



Ministry
of Defence

Defence Business Services

Secretariat Team
Room 6303
Tomlinson House
Norcross
Thornton Cleveleys
Lancashire FY5 3WP

Ref: FOI2020/08734

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

Dr [REDACTED]

24 August 2020

Dear [REDACTED]

Thank you for your emails of 28 July 2020, requesting the following information:

I would like to make a request for the following information regarding your organisation.

- 1. (a) Total budget and (b) total paybill.*
- 2. Payscales broken down by grade.*
- 3. (a) Total number of staff (this can be a ballpark figure). and (b) number of staff equivalent to the Senior Civil Service (in identifying these, it may assist that the lowest SCS pay band is c. £70-100k).*
- 4. Number of trade union representatives with at least 50% facility time, with the percentage of facility time specified for each (anonymously).*
- 5. (a) Number of days annual leave provided to staff, and (b) contracted working hours per week (full-time equivalent).*

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

However, the Ministry of Defence requires further information in order to determine whether it holds any information within the scope of your request.

With regard to facility time, the way facility time is recorded is on a Financial Year basis and we record this in two parts – planned time based on the expected amount of time someone needs to complete their TU responsibilities in and the actual time they take to complete their TU duties. The first part is set in advance for the year and is a percentage figure, and the actual times are recorded through the year. We can use these to calculate the actual time as a percentage of working time. However, to enable us to answer part 4 of your request, we require confirmation of the year you would like the facility time for and whether you need the planned time or actual time percentage data. Once you have clarified your request, I will be pleased to consider it again.

Please remember to quote the reference number above in any future communications.

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

Defence Business Services Secretariat