate if this was conducted internally or externally and supply any reports arising from the review .

I attach an extract of an internal MDP Headquarters review that took place in 2013, that covered the Corporate Communications Dept.

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 Rights Team, 1st Floor, MOD Main Building, Whitehall, London SW1A 2HB (email 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 the 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

[REDACTED]