



Ministry  
of Defence

**Defence Business Services**

Secretariat Team  
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Ref: FOI2020/0297

[DBSRES-Secretariat@mod.gov.uk](mailto:DBSRES-Secretariat@mod.gov.uk)

9 September 2020

Dear [REDACTED]

Thank you for your email of 16 August 2020 requesting the following information:

*“...I would need information on the following:*

- 1. Total manpower in HR department*
- 2. Size of recruitment team with respect to HR*
- 3. Number of recruits per recruitment team*
- 4. Recruits per year in the defence ministry*

*It is required to prepare a benchmarking report to present comparison among defense ministries of different nations....”*

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

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

Please can you clarify the following points

- In question one, what you do mean by ‘HR Department’? do you mean Individuals in Human Resources Management System (HRMS) HR Jobs families, Individuals providing HR support across Defence Business Services (DBS) or both?
- Is your second question in relation to those who are tasked with recruitment, or the proportion of the workforce that is responsible for recruiting individuals with an HR specialism?
- Can you please specify what time period you want to be covered for the information that you require for questions three and four? Do you require the information for the last year or a set number of years?
- Additionally, do you wish for the information to include just internal recruitment, just external recruitment or both and as these questions are about ‘recruits’, are figures required for civilians, military or both?

Once you have clarified your request, I will be pleased to consider it again.

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](mailto: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***

DBS Secretariat