

**CIVILIAN WORKFORCE BY GRADE EQUIVALENCE AND BUDGETARY AREA
DEFENCE ANALYTICAL SERVICES & ADVICE
CIVILIAN PERSONNEL STATISTICS QUARTERLY RETURN**



CPS01

1 April 2011

Consultation on DASA CPS01 National Statistic Publication

Defence Analytical Services and Advice (DASA) is expanding the presentation of statistics on civilian manpower currently published as National Statistics in its Quarterly Publication (CPS01). This is a continuation of DASA's improvements of its National Statistics, following the creation of the military Monthly Manning Report (MMR) and Quarterly Manning Report (QMR) in 2009.

As of July 2011 CPS01 will cease publication in its current format. DASA will publish a more informative expanded product – Quarterly Civilian Personnel Report (QCPR). Details of the consultation leading to these changes can be found at www.dasa.mod.uk. **Key developments include:**

1. a summary of key points and trends;
2. more detail on the sources of data and their strengths and weaknesses;
3. a comprehensive glossary of terms used; and
4. graphical presentation of time-series data.

No information will be lost to users. All the tables and graphs currently produced will be available to internal and external users on request in the short term, and longer term may be available through DASA's Build Your Own Table (BYOT) tool available via DASA's website www.dasa.mod.uk.

Notes :

Changes affecting the Centre and Defence Equipment and Support (DE&S) groupings reflect the current structural reorganisation relating to the creation of the Defence Infrastructure Organisation (DIO) and the Defence Business Services (DBS) organisation as at 01 April 2011.

1. Since 1 April 1996 all departments and agencies have had delegated responsibility for the pay and grading of their employees, except for those in the Senior Civil Service (SCS). The MOD grades are shown here against levels broadly equivalent (in terms of pay and job weight) to the former Service-wide grades.

| MOD grades | Former Service-wide grades |
|--------------------------------|-----------------------------------|
| <i>Senior Management</i> | <i>Senior Management</i> |
| SCS – Senior Civil Service | SCS – Senior Civil Service |
| <i>Other Management Grades</i> | <i>Other Management Grades</i> |
| B1 | Grade 6 |
| B2 | Grade 7 |
| C1 | SEO – Senior Executive Officer |
| C2 | HEO - Higher Executive Officer |
| D | EO – Executive Officer |
| <i>Administrative Grades</i> | <i>Administrative Grades</i> |
| E1 | AO – Administrative Officer |
| E2 | AA - Administrative Assistant |

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2. The composition of the various budgetary areas by TLB holder is as follows :

| | |
|---------------------|--|
| Navy area : | Navy Command (formerly titled Fleet TLB) |
| Army area : | Land Forces |
| RAF area : | Air Command |
| DE & S : | Defence Equipment & Support |
| Centre : | Central, CJO, DIO and Trading Funds (Dstl, Meteorological Office, Hydrographic Office, DSG) Defence Estates formally ceased to be a TLB as at 01 April 2011. DIO (Defence Infrastructure Organisation) replaces the former Defence Estates organisation and includes TLB property and facilities management functions previously situated within other TLBs. |
| Other : | Personnel 'Unallocated' to TLBs and Locally Engaged Civilians overseas |

3. Numbers are rounded to the nearest 10. Numbers ending in "5" have been rounded to the nearest multiple of 20 to prevent systematic bias. Because of rounding, totals may not always equal the sum of the parts.
4. Due to late reporting of some locally engaged civilian data, the Civilian Level 0 and locally engaged civilian totals are 'provisional' and will be revised when data becomes available.
5. The "Other" category covers staff for whom no grade information is available.

Readers should note that the previously published provisional January 2011 Level 0 Total and locally engaged civilian (LEC) data are now deemed to be estimates which will not be revised.

**Ministry of Defence
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The logo for DASA (Defence Analytical Services & Advice), featuring the letters 'DASA' in a stylized, green, italicized font.

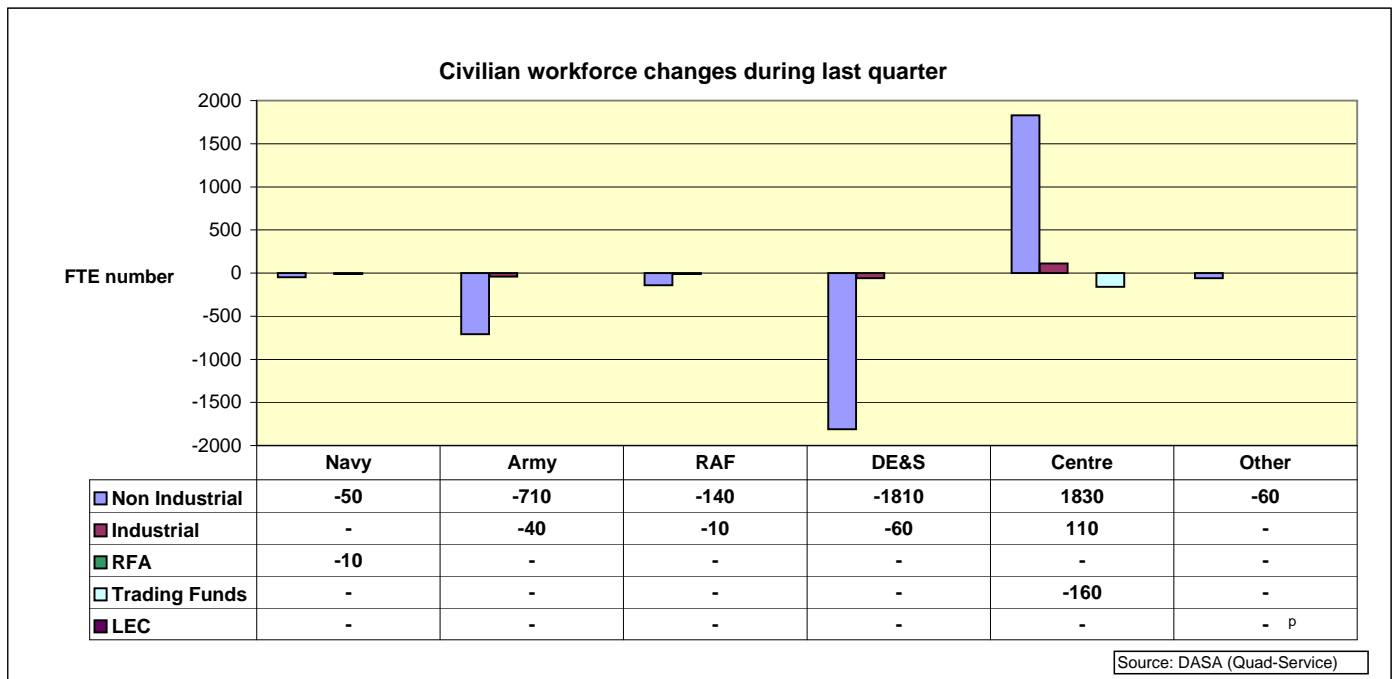
Level 0 MOD civilian workforce by grade equivalence¹ and budgetary employing area²

| | Full time equivalent number ³ | | | | | | |
|--------------------------------------|--|--------------|---------------|--------------|---------------|---------------|---------------------------|
| | Total | Navy | Army | RAF | DE + S | Centre | Other ⁴ |
| Level 0 MOD Total⁴ | 83,060^P | 4,700 | 14,920 | 8,430 | 13,730 | 30,700 | 10,580^P |
| Non Industrial Total | 50,200 | 1,800 | 10,690 | 5,670 | 11,540 | 20,490 | 10 |
| SCS & Equivalent | 270 | - | 20 | - | 70 | 180 | - |
| Band B1 & Equivalent | 690 | 10 | 30 | 10 | 270 | 360 | - |
| Band B2 & Equivalent | 1,740 | 50 | 240 | 80 | 620 | 750 | - |
| Band C1 & Equivalent | 6,310 | 120 | 480 | 210 | 2,950 | 2,550 | - |
| Band C2 & Equivalent | 10,370 | 340 | 2,400 | 880 | 3,280 | 3,470 | - |
| Band D & Equivalent | 9,930 | 410 | 2,260 | 1,510 | 2,170 | 3,580 | - |
| Band E1 & Equivalent | 14,500 | 660 | 3,780 | 1,940 | 1,930 | 6,180 | - |
| Band E2 & Equivalent | 6,370 | 180 | 1,490 | 1,040 | 250 | 3,410 | - |
| Other ⁵ | 10 | 10 | - | - | - | - | - |
| Industrial Total | 10,580 | 540 | 4,230 | 2,760 | 2,190 | 860 | - |
| RFA Total | 2,360 | 2,360 | - | - | - | - | - |
| Trading Funds Total | 9,350 | - | - | - | - | 9,350 | - |
| LEC Total⁴ | 10,580^P | - | - | - | - | - | 10,580^P |

Source : DASA(Quad-Service)

"-" denotes frequency of 5 or less

"p" denotes provisional



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Quarterly Civilian Personnel Time Series

| | Non Industrial | Industrial | Royal Fleet Auxiliary | Civilian Level 1 | Trading Funds | Locally Engaged Civilians ^{2,3,6} | Civilian Level 0 |
|--------|----------------|------------|-----------------------|------------------|---------------------|--|------------------------|
| Apr-04 | 64,150 | 15,720 | 2,310 | 82,180 | 11,440 | 15,430 | 109,050 |
| Jul-04 | 64,520 | 15,530 | 2,320 | 82,370 | 11,330 | 15,430 | 109,140 |
| Oct-04 | 64,650 | 15,300 | 2,320 | 82,280 | 11,270 | 15,130 | 108,680 |
| Jan-05 | 64,810 | 15,060 | 2,340 | 82,210 | 11,170 | 15,130 | 108,520 |
| Apr-05 | 64,680 | 15,000 | 2,350 | 82,030 | 10,780 | 15,660 | 108,470 |
| Jul-05 | 64,230 | 14,830 | 2,380 | 81,450 | 10,540 | 15,680 | 107,680 |
| Oct-05 | 63,470 | 14,660 | 2,370 | 80,500 | 10,360 | 15,410 ^{e,3} | 106,260 ^{e,3} |
| Jan-06 | 62,050 | 14,640 | 2,350 | 79,040 | 10,960 | 16,150 | 106,150 |
| Apr-06 | 61,250 | 14,540 | 2,340 | 78,140 | 10,700 | 14,540 | 103,380 |
| Jul-06 | 60,630 | 14,440 | 2,360 | 77,420 | 10,550 | 14,990 | 102,970 |
| Oct-06 | 59,580 | 13,890 | 2,370 | 75,840 | 10,520 | 14,500 ^{e,3} | 100,860 ^{e,3} |
| Jan-07 | 59,020 | 13,590 | 2,370 | 74,970 | 10,360 | 13,850 ^{e,3} | 99,180 ^{e,3} |
| Apr-07 | 58,120 | 13,300 | 2,360 | 73,780 | 10,060 | 13,840 | 97,690 |
| Jul-07 | 57,430 | 13,070 | 2,350 | 72,860 | 9,990 | 12,100 | 94,950 |
| Oct-07 | 56,440 | 12,810 | 2,340 | 71,590 | 10,070 | 12,070 | 93,730 |
| Jan-08 | 55,770 | 12,400 | 2,320 | 70,500 | 10,210 ⁴ | 11,860 ^{e,3} | 92,560 ^{e,3} |
| Apr-08 | 54,710 | 12,060 | 2,270 | 69,050 | 9,210 ⁵ | 11,240 | 89,500 |
| Jul-08 | 54,200 | 11,860 | 2,290 | 68,350 | 9,210 | 11,130 | 88,690 |
| Oct-08 | 53,920 | 11,630 | 2,270 | 67,830 | 9,430 | 10,760 | 88,020 |
| Jan-09 | 53,460 | 11,300 | 2,280 | 67,040 | 9,340 | 10,580 | 86,970 |
| Apr-09 | 53,040 | 11,100 | 2,300 | 66,440 | 9,630 | 10,550 | 86,620 |
| Jul-09 | 52,860 | 11,060 | 2,330 | 66,250 | 9,690 | 10,100 | 86,040 |
| Oct-09 | 52,840 | 11,150 | 2,350 | 66,340 | 9,810 | 10,040 | 86,190 |
| Jan-10 | 52,900 | 11,110 | 2,340 | 66,350 | 9,810 | 10,040 ^{e,3} | 86,200 ^{e,3} |
| Apr-10 | 52,580 | 11,010 | 2,330 | 65,920 | 9,730 | 10,200 | 85,850 |
| Jul-10 | 52,140 | 10,820 | 2,340 | 65,310 | 9,770 | 10,100 | 85,180 |
| Oct-10 | 51,470 | 10,590 | 2,370 | 64,440 | 9,630 | 10,020 ^{e,3} | 84,090 ^{e,3} |
| Jan-11 | 51,130 | 10,590 | 2,370 | 64,090 | 9,510 | 10,580 ^{e,3,6} | 84,180 ^{e,3} |
| Apr-11 | 50,200 | 10,580 | 2,360 | 63,130 | 9,350 | 10,580 ^{p,7} | 83,060 ^{p,7} |

Full time equivalent number¹

Source : DASA(Quad-Service)

"e" denotes estimate.

"p" denotes provisional.

- Numbers are rounded to the nearest 10. Numbers ending in "5" have been rounded to the nearest multiple of 20 to prevent systematic bias. Because of rounding, totals may not always equal the sum of the parts.
- With effect from April 2006, locally engaged civilian figures are updated quarterly, prior to this date this was done bi-annually.
- The October 2005, October 2006, January 2007, January 2008, January 2010, October 2010 and January 2011 Civilian Level 0 and locally engaged civilian figures are estimates due to non-availability of some locally engaged civilian data.
- As the Defence Science and Technology Laboratory (DSTL) were unable to provide usable data for January 2008, October 2007 figures are presented.
- On the 1 April 2008 the Rotary Wing and Components businesses of the Defence Aviation Repair Agency (DARA) were acquired by the Vector Aerospace Corporation. In the region of 1,000 (FTE) DARA personnel transferred to the new company under TUPE terms.
- The increase in locally engaged civilian numbers in January 2011 reflects additional requirements for the training and support of military exercises.
- Due to late reporting of some locally engaged civilian data, the Civilian Level 0 and locally engaged civilian totals are 'provisional' and will be revised when data becomes available.



Glossary:

Air Command On 1 April 2007, Air Command was formed when RAF's Personnel and Training Command and Strike Command were merged to create a single Command, with a single fully integrated Headquarters, which would better equip the RAF to provide a coherent and coordinated single Air focus to the other Services, MOD Head Office, the Permanent Joint Headquarters and the rest of MOD.

Broader Banded grade definition, DASA report personnel against their equivalence within the broader banded structure; SCS to E2 for non industrials and Skill Zones 1 to 4, Industrial Firemen and Apprentices for industrial personnel. Broader banded grading applies equivalence for all non harmonised grade codes. This includes staff in retained grade structures, (such as MOD Guards) and personnel employed in analogue grade bands (such as civilian nurses employed against NHS grade codes), who have their own delegated pay schemes outside of the MOD National and London pay scales.

Central TLB has responsibility for the MOD Head Office, covering Defence policy as well as Departmental policy on the equipment programme, resources, finance, personnel and security. However, a significant proportion of Central TLB involves non-Head Office functions. Central TLB provides a diverse range of corporate services for the MOD as a whole. These include pay, bill payment, consultancy services, accountancy, some training, statistical analysis, central IT systems, public relations, defence exports and policing. Central TLB's remit also encompasses the provision of medical services, and our Special Forces.

Chief of Joint Operations With a few exceptions, CJO is responsible for running all military operations from his headquarters (the Permanent Joint Headquarters) in Northwood. Military assets are assigned to CJO only for the duration of the operation. In addition to his operational responsibilities, CJO is responsible for the Sovereign Base Areas in Cyprus and British forces in Gibraltar and the Falkland Islands.

Civilian Level 0 This contains all those at Level 1 plus Trading Funds and locally engaged civilians. This will be used for external reporting, including National Statistics publications CPS1 and UKDS, and Parliamentary Business.

Civilian Level 1 Permanent and casual civilian personnel and Royal Fleet Auxiliaries, but excludes Trading Funds and locally engaged civilians. This will generally be used for MOD internal reporting and planning.

Corporate Science Innovation & Technology TLB (CSIT) formally ceased to be a TLB as at 01 April 2010. Approx 90% of the personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and Dstl. CSIT formerly Corporate Science & Technology CSIT, headed by the Chief Scientific Adviser, was formed on 1 April 2004 from a merger of two existing budgetary areas. The prime output of this TLB was the delivery of expert advice and the development of scientific and technological solutions to satisfy the MOD's needs and problems.

Defence Analytical Services and Advice DASA was created in July 1992 and provides National Statistics on Defence and other corporate information, forecasting and planning and consultancy, advice and research services to the MOD. It ceased to be an Agency on 1 April 2008 and was renamed Defence Analytical Service and Advice.

Defence Equipment & Support At 1 April 2007, Defence Logistics Organisation and Defence Procurement Agency merged to form Defence Equipment & Support. DE&S equips and supports the UK's armed forces for current and future operations. It acquires and supports through-life, including disposal, equipment and services ranging from ships, aircraft, vehicles and weapons, to electronic systems and information services. DE&S satisfies ongoing requirements including food, clothing, medical supplies, maintenance and temporary accommodation, as well as operating HM Naval Bases and the joint supply chain for land, sea and air.

Defence Estates DE became a TLB on 1 April 2005 with the merger of Defence Estates with the Defence Housing Executive. DE is responsible for managing the defence estate and ensuring that it is managed and developed in a sustainable manner, in line with acknowledged best practice and Government policy. Defence Estates formally ceased to be a Top Level Budget (TLB) as at 01 April 2011.

Defence Infrastructure Organisation (DIO) established as at 01 April 2011 replaces Defence Estates organisation and includes TLB property and facilities management functions previously situated within other TLBs.

Defence Science and Technology Laboratory The DSTL is an Agency of the MOD created on 2 July 2001. It supplies impartial scientific and technical research and advice to the MOD and other government departments.

Defence Support Group as of 1 April 2008, ABRO and DARA merged to form the Defence Support Group. DSG is a Trading Fund established to support the Armed Forces and deliver wider defence objectives in support of the key Defence Industrial Strategy requirements. DSG's key aim is to provide expert in-house maintenance, repair, overhaul and upgrade services for the through life support of the air, land and maritime systems of the UK Armed Forces. Its mission is to be the preferred supplier of Fleet Management Services to its Customers. It provides engineering support and fleet management services for land based equipment used by the MOD, ranging from radios to main battle tanks. It covers the whole of the UK from a number of strategically located sites and use large numbers of mobile support teams to cover customers in the UK and worldwide.

Full Time Equivalent FTE is a measure of the size of the workforce that takes account of the fact that some people work part-time. Prior to 1 April 1995 part-time employees were assumed to work 50 per cent of normal hours, but since then actual hours worked has been used in DASA's statistics. The average hours worked by part-timers is about 60 per cent of full-time hours.

Hydrographic Office The UK Hydrographic Office is responsible for surveying the seas around the UK and other areas to aid navigation.

Industrial Staff Industrial staff (also known as skill zone staff) are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.

Land Forces Commander-in-Chief Land Forces performs a similar role to Fleet Joint TLB within the context of trained Army formations and equipment. It was formed on 1 April 2008 by the merger of Commander-in-Chief Land Command and the Adjutant General.

Locally Engaged Personnel A civilian employee recruited overseas exclusively for employment in support of the UK Armed Forces deployed in a particular overseas theatre (or in support of the Sovereign Base Areas Administration in Cyprus) and on terms and conditions of service applicable only to that overseas theatre or Administration, including the dependents of UK military personnel or UK-based civilian staff employed in that overseas theatre (who are sometimes separately identified as UK Dependents). LECs are not civil servants.

Meteorological Office provides weather forecasting services in the UK and worldwide.

MOD The Ministry of Defence (MOD) is the United Kingdom government department responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to defend the United Kingdom and its interests. The MOD also manages day to day running of the armed forces, contingency planning and defence procurement.

Navy Command Navy Command is the TLB for the Naval Service. As at 1 April 2010 Fleet TLB was renamed to Navy Command. Fleet TLB was formed on 1 April 2006 by the merger of the Commander-in-Chief Fleet and the Chief of Naval Personnel/ Commander-in-Chief Naval Home Command.

Non-industrial Staff Non-industrial staff are civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of staff undertaking work such as administrative, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

Royal Fleet Auxiliary Service Constituted in 1905, this is a civilian manned fleet, owned by the Ministry of Defence. Its main task is to supply warships of the Royal Navy at sea with fuel, food, stores and ammunition which they need to remain operational while away from base. It also provides aviation support for the Royal Navy, together with amphibious support and secure sea transport for Army units and their equipment. Its employees are full-time civil servants, but who come under the Naval Discipline Act when deployed to sea under naval command.

Trading Funds were introduced by the Government under the Trading Funds Act 1973 as a 'means of financing trading operations of a government department which, hitherto, have been carried out on Vote'. They are self-accounting units that have greater freedom, than other government departments, in managing their own financial and management activities. They are also free to negotiate their own terms and conditions with their staff and for this reason their grading structures do not always match that of the rest of the Ministry, and this is reflected in some of the tables. Examples include the Defence Support Group, DSTL, the Meteorological Office, and the UK Hydrographic Office.