



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

Ref: FOI2021/15050

DBSRES-Secretariat@mod.gov.uk

January 2022

Dear

Thank you for your email of 8 December 2021 to the Ministry of Defence (MOD), requesting the following information:

“The Ministry of Defence is requested to provide the following information:

(1) Full true copy of the contract between the Ministry of Defence and the Defence Business Services (DBS) in respect of the DBS involvement/activities in recruitment and processing of job applications for the Ministry of Defence. All versions of contract (if more than once contract) covering the period 01/2016 to 12/2021.

(2) Full true copy of the contract between the Ministry of Defence and the Defence Business Services (DBS), and/or full true copy of letters of authorisation issued by the Ministry of Defence, in respect of the DBS complaints handling in respect of complaints pertaining to Ministry of Defence recruitment and employment procedures/processes. All versions of contract and/or letters of authorisation covering the period 01/2016 to 12/2021.

(3) Full true copy of the contract between the Ministry of Defence and the Defence Business Services (DBS), and/or full true copy letters of authorisation issued by the Ministry of Defence, authorising employees of the Defence Business Services to make determinations about and exercise authority over Ministry of Defence employees (MOD Heads of Departments and MOD Recruiting Line Managers) in respect of Ministry of Defence recruitment and employment procedures/processes. All versions of contract and/or letters of authorisation covering the period 01/2016 to 12/2021.

(4) Full true copy of the Ministry of Defence contract/policy document(s) and procedural documents setting out the procedure/process/terms and conditions for the Ministry of Defence conducting Workplace Assessments to establish the disability needs and disability provisions for Disabled People in respect of (a) MOD employees, and (b) prospective MOD employees (job applicants). All versions covering the period 01/2016 to 12/2021.

Please provide information as pdf files to this email address.”

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

A search for the information has now been completed within the MOD and I can confirm that no information in scope of your request is held. As Defence Business Services is part of the MOD

there are no contracts between these organisations regarding recruitment and the processing of job applications.

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