



Ministry
of Defence

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Ref: FOI2023/11319

[REDACTED]
[REDACTED]

1 November 2023

Dear [REDACTED]

Thank you for your email of 15 September 2023 to the Ministry of Defence (MOD) requesting the following information:

"Under the FOI Act, could you please provide figures for the number of civil servants and separately the numbers of armed forces personnel who are currently working from home.

Could you also provide figures for the number of civil servants and separately the numbers of armed forces personnel who have taken up the armed forces flexible working policy.

With regard to the armed forces, can you provide a description of the type of role which would allow a person to work from home or undertake the armed forces flexible working policy.

I would like the figures broken down by year from 2020 to date."

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 Ministry of Defence (MOD), and I can confirm that some of the information in scope of your request is held.

In answer to your first question, figures are not held for the number of civilian office-based employees working from home on a Hybrid/ad hoc basis; this is an agreement between employees and their Line Manager and is not recorded on the HR management system.

Under Section 16 (Advice and Assistance) it may be helpful if I explain that employees may request to work flexibly by changing the location at which they regularly work (UK based employees cannot work remotely overseas unless a temporary concession to work overseas has been granted). This can be achieved by working remotely from another MOD site (where feasible) or working from home either part of a hybrid working arrangement or (depending on an employee's particular circumstances) as a contractual home worker. Remote or home working may occur on an occasional or more formal basis. Whether working remotely, or working from home, employees must comply with the same security and health and safety regulations and should ensure they have the right means and mechanisms to discharge their duties.

The table below records the number of Civil Servants on MOD Payroll, recorded as a home worker on the HR management system, by contractual agreement.

	Sep-20	Sep-21	Sep-22	Sep-23
Number of Home Workers	118	127	137	135
% of MoD Civil Servants	0.2%	0.2%	0.3%	0.3%

Figures record the number as at the 30 September for each year.

In answer to your second question, the number of Armed Forces Personnel currently working from home is not held centrally on the Joint Personnel Administration (JPA) system.

The table below shows the number of Armed Forces Personnel as at 26 October 2023, that took up some form of flexible working during the calendar year under the Armed Forces Flexible Working Policy. It does not include those that started in a previous year but continued into the year shown.

Year	Total
2020	21,733
2021	9,171
2022	3,966
2023 - to date	2,832

In answer to you third question, remote Working is usually either informal or formal.

- **Informal Remote Working:** An informal arrangement to occasionally work at home (at Commanding Officer/line manager discretion) to complete a task or project. This can last up to 30 days.
- **Formal (31 days or more) Remote Working:** A more formal arrangement with working time shared between home and the workplace. If this exceeds 31 days, it must be covered by an approved application on JPA.

Flexible Service (FS) allows Regular personnel to temporarily work part-time and/or restrict their separation from home base, subject to operational need.

There are two types of FS:

Part Time Working: Reduce SP work routine by 20% or 40% equating to one or two days in a five-day working week. SP expected output is also reduced by the same amount, compared to full-time output.

Restricted Separation: SP cannot be separated from their home base for more than 35 days a year. This is intended to protect SP from lengthy periods away. Restricted Separation can be combined with Part-Time Working.

Under Section 16 (Advice and Assistance), further information on the Armed Forces Flexible Working can be found at the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1153094/Flexible Working and You Apr 2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1153094/Flexible_Working_and_You_Apr_2023.pdf)

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)