



Ministry
of Defence

Defence Business Services
Secretariat Team
Room 6303
Tomlinson House
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Lancashire
FY5 3WP

Ref: FOI2021/05590

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

16 June 2021

Dear

Thank you for your email of 27 April 2021 requesting the following information:

"....As a result of the COVID19 Pandemic, MOD issued policy in respect of claiming for the additional cost of working from home, as published at this link:

https://modgovuk.sharepoint.com/:w:/r/sites/defnet/HOCS/_layouts/15/Doc.aspx?sourcedoc=%7B3DCBCF0F-2909-421A-AF3D-435F32015352%7D&file=Coronavirus%20HR%20FAQs%20for%20individuals%20and%20line%20managers.docx&action=default&mobileredirect=true&DefaultItemOpen=1&cid=e54c80be-8261-4381-9418-cdc4f8903046

and copied and pasted below.

Please confirm the number of claims under this policy/concession, the TLBs that have issued reimbursement of additional costs and the total cost of the combined claims...."

You clarified your request on 26 May 2021 to:

"This would just be for MOD main please".

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

I am writing to confirm that the MOD holds the information on the subject you have requested. However, I have to advise you that we will not be able to answer your request without exceeding the appropriate limit. This is because to locate, retrieve and extract information in scope of your request, would involve scrutiny of more than 9,000 Miscellaneous Personal Payments claims received since 22 September 2020. It is estimated that this would take at least five minutes per claim, at a total cost of approximately £18,750.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person

spending 3.5 working days in determining whether the department holds the information, and locating, retrieving and extracting it.

Under Section 16 (Advice and Assistance) you may be interested to know that it is up to Line Manager's within the Department to approve claims made using the MOD form 1108 (Miscellaneous Personal Payments). Only the most basic of free text appears on the system to identify the reason for the claim, such as Reimbursement; Compensation; Costs Incurred; Refund; Other; etc. It may be possible to narrow down the search if you were to refine your request to a specific Top Level Budget, however, only claims for items such as equipment needed specifically for working from home during lockdown would be identifiable.

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,

DBS Secretariat Team