



Ministry  
of Defence

Defence Business Services  
Secretariat Team  
Room 6303  
Tomlinson House  
Norcross  
Thornton-Cleveleys  
Lancashire  
FY5 3WP

Ref: FOI2018/10660

E-mail: DBSRES-Secretariat@mod.gov.uk

[REDACTED]

11 September 2018

Dear [REDACTED]

Thank you for your email of 18 July 2018 requesting the following information:

"1) Please can you tell me the current FTE civil service staffing level of your department broken down by the following job grades:

- a. Administrative Assistant/Administrative Officer
- b. Executive Officer
- c. Senior Executive Officer/Higher Executive Officer
- d. Grade 6 & Grade 7
- e. Senior Civil Service

2) Please can you tell me the average length of employment (in months) for FTE civil servants in your department in each of the following job grades since 14th July 2016:

- a. Administrative Assistant/Administrative Officer
- b. Executive Officer
- c. Senior Executive Officer/Higher Executive Officer
- d. Grade 6 & Grade 7
- e. Senior Civil Service

3) Please can you tell me the current numbers of staff in your department on transfer/loan from other government departments broken down by the following job grades:

- a. Administrative Assistant/Administrative Officer
- b. Executive Officer
- c. Senior Executive Officer/Higher Executive Officer
- d. Grade 6 & Grade 7
- e. Senior Civil Service

4) Please can you tell me the average length of transfer/loan (in months) for civil servants in your department who have been transferred/loaned from other government departments in each of the following job grades since 14th July 2016:

- a. *Administrative Assistant/Administrative Officer*
- b. *Executive Officer*
- c. *Senior Executive Officer/Higher Executive Officer*
- d. *Grade 6 & Grade 7*
- e. *Senior Civil Service*

On 9 August 2018, we suggested that you revised and clarified Questions 2 and 4 so that they sought the averages at a single point in time. On 15 August 2018, you advised:

*"I would like to revise my Q2 and Q4 to say as of the end of each month, since July 2016 for the average length of employment questions".*

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

A search for the information has now been completed within the Ministry of Defence (MOD) and I can confirm that all the information in scope of your request is held.

The information provided below has been taken from the MOD Human Resources Management System (HRMS) and, therefore, includes only data for MOD Main and Defence Equipment & Support (DE&S) personnel. Data for Agencies, Trading Funds and other Arm's Length Bodies are not included.

On the introduction of the HRMS in 2003, specific cuts of historic data were migrated from the legacy Human Resources system; full career history of all employees was not part of the data cut. Therefore, in order to be consistent, the average length of employment figures are based on the start date of the latest period of continuous service.

Please also note that the MOD grade bandings differ from other parts of the civil service; therefore, broader banded grades have been mapped as follows:

Civil Service Grades	Ministry of Defence (Main) Equivalent Grades
Administrative Assistant/Administrative Officer	Bands E1/E2
Executive Officer	Band D
Higher Executive Officer/ Senior Executive Officer	Bands C2/C1 (inc. fast stream in retained grades)
Grade 6/Grade 7	B1/B2

The MOD employs many other grades that will not be accounted for in the tables below. These include NHS grades, Teaching grades, MOD Police grades, Firefighter grades, Skill Zone Industrial grades etc.

Answer to Q1. The following table shows the current Full Time Equivalent (FTE) civil service staffing level broken down by job grades.

Grade Band	Total FTE
Administrative Assistant/Administrative Officer	9,513.8
Executive Officer	5,611.4
Senior Executive Officer/Higher Executive Officer	8,647.9
Grade 6 & Grade 7	1,670.2
Senior Civil Service	212.2

FTE figures provided are as of 31 July 2018 and include individuals with a status of Active, Leave with Pay or Leave of Absence.

Answer to Q2. The following table shows the average length of employment (in months) for FTE civil servants in job grades as of the end of each month, since July 2016:

Month End	Average Length of Employment in Months by Grade Band				
	Administrative Assistant/ Administrative Officer	Executive Officer	Senior Executive Officer/ Higher Executive Officer	Grade 6 & Grade 7	Senior Civil Service
Jul-16	169	163	185	238	220
Aug-16	169	162	184	239	217
Sep-16	168	161	183	239	219
Oct-16	168	160	182	238	219
Nov-16	168	160	181	236	219
Dec-16	168	161	181	236	221
Jan-17	167	160	179	235	219
Feb-17	167	159	179	235	218
Mar-17	167	158	178	235	220
Apr-17	171	167	189	225	202
May-17	171	167	188	224	202
Jun-17	170	167	188	225	201
Jul-17	170	167	188	225	201
Aug-17	171	168	188	223	200
Sep-17	171	167	188	223	199
Oct-17	171	167	188	224	194
Nov-17	171	167	188	223	196
Dec-17	171	168	188	222	195
Jan-18	171	168	188	222	192
Feb-18	170	167	188	222	189
Mar-18	170	167	188	221	191
Apr-18	170	166	188	221	188
May-18	171	166	187	221	187
Jun-18	171	166	188	221	189
Jul-18	171	166	188	222	189

Average lengths of service have been rounded down to the nearest full month.

\*Please note there is a step change in the average employment lengths between March and April 2017. This is because the DE&S Bespoke Government Trading Entity changed the grading structure of around 10,000 individuals in April 2017 and the new grades do not directly map to the grade bands listed in the FOI request.

Answer to Q3. The following table shows the current numbers of staff in your department on transfer/loan from other government departments broken down by job grades. Please note loans from other government departments include individuals who are paid by MOD and those who continue to be paid by their parent department.

Grade Band	Total FTE
Administrative Assistant/Administrative Officer	Nil
Executive Officer	6
Senior Executive Officer/Higher Executive Officer	116.8
Grade 6 & Grade 7	65.4
Senior Civil Service	17.3

FTE figures provided are as of 31 July 2018 and include individuals with a status of Active, Leave with Pay or Leave of Absence. Individuals on loan have been classed as those whose current period of service commenced with a HRMS action of Hire/Rehire and reason of Loan from OGD (paid by MOD) or an action of Add Non-Employee and reason of Loan from OGD (paid for by parent department). This will include loans from Defence Science & Technology Laboratory.

Answer to Q4. The following table shows the average length of transfer/loan (in months) for civil servants in the MOD who have been transferred/loaned from other government departments by job grades as of the end of each month, since July 2016:

Month End	Average Length of Loan into MOD from Other Government Department in Months by Grade Band				
	Administrative Assistant/ Administrative Officer	Executive Officer	Senior Executive Officer/ Higher Executive Officer	Grade 6 & Grade 7	Senior Civil Service
Jul-16	Nil	27	12	15	25
Aug-16	Nil	21	13	15	26
Sep-16	Nil	22	11	16	28
Oct-16	1	24	8	15	29
Nov-16	2	22	9	15	28
Dec-16	3	23	10	16	30
Jan-17	4	23	10	16	28
Feb-17	5	23	11	17	29
Mar-17	6	25	11	17	30
Apr-17	7	28	11	17	32
May-17	8	29	12	17	33
Jun-17	9	28	13	17	34
Jul-17	10	25	14	19	35
Aug-17	11	25	14	18	36
Sep-17	12	20	11	18	37
Oct-17	13	21	9	19	38
Nov-17	14	22	10	20	39
Dec-17	15	23	11	20	36
Jan-18	16	24	11	21	35
Feb-18	17	25	12	21	35
Mar-18	18	25	13	22	37
Apr-18	19	17	12	22	38
May-18	20	18	13	22	35
Jun-18	Nil	19	13	23	34
Jul-18	Nil	20	14	24	35

The average length of service has been rounded down to the nearest full month.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

A thick black horizontal bar redacting the signature of the sender.

