



# Ministry of Defence

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

Ref: FOI2024/00139

[DBSRES-Secretariat@mod.gov.uk](mailto:DBSRES-Secretariat@mod.gov.uk)

12 February 2024

Dear [REDACTED]

Thank you for your email of 31 December 2023 to the Ministry of Defence (MOD), requesting the following information:

*"Re: Freedom of Information request for staff, shortlisting and appointing data*

*Supplying only White and BAME data will not honour my FoI request. Please fully honour the request for information across the Ministry of Defence (excluding its agencies), as requested below:*

*Ministry of Defence (excluding its agencies) staff numbers as of 31 March 2022*

*Applicants for Ministry of Defence (excluding its agencies) jobs in the 2021-2022 financial year*

*Shortlisted applicants for Ministry of Defence (excluding its agencies) jobs in the 2021-2022 financial year*

*Appointees for Ministry of Defence (excluding its agencies) jobs in the 2021-2022 financial year"*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). May I firstly apologise for the delay in replying.

A search for the information has now been completed within the MOD and I can confirm that information in scope of your request is held. This is presented in the attached tables at Annex A.

In order to protect personal information governed by Data Protection legislation, please note that Section 40(2) of the FOIA has been applied to some information by supplementing numbers less than 5 with a X. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

In addition, it is important to make clear that the data presented in Annex A has been sourced from personnel records recorded on the Human Resources Management System/My HR and is based on voluntary Self Declarations for period 1 April 2021 to 31 March 2022.

As it is not mandatory to disclose this information, a number of employees either checked the "Prefer not to disclose" box or left it blank.

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](mailto: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

A black rectangular redaction box covering the signature of the Defence Business Services Secretariat.

Defence Business Services Secretariat

**Ministry of Defence (excluding its Agencies) Staff Numbers as of 31 March 2022**

<b>Grade Grouping</b>	<b>White</b>	<b>Asian / Asian British</b>	<b>Black / African / Caribbean / Black British</b>	<b>Other Ethnicities</b>
Grade 6	573	18	X	11
Grade 7	1488	49	23	46
Senior Executive Officer (SEO)	3674	175	95	75
Higher Executive Officer (HEO)	5168	186	103	105
Executive Officer (EO)	4987	157	89	93
Administrative Officer (AO)	5377	161	93	101
Administrative Assistant (AA)	2567	86	50	28

**Applicants for Ministry of Defence (excluding its Agencies) Jobs - Financial Year 2021-2022**

<b>Grade Grouping</b>	<b>White</b>	<b>Asian / Asian British</b>	<b>Black / African / Caribbean / Black British</b>	<b>Other Ethnicities</b>
Grade 6	1133	154	61	60
Grade 7	2574	376	178	113
Senior Executive Officer (SEO)	4514	796	446	257
Higher Executive Officer (HEO)	5984	903	528	331
Executive Officer (EO)	6843	815	449	348
Administrative Officer (AO)	4558	620	242	200
Administrative Assistant (AA)	2575	363	130	96

**Shortlisted Applicants for Ministry of Defence (excluding its Agencies) Jobs - Financial Year 2021-2022**

<b>Grade Grouping</b>	<b>White</b>	<b>Asian / Asian British</b>	<b>Black / African / Caribbean / Black British</b>	<b>Other Ethnicities</b>
Grade 6	266	23	11	11
Grade 7	748	57	30	31

Senior Executive Officer (SEO)	1462	170	98	49
Higher Executive Officer (HEO)	1707	145	109	67
Executive Officer (EO)	1660	115	61	66
Administrative Officer (AO)	1292	112	38	51
Administrative Assistant (AA)	510	50	8	17

### **Appointees for Ministry of Defence (excluding its Agencies) Jobs - Financial Year 2021-2022**

<b>Grade Grouping</b>	<b>White</b>	<b>Asian / Asian British</b>	<b>Black / African / Caribbean / Black British</b>	<b>Other Ethnicities</b>
Grade 6	33	X	X	X
Grade 7	73	X	X	X
Senior Executive Officer (SEO)	195	15	6	X
Higher Executive Officer (HEO)	343	15	7	9
Executive Officer (EO)	391	17	14	9
Administrative Officer (AO)	359	15	X	12
Administrative Assistant (AA)	191	X	0	X

#### **Notes:**

- In order to keep in line with disclosure, figures of five or under have been suppressed with an X.
- MOD Main Civilians only (excludes Agencies) Grades AA-Grade 6 .
- Civilians within "Non-Black/Asian BAME" include those with a declared ethnicity of "Mixed", "Other Ethnic Group", "Other Mixed" and "Other-Other Ethnic Groups".
- Intake records do not transfer over personnel declarations of diversity from their application, with records usually updating within six months as part of a live strength record rather than the intake record received.
- The data is based on the applied date, so includes anyone who applied within the 2021/22.
- Appointees also includes personnel transferring in directly from other Government Departments, individually or via transfer of an organisational area.
- CS Jobs status of "Sifted In" has been used as our interpretation of Shortlisted applicants (the wording from the FOI).
- Prior to 2022/23 CS Jobs was not used for Senior Civil Servant (above Grade 6) recruitment, therefore this data is not centrally held.
- Data presented has been sourced from personnel records recorded on the Human Resources Management System/My HR based on **voluntary** Self Declarations for period 1 April 2021 to 31 March 2022.
- As it is not mandatory to disclose this information a number of employees either checked the "Prefer not to disclose" box or left it blank.