



# UK Hydrographic Office

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[REDACTED]  
REF: FOI2020/06355

16 June 2020

Dear [REDACTED]

Thank you for your email of 20 May 2020 requesting the following information:

*On 25 March 2020 [REDACTED] wrote an article for the UKHO Intranet that discussed the 'People Survey actions for 2020'.*

*I note that no. 3 and 4 of the 5 items that teams were asked to 'note and vote' on were:*

- 3. How can we ensure performance (and poor performance) is managed effectively and/or consistently?*
- 4. How can we eradicate bullying and harassment?*

*Regarding the above two items, could you please provide me with:*

- 1. The detail / statistics that indicated that the above two items should be taken forward for the whole business to 'note and vote' on. What were the reasons they were chosen?*
- 2. The full, unadulterated, responses/results from ALL teams across the UKHO for the above two items.*
- 3. A copy of the Procurement team's 'team action plan' which I believe was the outcome of all the 'note and vote' sessions.*
- 4. The date that the Procurement team's 'note and vote' session(s) took place and who ran it.*
- 5. The People Team's tailored divisional action plan for Corporate Services.*
- 6. Any other actions agreed as a result of the response on the above two items.*

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 UKHO, and I can confirm that some information in scope of your request is held.

The information you have requested can be found below, at annex A etc but some of the information falls entirely within the scope of the absolute exemptions provided for at sections 40 (Personal Data) of the FOIA and has been withheld.

Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act and General Data Protection Regulation 2018. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

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, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto: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,

UKHO Secretariat

**Annex 1:**

On 25 March 2020 [REDACTED] wrote an article for the UKHO Intranet that discussed the 'People Survey actions for 2020'.

I note that no. 3 and 4 of the 5 items that teams were asked to 'note and vote' on were:

- 3. How can we ensure performance (and poor performance) is managed effectively and/or consistently?
- 4. How can we eradicate bullying and harassment?

Regarding the above two items, could you please provide me with:

- 1. The detail / statistics that indicated that the above two items should be taken forward for the whole business to 'note and vote' on. What were the reasons they were chosen?

Managing poor performance: 41% of UKHO staff said that poor performance was not managed effectively in their team; however 78% of managers said they felt confident addressing poor performance. This misalignment prompted the focus on understanding more about managing poor performance via the note and vote sessions.

Bullying and harassment: 13% of UKHO staff felt they had been bullied or harassed in the 12 months prior to the survey. This was included in the note and vote because the figure had increased from 11% in the 2018 survey. The intention was to better understand the trend, including whether the actual incidence of bullying and harassment had gone up, and whether people are more confident flagging bullying and harassment than they have previously been.

- 2. The full, unadulterated, responses/results from ALL teams across the UKHO for the above two items.

	UKHO	Corporate Services	Customer	Data Acquisition	Operations	People	Technology
Poor performance is dealt with effectively in my team	41%	42%	32%	68%	40%	17%	37%
As a manager, I feel confident dealing with poor performance in my team	78%	100%	78%	N/A*	75%	N/A*	67%
Have you been bullied or harassed at work in the past 12 months?	13%	26%	14%	19%	10%	11%	12%

- 3. A copy of the Procurement team's 'team action plan' which I believe was the outcome of all the 'note and vote' sessions.

There is no specific action plan for the procurement team as an overarching plan is being prepared for corporate services.

*4. The date that the Procurement team's 'note and vote' session(s) took place and who ran it?*

Date: 5<sup>th</sup> February 2020

The name of the staff member that ran the session is withheld under S40(2),

*5. The People Team's tailored divisional action plan for Corporate Services.*

There is no divisional plan for corporate services prepared by the people team. The plan being prepared by the senior managers in corporate services is not yet complete.

*6. Any other actions agreed as a result of the response on the above two items.*

The plan being prepared by the senior managers in corporate services is not yet complete.