



Ministry
of Defence

Ministry of Defence

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

Ref: FOI2020/12330

Email: DBSRES-Secretariat@mod.gov.uk

Ms [REDACTED]
[REDACTED]

November 2020

Dear [REDACTED],

Thank you for your email of 4 November 2020 to the Ministry of Defence (MOD) requesting the following information:

“Please can you provide the following information:

- *Official start and end dates for each stage of the assessment (including sift dates)*
- *The date and time of when my application was assessed (if multiple assessments took place, then please list them all)*
- *The number of applicants*
- *The number of applicants who passed the initial sift*
- *Any information/comments/notes related to my application*
- *Explanation and confirmation of whether the advert was accurate: the advert states that if there is a large volume of applicants:*
 - o *Only Leadership will be assessed*
 - o *Only the Personal Statement will be assessed*
 - o *Note that the above information conflicts as both statements use the word 'only'*
 - o *Please quantitatively clarify what is meant by a 'large' volume of applicants*
- *Provide explanation why I was not assessed on Leadership (even though I had provided an answer in that box), but was instead assessed on Seeing the Bigger Picture (and also on the Suitability Statement). If there was an error, please confirm.”*

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

Section 1 of the Freedom of Information Act gives an applicant the right to access recorded information held by public authorities at the time the request is made and does not require public authorities to answer questions, provide explanations or give opinions, unless there is recorded information held. I can confirm that the Ministry of Defence holds no recorded information that would provide an answer to question 6 of your request. You may find it useful to know that The Information Commissioners Office publishes guidance on how to make requests for information under the Freedom of Information Act at the attached link which you may find helpful in any follow up requests for information.

Regarding points 2, 5 and 7 of your request, a search for the information has now been completed within the Ministry of Defence and I can neither confirm nor deny whether the MOD holds the information that you have requested. We are not obliged to confirm or deny whether we hold the information as if held, this would relate to personal information. Section 40(5) of the FOIA provides that there is no duty to confirm or deny whether we hold the information.

The fact that Section 40(5) of the FOIA has been cited should not be taken as an indication that the information you have requested is, or is not held by the Department. The terms of this exemption of the FOIA mean that we do not have to consider whether or not it would be in the public interest for us to reveal whether or not the information is held. However, as these points relate to a request for your own personal information, they will be considered as a Subject Access Request. Please be assured that these questions have been passed to the Defence Business Services Subject Access Request Team who will respond to you separately.

Regarding the remaining points of your request, a search for the information has now been completed within the Ministry of Defence and I can confirm that all the information in scope of these questions is held.

Q1 – I can confirm that the sift for this vacancy ran from 14 October to 19 October 2020 and the interviews were conducted the week commencing 26 October 2020. The final selection was made the week commencing 2 November 2020.

Q3 & Q4 – There was a total of 65 applicants. 24 of which passed the initial sift.

Under Section 16 (Advice and Assistance) if you have any further questions about the accuracy of the advert or the selection process you are strongly advised to contact the recruiting line manager directly. These details should be listed on the advert, however, if you no longer have this information, then please let me know and I will arrange for the details to be provided to you.

Furthermore, if you wish to submit a complaint about this vacancy you may do so via the DBS Complaints procedure by emailing DBS-Complaints@mod.gov.uk and outlining your complaint.

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,

[REDACTED]

Defence Business Services (Secretariat)