



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

Ref: FOI2022/04289

DBSRES-Secretariat@mod.gov.uk

19 April 2022

Dear [REDACTED]

Thank you for your email of 30 March 2022 to the Ministry of Defence (MOD), requesting:

Following the closure of the advertisement for the enclosed job advertisement in MOD. I write to ask for:

*A copy of the Business Case and/or any other document authorising the creation of this post.
A copy of the grading review and/or any other document setting the grade of the post.*

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

A search for the information has been completed within the MOD and I can confirm that information in scope of your request is not held. The post advertised as Head of Leadership and Engagement was created at least four years ago. The advert was a result of the incumbent moving on to a new role creating a vacancy and the previous job description with minor updates was used. Paperwork dating back to the original creation of the post that meets the scope of your request is not held.

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

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Defence Business Services Secretariat