



# Ministry of Defence



## Statistical Series 2 – Personnel Bulletin 2.02 – Civilian Personnel 2013 (Revised)

### Statistical release

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**There may be tables within this publication which are not badged as National Statistics. Please refer to the individual tables for details.**

Statistical Bulletins Series 2 provides figures on strength, intake and outflow of Armed Forces and MOD civilian personnel. They present detailed information on the composition of personnel, including location, gender, ethnic origin, and rank/grade, plus higher-level summaries of how key trends in strengths and flows have developed over a number of years. Ethnic Origin Industrial breakdown on table 2.02.13 has been revised.

Bulletin 2.02 covers Civilian personnel.

### Key Points and Trends

- Following structural changes from the first phase of the Voluntary Early Release Scheme (VERS) intake figures grew in 2012/13 with increased recruitment of specialist grades, exempt from the recruitment freeze. This together with lower outflow resulted in net flow increasing for the first time in 3 years.
- The total number of people leaving under VERS from its inception in July 2011 to date is 9,200. In the last 12 months VERS accounted for 52 per cent of MOD Main outflow, compared to 76 per cent at the 12-month peak of VERS exits to September 2012.
- Annual intake of civilian personnel is at its highest since the recruitment freeze began in 2010, with a 6 per cent increase since 2010/11. If future VERS exits per quarter are lower than previously seen a positive net flow (increase in numbers) may occur.
- The decrease in the MOD civilian population since April 2010 was disproportionately focused on lower grade bands. This has led to changes in grade distribution, with Bands C and E now having equal proportions of non-industrial personnel and the distribution of industrial personnel now centred around Skill Zones 2 and 3.
- Since 2008 there has been a consistent trend of an ageing working population. The percentage of civilian personnel aged 50 years and over has risen from 38 per cent in 2008 to 44 per cent at April 2013. Due to a change in legislation in 2010 removing the compulsory retirement age, there are now 1,250 civilians aged 65 or above, accounting for 2.2 per cent of personnel.
- There are no real differences between the grade distributions of different personnel groups for ethnicity, religion and sexual orientation at April 2013.
- The top 3 causes of sickness absence in the non-industrial population are: Mental and Behavioural Disorders, Diseases of the Musculoskeletal System & Connective Tissue, and Diseases of the Respiratory System. These conditions account for around half of all working days lost to sickness absence, for all periods from 2008 to 2013.

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Tables marked as **NS** are National Statistics. Those without are have not been badged as National Statistics. Details are provided in the National Statistics section and accompanying notes to tables.

## Further Information

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- Visit our website at [www.dasa.mod.uk](http://www.dasa.mod.uk)

If you require information which is not available within this or other available publications, you may wish to submit a Request for Information under the Freedom of Information Act 2000 to the Ministry of Defence via the following link:

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## National Statistics

The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics.

Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods; and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

Most tables presented in Bulletin 2 are badged as National Statistics pending assessment by the UK Statistical Authority. These tables are produced in line with the standards set out in the Code of Practice for Official Statistics. The following tables require further validation of data and methods before they are put forward for assessment as National Statistics by the UK Statistics Authority:

The data in tables **2.02.09** and **2.02.13** are outside the scope of National Statistics because flows can only be reconciled to strength at Civilian Level 0. Intake and outflow are purely a record of recruitment into and departures from the Department, and do not reflect movements of personnel within the Department, such as promotions and transfers. Therefore rates by grade are purely the number of people who leave the department or join each grade from outside the Department per 100 of the average headcount strength for that grade and / or protected characteristic.

The data in table **2.02.14** are outside the scope of National Statistics because the internal product from which they are derived has not been badged a National Statistic due to sensitivity of some of the reported data. While Table 2.02.14 does not contain sensitive data it does not meet National Statistics requirements for publication.

All Bulletin Tables badged as National Statistics are labelled as such and where relevant a link to where the latest information can be found.

# Symbols and Conventions

## Symbols

}	categories merged for some years
	discontinuity in time series
~	fewer than five
*	not applicable
..	not available
p	Provisional
r	Revised
rp	revised but still provisional
e	Estimate
–	Zero or rounded to zero

*Italic* figures are used for percentages and other rates, except where otherwise indicated.

## Rounding

Where rounding has been used, totals and sub-totals have been rounded separately and so may not equal the sums of their rounded parts. This also applies to Civilian personnel data expressed in terms of Full-Time Equivalent (FTE).

When rounding to the nearest 10, numbers ending in “5” have been rounded to the nearest multiple of 20 to prevent systematic bias.

## Revisions

There are no regular planned revisions of UKDS. Amendments to figures for earlier years may be identified during the annual compilation of UKDS. This will be addressed in one of two ways

- i. where the number of figures updated in a table is small, figures will be updated and those which have been revised will be identified with the symbol "r". An explanation for the revision will be given in the footnotes to the table.
- ii. where the number of figures updated in a table is substantial the revisions to the table, together with the reason for the revisions will be identified in the commentary at the beginning of the relevant chapter / section, and in the commentary above affected tables. Revisions will not be identified by the symbol "r" since where there are a large number of revisions in a table this could make them more difficult to read.

Occasionally updated figures will be provided to the editor during the course of the year. Since UKDS is now published electronically it is possible to revise figures during the course of the year. However to ensure continuity and consistency, figures will only be adjusted during the year where it is likely to substantially affect interpretation and use of the figures.

## Abbreviations

See Glossary.

# Introduction

This Bulletin provides information on the main trends in strengths, intake and outflow of civilian personnel.

## Context

The Strategic Defence and Security Review (SDSR) plans to decrease MOD civilian personnel by around 28,000 by 2015, as the requirement for civilian support decreases in line with the development of new force structures, restructuring of defence capabilities, rationalisation of the defence estate and realisation of other non-front line savings.

Due to the personnel reductions implicated under the SDRS, monitoring of civilian personnel reductions are implemented to start at the beginning of the financial year 2010/11, therefore particular reference has been made, in the accompanying commentary, to changes in personnel numbers at and since this point and 2011/12 when personnel began to leave under the Voluntary Early Release Scheme.

## Changes in 2013

### Main changes to tables

**UKDS 2012 Table 2.01** - This table is now published in **Bulletin 2.01 -Service Personnel 2013** as Table 2.03.01.

**UKDS 2012 Table 2.26** - This table is no longer published, key data are already published in QCPR (see link under data quality section), or covered within expanded **Table 2.02.02** (see notes below).

**Table 2.02.01** - Previously published as **Table 2.25** in UKDS 2012.

**Table 2.02.02** - Previously published as **Table 2.27** in UKDS 2012, table emphasis refocused from overall budgetary area to Top Level Budget across time period 1 April 2008 to 1 April 2013, absorbing elements of previous UKDS 2012 **Table 2.26** not covered by lead tables in Quarterly Civilian Personnel Report (QCPR). References to Level 0 total, Restructured to present Industrial, Non-Industrial and Trading Fund personnel in own data groupings, Royal Fleet Auxiliary (RFA) personnel and Locally engaged civilians (LECs) removed to improve clarity of presentation.

**Tables 2.02.03 to 2.02.08** - narrative moved to consolidated narrative sheet to allow clearer presentation of narrative issues, and references to Level 0 total, Royal Fleet Auxiliary (RFA) personnel and Locally engaged civilians (LECs) removed to improve clarity of presentation. Restructured to present Industrial and Trading Fund personnel in own data groupings to improve clarity of presentation,

**Table 2.02.03** - Previously published as **Table 2.29** in UKDS 2012, previous charts combined as one chart merging data sets, and addition of new charts showing distribution profile for non-industrial and industrial personnel by part-time/full-time and gender.

**Table 2.02.04** - Previously published as **Table 2.31** in UKDS 2012, previous charts split by additional data categories to improve clarity of presentation, addition of new chart showing stacked age range profile by year for 2005 to 2013 April points.

**Table 2.02.05** - Previously published as **Table 2.28** in UKDS 2012, previous charts replaced with new charts showing improved presentation of representation rates and distribution profile for non-industrial and industrial personnel by grade and ethnicity declaration.

**Table 2.02.06** - Previously published as **Table 2.30** in UKDS 2012, expansion of declaration and representation rates to improve clarity of presentation, improved presentation of representation rates for disability by non-industrial and industrial split.

**Table 2.02.07** - Previously published as **Table 2.32** in UKDS 2012, expansion of declaration and representation rates to improve clarity of presentation, previous charts replaced with new charts showing improved presentation of representation rates and distribution profile for non-industrial and industrial personnel by grade and religion/faith declaration.

**Table 2.02.08** - Previously published as **Table 2.33** in UKDS 2012 expansion of declaration and representation rates to improve clarity of presentation, previous charts replaced with new charts showing improved presentation of representation rates and distribution profile for non-industrial and industrial personnel by grade and sexual orientation declaration.

**Tables 2.02.09 to 2.02.13** - narrative moved to consolidated narrative sheet to allow clearer presentation of narrative issues, and references to Level 0 total, Trading Fund personnel, Royal Fleet Auxiliary (RFA) personnel and Locally engaged civilians (LECs) removed to improve clarity of presentation.

**Table 2.02.09** - Previously published as **Table 2.34** in UKDS 2012, restructured to present Industrial and Non-Industrial personnel in own data groupings, chart reset for FY periods 2005/06 to 2012/13.

**Table 2.02.10** - Previously published as **Table 2.37** in UKDS 2012 restructured to present Industrial and Non-Industrial personnel in own data groupings,

**Table 2.02.11** - Previously published as **Table 2.38** in UKDS 2012, restructured to present Industrial and Non-Industrial personnel in own data groupings,

**Table 2.02.12** - Previously published as **Table 2.35** in UKDS 2012, restructured to present Industrial and Non-Industrial personnel in own data groupings. The methodology for assessing representation rates has been revised to incorporate underpinning declaration rate to exclude representation calculations based on data sets with a declaration rate of 60 per cent or below. In the last two years no category has achieved 60 per cent declaration rates. Below this threshold numbers are insufficient to be able to report ethnicity representation with any validity and for this reason the rates table has been removed from the bulletin. Declaration rates for strength figures are over 80 per cent, so changes to diversity representation from strength figures give a much more accurate picture of changing ethnicity. **See Table 2.02.05.**

**Table 2.02.13** - Previously published as **Table 2.36** in UKDS 2012, restructured to present Industrial and Non-Industrial personnel in own data groupings, , methodology for assessing representation rates revised to incorporate underpinning declaration rate to exclude representation calculations based on data sets with declaration rate of 60 per cent or below.

**Table 2.02.14** - Previously published as **Table 3.24** in UKDS 2012, data range has been reset from year ending 31 December to 31 March to align with other tables within this bulletin.

## Data sources

The principal sources of data for personnel information presented in this Bulletin are the civilian and Armed Forces administrative databases.

Civilian statistics are compiled from several sources. Data for MOD staff are taken from personnel systems; Civilian Personnel Management Information System (CIPMIS) prior to April 2003, Human Resources Management System (HRMS) from April 2004 onwards and a combination of the two in the year in between.

The MOD has three Trading Funds that provide DASA with monthly extracts from their own personnel systems. The Royal Fleet Auxiliary (RFA) data are taken from the MOD civilian pay system and Locally Engaged Civilians (LEC) data are taken from quarterly head counts provided to DASA by administrators in each Top Level Budget (TLB).

## Data quality

Civilian data from HRMS derive from a combination of fields, some mandated by the Defence Business Services organisation (DBS) such as grade, gender, TLB, while others are self-populated voluntary fields including ethnicity, disability, sexual orientation and religion. Civilian personnel complete these fields based on their self-perceptions, but are under no obligation to provide a response.

Those personnel who have not actively made a declaration may not have the same proportions as those who do make declarations, therefore the representation figures for self-declared equality and diversity fields are likely to be inherently biased, with no means of ascertaining the extent or direction of that bias. Consequently the actual rates of declaration are also provided to give an indication of the proportion of personnel from which representation percentages have been obtained. It is important to use caution when considering equality and diversity

representation percentages, and to consider the declaration rate simultaneously, as the accuracy of equality and diversity representation percentages cannot be fully assessed.

The disability field on the department's Human Resource Management System (HRMS) was reset on 18 April 2011 to accommodate the new disability reporting requirements resulting from the 2011 census exercise. Consequently all disability records were reset and personnel have been requested to re-declare their disability status. With disability declaration being optional, progress has been slow in personnel making new declarations. Following the HRMS reset declaration rates fell to 4.6 per cent and had only increased to 39.0 per cent by April 2013. To observe representation rates with declaration rates as low as this would not have any statistical validity. From the current rate of progress, we do not anticipate being able to report disability representation figures for the foreseeable future. In view of this, disability representation rates remain withheld for May 2011 onwards, until further notice. Data prior to this time are unaffected.

Improvements in the way in which LEC information is recorded have meant the actual FTE of part-time LECs are now available for the majority of LECs. LEC figures use these actual values where possible, with the average known FTE of part-time LECs used where this information remains unavailable.

LEC totals, and subsequently any total including Civilian Level 0 total for April 2012 are estimates due to non-availability of LEC data for Defence Equipment & Support TLB (DE&S). The figure for DE&S was estimated on the basis of the strength at the previous quarter. It should be noted the number being estimated is less than 300 individuals, and therefore the scope of any inaccuracy in the estimate, in particular when referring to totals, is likely to be minimal.

Further information can be found in our background report :-

[Quality Report - Civilian Personnel Statistics](#)



## Table 2.02.01 Civilian personnel<sup>1</sup>, at 1 April each year

The majority of reductions in the Level 0 FTE workforce, noted below, are directed by policy deriving from the Strategic Defence and Security Review (SDSR) which introduced two Voluntary Early Release Schemes (VERS) covering exits in 2011-12 and 2012-14. Personnel reductions under the SDSR are set to continue until 2020 from the baseline start point of April 2010, but with no further schemes announced.

The MOD civilian Level 0 FTE strength has reduced substantially since 2008, from 89,500 at 1 April 2008 to 65,400 at 1 April 2013, a reduction of 24,100 (26.9 per cent) over the period. Numbers only reduced by 6,440 (7.2 per cent) over the three years from 1 April 2008 to 1 April 2011, on average 2,150 a year. From 2011 to 2012, with the first phase of VERS exits, numbers fell by 12,050 within just one year. This together with a further fall of 5,610 by 1 April 2013 amounted to a fall of 21.3 per cent in two years.

Between April 2011 and April 2013 the overall strength in Level 1 MOD personnel fell from 63,130 to 49,980, a reduction of 13,160 (20.8 per cent) over the period. While numbers of permanent personnel fell gradually from 2008 to 2011 (a fall of 8.1 per cent) the numbers of casual personnel fell by 85.1 per cent in the same period (from 780 to 120) and dropped to an all time low in 2012 at just 30 people (representing only 0.1 per cent of all Level 1). In contrast numbers of RFA personnel rose from 2,270 in 2008 to 2,360 in 2011 and only began to fall after this, taking a 19.3 per cent decrease from 2011 to 2013. This can be seen to affect the extent of the Level 1 decrease after 2011, as shown by the accompanying chart.

The MOD civilian Non Industrial strength has reduced since 2008, from 54,690 at 1 April 2008 to 40,410 at 1 April 2013, a reduction of 14,280 (26.1 per cent) over the period. Between 1 April 2008 and 1 April 2011 it fell by 4,500 (8.2 per cent), the rate of reduction in strength continued and increased over the subsequent two years 1 April 2011 to 1 April 2013 amounting to 9,780 (19.5 per cent).

The MOD civilian Industrial strength has reduced since 2008, from 12,080 at 1 April 2008 to 7,660 at 1 April 2013, a reduction of 4,420 (36.6 per cent) over the period. Between 1 April 2008 and 1 April 2011 it fell by 1,500 (12.4 per cent), the rate of reduction in strength continued and increased over the subsequent two years 1 April 2011 to 1 April 2013 amounting to 2,920 (27.6 per cent).

The use of casual contracts by Trading Funds has been maintained with only a 12.3 per cent fall from 2008 to 2013. The numbers of personnel employed on casual contracts did dip in 2011, but this was only 58.0 per cent lower than in 2008, compared to the low point of Level 1 casual contracts in 2012 at 96.2 per cent less than in 2008. Numbers of Locally engaged civilians have fallen gradually across the whole time period from 11,240 in 2008 to 8,250 in 2013, a moderate fall of 26.6 per cent.

**This table is a National Statistic. These statistics have previously been published in the Quarterly Civilian Personnel Report (QCPR). This is a quarterly publication and the latest figures can be found here**

[Quarterly Civilian Personnel Report - July 2013](#)

	2008	2009	2010	2011	2012	FTE 2013
<b>Civilian Level 0<sup>1</sup></b>	<b>89 500</b>	<b>86 620</b>	<b>85 850</b>	<b>83 060<sup>e</sup></b>	<b>71 010<sup>e</sup></b>	<b>65 400</b>
<b>Civilian Level 1<sup>1</sup></b>	<b>69 050</b>	<b>66 440</b>	<b>65 920</b>	<b>63 130</b>	<b>54 510</b>	<b>49 980</b>
<b>Civilian Level 1 - Permanent</b>	<b>65 990</b>	<b>63 640</b>	<b>63 270</b>	<b>60 660</b>	<b>52 480</b>	<b>47 950</b>
Non-industrial	54 270	52 680	52 350	50 150	43 890	40 300
Industrial	11 720	10 960	10 930	10 510	8 590	7 650
<b>Civilian Level 1 - Casual<sup>2</sup></b>	<b>780</b>	<b>500</b>	<b>320</b>	<b>120</b>	<b>30</b>	<b>120</b>
Non-industrial	420	360	230	50	20	110
Industrial	360	140	90	70	10	10
<b>Civilian Level 1 - RFA<sup>3</sup></b>	<b>2 270</b>	<b>2 300</b>	<b>2 330</b>	<b>2 360</b>	<b>2 000</b>	<b>1 900</b>
<b>Trading Funds<sup>4</sup></b>	<b>9 210</b>	<b>9 630</b>	<b>9 730</b>	<b>9 350</b>	<b>7 110</b>	<b>7 170</b>
Permanent	9 070	9 510	9 620	9 290	7 000	7 050
Casual <sup>2</sup>	140	110	110	60	110	120
<b>Locally engaged civilians</b>	<b>11 240</b>	<b>10 550</b>	<b>10 200</b>	<b>10 580<sup>e</sup></b>	<b>9 390<sup>e</sup></b>	<b>8 250</b>

Source: Defence Statistics (Civilian)

1. Civilian Level 0 and Level 1 are defined in the Glossary.
2. Casual staff are usually engaged for less than 12 months.
3. RFA personnel are assumed to be permanent.
4. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation. At 1 October 2011 responsibility for management of the Meteorological Office personnel (1,800) transferred to Department for Business, Innovation and Skills (BIS).

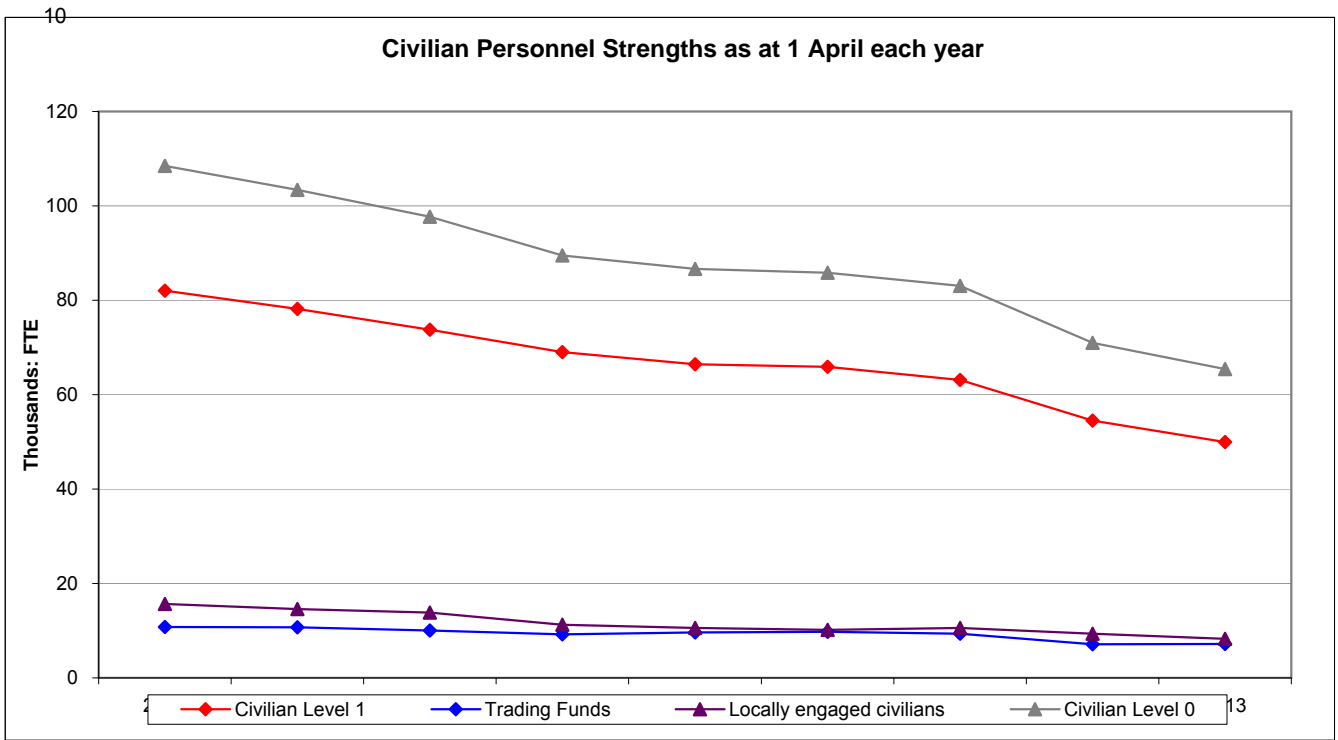


Table 2.02.02

## Civilian personnel<sup>1</sup> by Top Level Budget and grade equivalent<sup>2</sup>, at 1 April each year

Civilian personnel numbers have declined by 27.3 per cent since 2008. There has been a larger impact on Industrial personnel of 36.6 per cent compared to 26.1 per cent for Non-Industrial personnel. The reductions in strength are a result of the Strategic Defence and Security Review (SDSR) which introduced two Voluntary Early Release Schemes (VERS) covering exits in 2011-12 and 2012-14. Personnel reductions under the SDSR are set to continue until 2020 from the baseline start point of April 2010, but with no further schemes announced. It is not possible to directly compare personnel numbers in Head Office and Corporate Support (formally Centre TLB), and Joint Forces Command (formally Chief of Joint Operations) as these are new and separate organisations.

Non Industrial personnel have declined since 2008 from 54,690 to 40,410 at 1 April 2013 a reduction of 14,280 (26.1 per cent) over this period. The largest falls have been in Land Command 4,240 (34.7 per cent) and DE&S 4,220 (27.7 per cent) who have had consistent declines in Pay Band D and below since 2008, leading to a 36.1 per cent and 46.8 per cent decrease respectively at these grades from 2008 to 2013.

The largest declines have occurred since 2011 as a result of VERS exits under SDSR. Defence Infrastructure Organisation (DIO) absorbed some of the functionality of the MOD Guard Service from other TLBs at April 2013, hence the increase from 990 in 2012 to 3,630 in 2013 for Band D and below. This TLB was also consistently growing in its previous remit as Defence Estates from 2008 to 2011 and only had marginal falls (17.5 per cent) from 2011 to 2012, after the merger of Defence Estates and elements of other TLBs to form the current DIO.

The impact across grade range of C & above and D & below for Non Industrial shows that pay band D & below has reduced by 32.2 per cent while pay band C & above has reduced by 11.9 per cent. There were substantial reduction in the numbers of personnel for whom no grade information are available, leading to Land Command, Air Command, Centre and DE&S all having no one recorded against this category by 2011. DE&S had the largest discrepancy between Band C and above and Band D and below with the latter decreasing by 46.8 per cent compared to a 12.0 per cent fall in Band C and below. Navy Command also had an increase in Band C and above by 9.3 per cent whilst having a fall of 18.0 per cent at Band D and below.

Industrial personnel have declined by a greater proportion than non-industrials since 2008, a reduction of 4,420 (36.6 per cent) to April 2013. There have been large falls in Land Command 30.7 per cent (1,530) and DE&S 44.5 per cent (1,240), but the highest has been in Air Command with a 49.6 per cent (1,480) drop. This decline has been most marked since 2011 as a result of VERS exits under the SDSR policy.

The Trading Funds are not affected by SDSR imposed reductions and when the effect of the Met Office departure is removed Trading Funds numbers have only fallen by 4.0 per cent since 2008. Interestingly however, Defence Support Group workforce has been falling since 2009 and has seen a reduction of personnel by 700 (22.5 per cent) between 2008 and 2013. The Hydrographic Office only saw a fall from 2008 to 2009 of 5.2 per cent, with numbers remaining fairly consistent before returning to beyond the original figure with a 5.1 per cent increase from 2012 to 2013.

This table is a National Statistic. These statistics have previously been published in the Quarterly Civilian Personnel Report (QCPR). This is a quarterly publication and the latest figures can be found here

[Quarterly Civilian Personnel Report - July 2013](#)

FTE

Grade	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>75 990</b>	<b>73 770</b>	<b>73 320</b>	<b>70 130</b>	<b>59 630</b>	<b>55 240</b>
<b>Non Industrial</b>	<b>54 690</b>	<b>53 040</b>	<b>52 570</b>	<b>50 200</b>	<b>43 910</b>	<b>40 410</b>
<i>of which</i>						
<b>Navy Command</b>	<b>1 790</b>	<b>1 790</b>	<b>1 860</b>	<b>1 800</b>	<b>1 530</b>	<b>1 590</b>
Pay Band C and above	500	510	540	530	500	540
Pay Band D and below	1 260	1 280	1 320	1 250	1 020	1 030
Other non-industrial <sup>3</sup>	30	-	10	10	10	10
<b>Land Command</b>	<b>12 190</b>	<b>11 860</b>	<b>11 860</b>	<b>10 690</b>	<b>9 440</b>	<b>7 960</b>
Pay Band C and above	3 290	3 420	3 450	3 170	2 950	2 590
Pay Band D and below	8 390	8 370	8 270	7 530	6 490	5 360
Other non-industrial <sup>3</sup>	510	80	150	-	-	10
<b>Air Command</b>	<b>5 730</b>	<b>5 720</b>	<b>5 810</b>	<b>5 670</b>	<b>4 770</b>	<b>4 050</b>
Pay Band C and above	1 070	1 120	1 150	1 180	1 060	890
Pay Band D and below	4 580	4 600	4 660	4 480	3 710	3 160
Other non-industrial <sup>3</sup>	80	10	-	-	-	-
<b>Centre TLB</b>	<b>16 380</b>	<b>16 020</b>	<b>16 110</b>	<b>15 360</b>	*	*
Pay Band C and above	4 200	4 150	4 120	4 180	*	*
Pay Band D and below	11 970	11 850	11 890	11 180	*	*
Other non-industrial <sup>3</sup>	210	10	100	-	*	*
<b>Head Office &amp; Corporate Services</b>	*	*	*	*	<b>10 970</b>	<b>7 230</b>
Pay Band C and above	*	*	*	*	2 680	2 510
Pay Band D and below	*	*	*	*	8 300	4 720
Other non-industrial <sup>3</sup>	*	*	*	*	-	-
<b>Chief of Joint Operations</b>	<b>300</b>	<b>290</b>	<b>290</b>	<b>260</b>	*	*
Pay Band C and above	160	170	160	150	*	*
Pay Band D and below	120	110	120	110	*	*
Other non-industrial <sup>3</sup>	20	-	-	-	*	*

<b>Joint Forces Command</b>	*	*	*	*	<b>2 680</b>	<b>3 570</b>
Pay Band C and above	*	*	*	*	1 210	1 660
Pay Band D and below	*	*	*	*	1 450	1 890
Other non-industrial <sup>3</sup>	*	*	*	*	20	10
<b>Defence Equipment &amp; Support</b>	<b>15 210</b>	<b>14 330</b>	<b>13 840</b>	<b>13 570</b>	<b>12 170</b>	<b>11 000</b>
Pay Band C and above	8 430	8 520	8 410	8 610	7 860	7 430
Pay Band D and below	6 710	5 800	5 410	4 950	4 300	3 570
Other non-industrial <sup>3</sup>	70	10	20	-	10	-
<b>Defence Infrastructure Organisation</b>	<b>2 590</b>	<b>2 550</b>	<b>2 700</b>	<b>2 850</b>	<b>2 350</b>	<b>5 010</b>
Pay Band C and above	1 420	1 460	1 500	1 560	1 360	1 380
Pay Band D and below	1 170	1 100	1 200	1 290	990	3 630
Other non-industrial <sup>3</sup>	-	-	-	-	-	-
<b>Science Innovation &amp; Technology</b>	<b>330</b>	<b>350</b>	*	*	*	*
Pay Band C and above	140	120	*	*	*	*
Pay Band D and below	190	230	*	*	*	*
Other non-industrial <sup>3</sup>	-	-	*	*	*	*
<b>Unknown<sup>4</sup></b>	<b>170</b>	<b>120</b>	<b>100</b>	<b>10</b>	<b>10</b>	<b>20</b>
Pay Band C and above	60	80	60	-	-	10
Pay Band D and below	100	40	30	10	10	10
Other non-industrial <sup>3</sup>	10	10	10	-	-	-
<b>Industrial</b>	<b>12 080</b>	<b>11 100</b>	<b>11 020</b> <sup>r</sup>	<b>10 580</b>	<b>8 600</b>	<b>7 660</b>
Navy Command	540	550	570	540	470	440
Land Command	4 990	4 630	4 620 <sup>r</sup>	4 230	3 720	3 460
Air Command	2 980	2 830	2 850	2 760	1 770	1 500
Centre TLB	550	550	540	510	*	*
Head Office & Corporate Services	*	*	*	*	80	70
Chief of Joint Operations	-	-	-	-	*	*
Joint Forces Command	*	*	*	*	380	350
Defence Equipment & Support	2 790	2 400	2 310	2 190	1 920	1 550
Defence Infrastructure Organisation	110	120	130	340	260	280
Science Innovation & Technology	-	-	*	*	*	*
Unknown	120	10	-	-	-	-
<b>Trading Funds</b>	<b>9 210</b>	<b>9 630</b>	<b>9 730</b>	<b>9 350</b>	<b>7 110</b>	<b>7 170</b>
Defence Science & Technology Laboratory	3 350	3 470	3 700	3 640	3 640	3 720
Defence Support Group	3 120	3 350	3 230	2 960	2 490	2 420
Hydrographic Office	1 010	960	970	960	980	1 030
Met Office <sup>5</sup>	1 740	1 850	1 840	1 800	*	*

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
4. Personnel for whom no Top Level Budget (TLB) information is available are included in this section of the table.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,800) transferred to Department for Business, Innovation and Skills (BIS).

<sup>r</sup> - Numbers revised due to change in methodology identifying Industrial Firemen Grades

\* denotes data not applicable.

**These tables are National Statistics. These statistics have previously been published in the Quarterly Civilian Personnel Report (QCPR), Biannual Diversity Dashboard or the United Kingdom Defence Statistics (UKDS).**

QCPR is a quarterly publication and the latest figures can be found here:  
[\(Quarterly Civilian Personnel Report - July 2013\)](#)

UKDS is an annual publication, superseded by this statistical bulletin, final published version was UKDS 2012, figures for which can be found here:

[\(UK Defence Statistics 2012\)](#)

### **Table 2.02.03 - Full or Part Time by Gender and Grade**

The headcount of male civilian personnel fell from 49,840 at 1 April 2008 to 47,860 (4.0 per cent) by 1 April 2010 prior to the current SDR review, and the number of female civilian personnel fell from 28,480 to 27,800 (2.4 per cent) over the same period. The proportionate gender balance has remained largely constant over the period, with the percentage of civilian personnel who are female being 36.4 per cent at 1 April 2008 and 36.7 per cent at 1 April 2010.

During the SDR review period to date from 1 April 2010 to 1 April 2013, the headcount of male civilian personnel fell from 47,860 at 1 April 2010 to 36,570 (23.6 per cent) and the number of female civilian personnel fell from 27,800 to 20,300 (27.0 per cent) over the same period. The proportionate gender balance has changed, with the percentage of civilian personnel who are female being 36.7 per cent at 1 April 2010 falling to 35.7 per cent at 1 April 2013.

The total number of part-time civilian personnel from 1 April 2008 to 1 April 2010 remained broadly constant from 7,470 at 1 April 2008, to 7,480 at 1 April 2010 while, the number of full-time civilian personnel fell by 2,670 (3.8 per cent) during this period and as a result the proportion of part-time personnel has increased to 9.9 per cent from 9.5 per cent. Between 1 April 2010 and 1 April 2013 the number of part-time civilian personnel fell by 2,030 (27.1 per cent) and the number of full-time civilian personnel fell by 16,760 (24.6 per cent), while the proportion of part-time personnel has remained constant at 9.6 per cent.

The total of full-time personnel at Bands C and above between 1 April 2008 and 1 April 2010 remained constant, but fell by 2,250 (12.6 per cent) between 1 April 2010 and 1 April 2013, and fell by 12.5 per cent across the whole period. While personnel at D and below fell by 2,086 (6.4 per cent) between 1 April 2008 and 1 April 2010, and by 8,820 (28.9 per cent) between 1 April 2010 and 1 April 2013 and fell by 33.5 per cent across the whole period.

The total of part-time personnel at Bands C and above between 1 April 2008 and 1 April 2010 increased from 1,980 to 2,130 (7.7 per cent), but fell to 1,920 (by 9.6 per cent) by 1 April 2013, and fell by 2.6 per cent across the whole period. While personnel at D and below fell from 4,204 to 3,981 (5.3 per cent) between 1 April 2008 and 1 April 2010, and by 1,460 to 2,520 (36.7 per cent) by 1 April 2013 and fell by 40.0 per cent across the whole period.

In 2008, 21.2 per cent of full time female personnel were in Pay Band C or above. This increased to 31.5 per cent in 2013. 28.0 per cent of part-time female personnel were in Pay Band C and above in 2008, increasing to 37.2 per cent in 2013. The percentage of male full-time personnel who are in Pay Band C and above has increased from 43.6 per cent in 2008 to 47.7 per cent in 2013. While the percentage of part-time male personnel who are in Pay Band C and above has increased from 54.2 per cent in 2008 to 67.5 per cent in 2013.

Noting that the proportion of part-time personnel is consistently below 10.0 per cent, male part-time personnel only accounting for less than 2.5 per cent of all personnel. Overall, in 2008 22.7 per cent of female personnel were in Pay Band C and above rising to 32.7 per cent in 2013. While the percentage of male personnel who are in Pay Band C and above has increased from 43.9 per cent in 2008 to 48.4 per cent in 2013.

It is important to note that the part-time grouping does not distinguish between those working close to full-time hours and those working considerably fewer hours, and does not include personnel who work alternate patterns such as compressed hours or work from home. Caution is advised when drawing conclusions based on the full-time/part-time split.

### Table 2.02.04 - Age by Industrial Status and Gender

Since 2008 there has been a consistent trend of an ageing working population. At 1 April 2008, 10.5 per cent of civilian personnel were aged between 16 and 29, while at 1 April 2013 this had fallen to 8.5 per cent. The percentage of civilian personnel aged 50 years and over has risen from 38.1 per cent in 2008 to 44.1 per cent at 1 April 2013. Due to a change in legislation in 2010 removing the compulsory retirement age, there are now 1,250 civilians aged 65 or above, accounting for 2.2 per cent of personnel with a known age.

The percentage of Core MOD TLB civilian personnel aged 50 years and over at 1 April 2013 is considerably higher for males, with 56.0 per cent of male industrial personnel and 49.7 per cent of male non industrial personnel aged 50 years and over, while 48.2 per cent of female industrials and 35.5 per cent of female non industrials were aged 50 years and over. Overall for core MOD civilian personnel, 51.1 per cent of males and 36.3 per cent of females are aged 50 years and over.

The average age of core MOD civilian personnel in 2008 was 45.6 years, with male personnel at 47.0 years, and female personnel at 43.4 years. At 1 April 2013 the average age of core MOD civilian personnel was 47.1 years, with male personnel at 48.4 years, and female personnel at 45.1 years

The percentage of core MOD civilian personnel aged 40 years and over is 77.5 per cent, with male personnel at 80.9 per cent and female personnel at 71.9 per cent. Between industrial and non-industrial personnel the percentage for male personnel is broadly consistent at 83.7 per cent and 80.1 per cent respectively, for female personnel however there is a clear difference with industrial at 79.5 per cent and non-industrial at 71.3 per cent.

Across the whole age range female personnel account for 37.1 per cent of total core MOD civilian personnel, for the age range 39 years and below the proportion of females is 46.5, and for the age range years 40 and above the proportion is 34.4 per cent, This change in proportion of male and female personnel below and above 40 years of age reflects a combination of developing trends in departmental recruitment, and retention data for age, grade and gender.

### Table 2.02.05 - Ethnic Origin and Grade

The headcount of Black and Minority Ethnicity (BME), and White civilian personnel remained broadly constant between 1 April 2008 and 1 April 2010 at 2,020 and 2,000 respectively for BME and 63,250 and 62,560 for White, prior to the current SDSR review. During the SDSR review period to date, 1 April 2010 to 1 April 2013 BME headcount fell to 1,790 (10.7 per cent) By comparison for the period 1 April 2010 to 1 April 2013 White headcount fell from 62,560 to 47,180 (24.6 per cent).

In terms of BME representation and declaration rates **this is reflected in table 2.02.05 at Civilian Personnel level**, with representation remaining constant at 1 April 2008 and 2010 at 3.1 percent, rising to 3.6 per cent at 1 April 2013, with declaration of ethnicity rising from 83.3 per cent to 86.1 per cent.

Known Black and Minority Ethnic representation in Core MOD TLB personnel (excluding unknown and undeclared personnel) has seen an increase overall from 3.2 per cent in 2008 to 3.8 per cent in 2013. Across the same period, the ethnicity declaration rate within core MOD TLBs has increased from 84.0 per cent to 88.0 per cent, peaking at 88.9 per cent in 2012.

The highest representation of Black and Minority Ethnic civilian personnel (excluding those of unknown grade) can be found in Grade Band E (4.7 per cent), where the representation rate has increased 0.8 percentage points since 2008. The largest increase has been seen at Band B where representation increased from 2.6 to 3.9 per cent, with numbers of BME personnel being maintained across the period.

Despite a disproportionately high decrease in the numbers of Band E personnel across the last 12 months, due to VERS exits, the distribution of BME personnel compared to the distribution of white personnel has not fundamentally changed. Band E which typically has the highest representation of BME personnel has only seen a 0.2 percentage point change in the difference between distributions since last year (**see non-industrial distribution chart for table 2.02.05**) and all other non-industrial grade bands have only seen a maximum of 0.7 percentage point change in their relative distributions.

Personnel at all non-industrial grades show no real differences in the distributions of white and BME personnel at these grade ranges, which have only seen a 0.2 percentage point change in the difference between distributions since last year.

Overall Skill Zones have seen a 2.1 percentage point increase in the difference between distributions since last year (see **industrial distribution chart for table 2.02.05**) with Skill Zone 2 showing a 4.7 percentage point increase in relative distribution. With the proportion of BME at Skill Zone 2 increasing from 41.5 per cent at 1 April 2012 to 45.7 per cent at 1 April 2013.

### **Table 2.02.06 - Disability Status and Grade**

The disability field on the department's Human Resource Management System (HRMS) was reset on 18 April 2011 to accommodate the new disability reporting requirements resulting from the 2011 census exercise. Consequently all disability records were reset and personnel were required to redeclare their disability status. Following the HRMS reset declaration rates fell to 4.6 per cent, and have only increased to 39.0 per cent. As such while disability status is *unknown* for more than 40 per cent of the population disability representation rates can not be produced with any statistical validity. In view of the foregoing, disability *rates* remain unreportable for May 2011 onwards, until further notice and any use of numbers of people reporting a disability should only be made in the context of the number of people who have not declared their status. Data prior to this time is unaffected.

Prior to the census reset the percentage of civilian personnel with disabilities increased overall from 5.5 per cent in 2008 to 6.6 per cent at 1 April 2010, increasing to 7.2 per cent at 1 April 2011. The rate of overall disability declaration increased from 75.2 per cent in 2008 to 81.0 per cent in 2011, falling to 32.1 per cent in 2012 following the census reset, before increasing to 39.0 per cent by 1 April 2013.

Within Core MOD TLB personnel the percentage with disabilities increased from 5.8 per cent in 2008 to 7.7 per cent at 1 April 2011. The rate of overall disability declaration increased from 75.6 per cent in 2008 to 84.9 per cent in 2011, falling to 29.2 per cent in 2012 following the census reset, before increasing to 39.0 per cent by 1 April 2013.

Despite the overall decline in civilian personnel strength, the number of personnel with disabilities has increased in absolute terms from 3,250 in 2008 to 4,240 in 2011, although this can be explained at least in part by the substantial increase in the disability declaration rate across the period.

### **Table 2.02.07 - Religion and Grade**

Religion data are only available from 1 April 2008, and since that time declaration rates within core MOD TLBs have risen from 48.6 per cent in 2008 to 67.2 per cent in 2013. Religious representation figures are based on known declarations. Due to the low declaration rate for 2008 and 2009, it is not considered to be statistically appropriate to report representation rates for these periods. Caution should still be used when viewing representation figures from 2010 onwards as more than a third of personnel have not declared their religious beliefs and rates may not be representative of those who have not declared.

The declaration rate for industrial personnel at 1 April 2013 was 59.2 per cent compared to 67.2 per cent for all Core MOD TLB personnel, and 68.7 per cent for non-industrial personnel. Individual declarations are made on the HR system via the intranet, and this difference is likely related to work factors - non-industrials spend the majority of their time working on computers with the HR system easily accessible, while industrials use computers considerably less in their work.

Of those who have actively made a declaration of their beliefs, there has been a small decrease in the percentage declaring themselves to be Christian from 72.0 per cent in 2010 to 70.2 per cent in 2013 for Core MOD TLB personnel. The percentage of those declaring religious beliefs other than Christian has remained stable between 2010 and 2013 at 5.1 per cent. Those declaring no religious beliefs (Secular) have increased over the same period from 22.9 per cent to 24.7 per cent. These changes are small given the context of increasing declaration, substantial personnel reductions under SDSR and personnel changes relating to inflow and outflow.

For Non-Industrial personnel the distribution of religion by grade is comparable across Christian, Secular and non-Christian religion demonstrating no evidence of distortion by grade here. More detailed commentary comparing religion & faith distribution patterns for April 12 and April 13 can be found in the 01 April 2013 - Biannual Diversity Dashboard

**[\(Biannual Diversity Dashboard - April 2013\)](#)**

**Table 2.02.08 - Sexual Orientation and Grade**

Sexual orientation data are only available from 1 April 2008, and since that time declaration rates within core MOD TLBs have risen from 46.6 per cent in 2008 to 66.7 per cent in 2013. Sexual orientation representation figures are based on known declarations. Due to the low declaration rate for 2008 and 2009, it is not considered to be statistically appropriate to report representation rates for these periods. Caution should still be used when viewing representation figures from 2010 onwards as more than a third of personnel have not declared their sexual orientation and rates may not be representative of those who have not declared.

From 2008 to 2012, the number of personnel declaring themselves as Lesbian, Gay or Bisexual (LGB) has increased by 38.7 per cent across the period from 430 to 600 at 1 April 2012, however at 1 April 2013 this net increase has reduced to 26.9 per cent following a reduction in the number of Lesbian, Gay or Bisexual (LGB) civilian personnel, falling to 550 at 1 April 2013 a reduction of 8.5 per cent within the year.

The changes to distribution across grades, with Band E now dominating to a lesser degree, has impacted upon heterosexual and LGB personnel equally with the differences in relative distributions remaining at 0.1 percentage points. More detailed commentary comparing sexual orientation distribution patterns for April 12 and April 13 can be found in the 01 April 2013 - Biannual Diversity Dashboard.

**[\(Biannual Diversity Dashboard - April 2013\)](#)**



Table 2.02.03

Strength of civilian personnel<sup>1</sup> by gender, grade<sup>2</sup> and whether full or part-time, at 1 April each year

<i>Gender, part-time/full-time and grade</i>	Headcount					
	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>78 320</b>	<b>76 060</b>	<b>75 660</b>	<b>72 420</b>	<b>61 450</b>	<b>56 870</b>
<b>Non-Industrial</b>	<b>56 560</b>	<b>54 860</b>	<b>54 430</b>	<b>52 010</b>	<b>45 400</b>	<b>41 700</b>
<b>Female: full-time</b>	<b>18 610</b>	<b>18 170</b>	<b>18 060</b>	<b>17 230</b>	<b>14 750</b>	<b>13 630</b>
Senior Civil Service and equivalent <sup>3</sup>	40	50	50	50	50	50
Pay Band B	400	430	480	490	460	470
Pay Band C	3 520	3 850	3 930	4 020	3 720	3 770
Pay Band D	3 510	3 490	3 430	3 350	2 960	2 840
Pay Band E	10 590	10 330	10 040	9 320	7 550	6 490
Other non-industrial <sup>4</sup>	560	30	120	10	20	10
<b>Male: full-time</b>	<b>31 780</b>	<b>30 670</b>	<b>30 260</b>	<b>28 800</b>	<b>25 600</b>	<b>23 620</b>
Senior Civil Service and equivalent <sup>3</sup>	250	240	230	220	180	180
Pay Band B	1 900	1 850	1 830	1 770	1 590	1 560
Pay Band C	11 690	11 570	11 290	11 230	10 100	9 530
Pay Band D	6 900	6 480	6 390	5 990	5 410	4 940
Pay Band E	10 850	10 490	10 400	9 590	8 290	7 380
Other non-industrial <sup>4</sup>	190 <sup>r</sup>	30	120 <sup>r</sup>	-	20	20
<b>Female: part-time</b>	<b>5 250</b>	<b>5 050</b>	<b>5 050</b>	<b>4 900</b>	<b>4 100</b>	<b>3 560</b>
Senior Civil Service and equivalent <sup>3</sup>	10	10	10	10	10	10
Pay Band B	140	130	140	140	140	140
Pay Band C	1 330	1 360	1 360	1 340	1 260	1 180
Pay Band D	670	730	730	700	610	560
Pay Band E	2 920	2 790	2 780	2 700	2 090	1 660
Other non-industrial <sup>4</sup>	190	30	40	-	10	10
<b>Male: part-time</b>	<b>930</b>	<b>970</b>	<b>1 060</b>	<b>1 080</b>	<b>950</b>	<b>890</b>
Senior Civil Service and equivalent <sup>3</sup>	10	10	10	10	10	-
Pay Band B	90	110	110	110	100	100
Pay Band C	400	460	510	560	520	490
Pay Band D	140	140	160	130	120	120
Pay Band E	220	220	250	270	200	170
Other non-industrial <sup>4</sup>	60	30	30	-	-	-
<b>Industrial</b>	<b>12 340</b>	<b>11 340</b>	<b>11 250</b>	<b>10 790</b>	<b>8 740</b>	<b>7 770</b>
Female: full-time	1 940	1 820	1 830	1 740	1 130	980
Male: full-time	9 720 <sup>r</sup>	8 900	8 800 <sup>r</sup>	8 470	7 230	6 470
Female: part-time	520	470	460	400	250	200
Male: part-time	160	160	170	170	140	120
<b>Trading Funds<sup>5</sup></b>	<b>9 420</b>	<b>9 860</b>	<b>9 980</b>	<b>9 620</b>	<b>7 320</b>	<b>7 400</b>
Female: full-time	1 740	1 870	1 950	1 900	1 500	1 500
Male: full-time	7 060	7 280	7 280	6 910	5 200	5 220
Female: part-time	430	470	460	480	390	430
Male: part-time	190	230	290	330	220	250
<b>Total female</b>	<b>28 480</b>	<b>27 850</b>	<b>27 800</b>	<b>26 660</b>	<b>22 120</b>	<b>20 300</b>
<b>Total male</b>	<b>49 840</b>	<b>48 200</b>	<b>47 860</b>	<b>45 770</b>	<b>39 330</b>	<b>36 570</b>
<b>Total full-time</b>	<b>70 840</b>	<b>68 710</b>	<b>68 180</b>	<b>65 070</b>	<b>55 410</b>	<b>51 410</b>
<b>Total part-time</b>	<b>7 470</b>	<b>7 350</b>	<b>7 480</b>	<b>7 360</b>	<b>6 040</b>	<b>5 460</b>

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS).
  - † - Numbers revised due to change in methodology identifying Industrial Firemen Grades

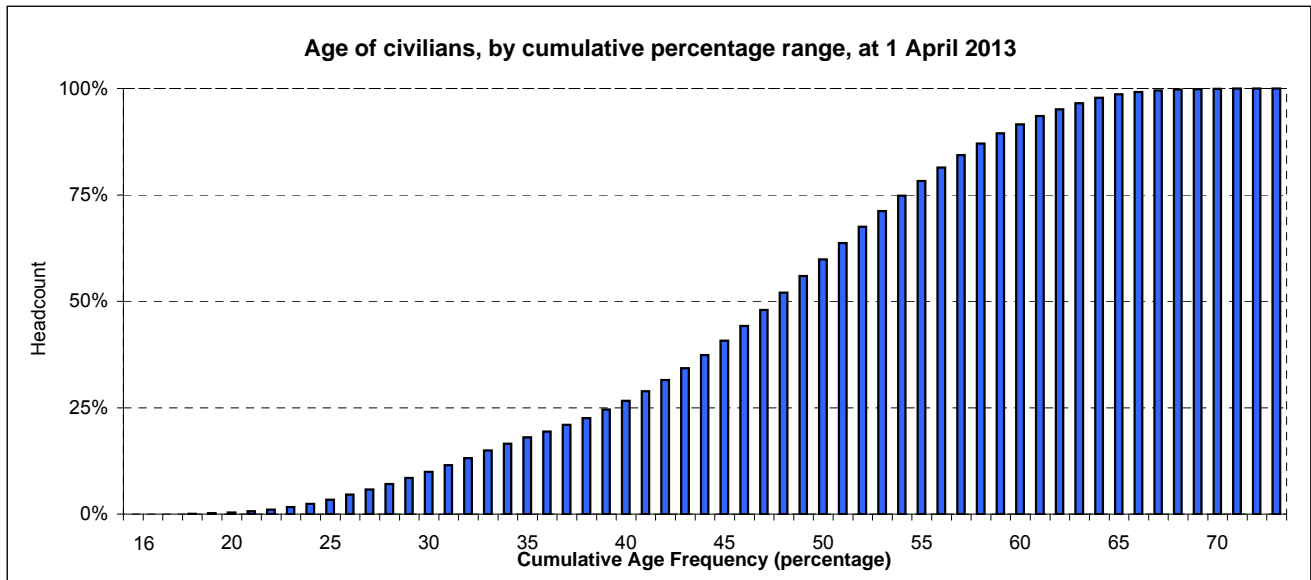
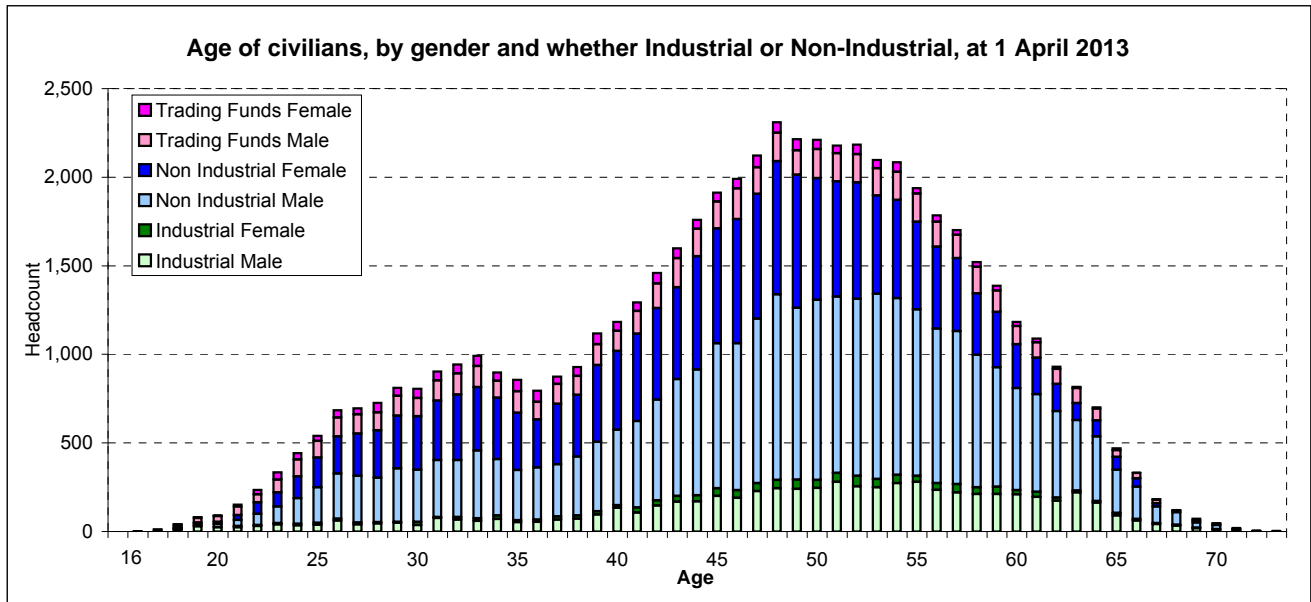
**Table 2.02.04**

**Age profile of civilian personnel<sup>1</sup> by industrial status and gender, at 1 April 2013**

	Non-industrial			Industrial			MOD Core	Trading Funds			Headcount Known Age
	Male	Female	Total	Male	Female	Total		Male	Female	Total	
16-19	20	10	20	40	10	60	80	40	10	60	140
20-24	350	310	660	150	30	180	840	290	120	410	1 250
25-29	1 270	1 180	2 450	230	50	280	2 730	520	210	730	3 460
30-34	1 640	1 710	3 350	310	70	380	3 730	550	260	810	4 540
35-39	1 600	1 720	3 310	340	80	420	3 730	560	280	840	4 570
40-44	2 850	2 610	5 460	720	140	860	6 330	700	270	970	7 290
45-49	4 600	3 560	8 150	1 100	230	1 330	9 480	770	300	1 070	10 550
50-54	5 060	3 100	8 160	1 300	250	1 550	9 710	790	250	1 040	10 750
55-59	4 100	2 030	6 130	1 160	200	1 360	7 480	700	150	850	8 330
60-64	2 380	790	3 170	960	90	1 050	4 220	430	70	500	4 720
65+	660	170	830	260	40	300	1 130	100	20	120	1 250
Unknown	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>24 510</b>	<b>17 190</b>	<b>41 700</b>	<b>6 590</b>	<b>1 180</b>	<b>7 770</b>	<b>49 470</b>	<b>5 470</b>	<b>1 930</b>	<b>7 400</b>	<b>56 870</b>

Source: Defence Statistics (Civilian)

1. Table excludes data for Royal Fleet Auxiliaries and Locally engaged civilians for whom age data is not available.



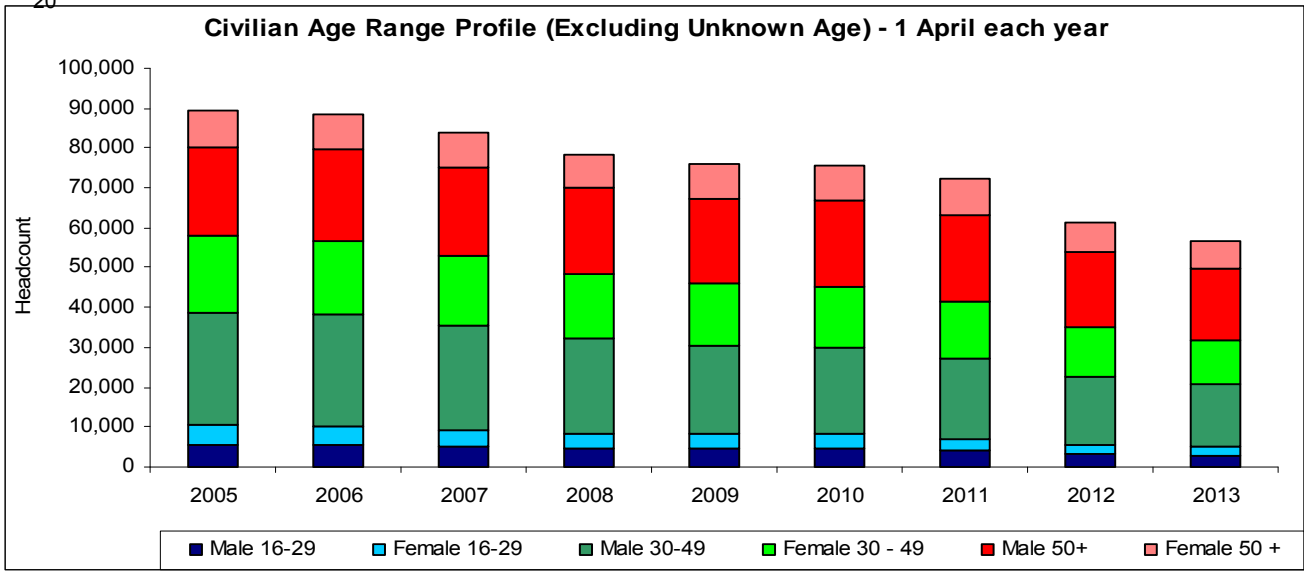


Table 2.02.05

Strength of civilian personnel<sup>1</sup> by ethnic origin and grade<sup>2</sup>, at 1 April each year

	Headcount					
	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>78 320</b>	<b>76 060</b>	<b>75 660</b>	<b>72 420</b>	<b>61 450</b>	<b>56 870</b>
<b>Non-Industrial</b>	<b>56 560</b>	<b>54 860</b>	<b>54 430</b>	<b>52 010</b>	<b>45 400</b>	<b>41 700</b>
<b>White</b>	<b>47 100</b>	<b>46 280</b>	<b>46 400</b>	<b>44 570</b>	<b>39 130</b>	<b>35 510</b>
Senior Civil Service and equivalent <sup>3</sup>	250	260	260	240	220	210
Pay Band B	2 080	2 080	2 110	2 070	1 900	1 850
Pay Band C	13 790	14 130	14 090	14 200	13 040	12 430
Pay Band D	9 530	9 290	9 320	8 930	8 010	7 370
Pay Band E	20 690	20 440	20 460	19 130	15 950	13 630
Other non-industrial <sup>4</sup>	760 <sup>r</sup>	80	170 <sup>r</sup>	10	20	30
<b>Black &amp; Minority Ethnic</b>	<b>1 660</b>	<b>1 660</b>	<b>1 640</b>	<b>1 630</b>	<b>1 580</b>	<b>1 490</b>
Senior Civil Service and equivalent <sup>3</sup>	-	-	10	10	10	-
Pay Band B	60	60	60	70	60	70
Pay Band C	410	440	440	460	490	480
Pay Band D	320	290	280	280	260	260
Pay Band E	850	870	840	820	760	680
Other non-industrial <sup>4</sup>	30	-	10	-	-	-
<b>Undeclared<sup>5</sup></b>	<b>7 800</b>	<b>6 910</b>	<b>6 380</b>	<b>5 810</b>	<b>4 690</b>	<b>4 690</b>
Senior Civil Service and equivalent <sup>3</sup>	50	40	40	30	20	30
Pay Band B	390	380	390	380	320	360
Pay Band C	2 740	2 670	2 560	2 500	2 070	2 060
Pay Band D	1 380	1 260	1 100	970	830	840
Pay Band E	3 040	2 520	2 180	1 930	1 430	1 390
Other non-industrial <sup>4</sup>	210 <sup>r</sup>	40	130	-	20	10
<b>Industrial</b>	<b>12 340</b>	<b>11 340</b>	<b>11 250</b>	<b>10 790</b>	<b>8 740</b>	<b>7 770</b>
White	8 950 <sup>r</sup>	8 740	9 000 <sup>r</sup>	8 840	7 220	6 360
Black & Minority Ethnic	190	180	190	190	180	160
Undeclared	3 200 <sup>r</sup>	2 420	2 070	1 760	1 340	1 250
<b>Trading Funds<sup>6</sup></b>	<b>9 420</b>	<b>9 860</b>	<b>9 980</b>	<b>9 620</b>	<b>7 320</b>	<b>7 400</b>
White	7 200	7 340	7 160	6 810	5 410	5 300
Black & Minority Ethnic	170	190	170	170	140	130
Undeclared	2 040	2 330	2 650	2 640	1 760	1 960

*Representation of Black and Minority Ethnic civilian personnel as a percentage of MOD total excluding unknown and undeclared.*

	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>3.1</b>	<b>3.2</b>	<b>3.1</b>	<b>3.2</b>	<b>3.5</b>	<b>3.6</b>
<b>Core MOD TLB Total</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>	<b>3.3</b>	<b>3.7</b>	<b>3.8</b>
<b>Core Non Industrial TLB total</b>	<b>3.4</b>	<b>3.5</b>	<b>3.4</b>	<b>3.5</b>	<b>3.9</b>	<b>4.0</b>
Senior Civil Service and equivalent <sup>3</sup>	~	~	2.7	2.8	2.7	~
Pay Band B	2.6	2.8	2.9	3.2	3.2	3.9
Pay Band C	2.9	3.0	3.0	3.2	3.6	3.7
Pay Band D	3.2	3.0	3.0	3.0	3.2	3.4
Pay Band E	3.9	4.1	3.9	4.1	4.5	4.7
Other non-industrial <sup>4</sup>	3.5	~	5.0 <sup>r</sup>	~	~	~
<b>Core Industrial TLB Grades</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.1</b>	<b>2.4</b>	<b>2.4</b>
<b>Trading Funds<sup>5</sup></b>	<b>2.3</b>	<b>2.5</b>	<b>2.4</b>	<b>2.4</b>	<b>2.5</b>	<b>2.4</b>

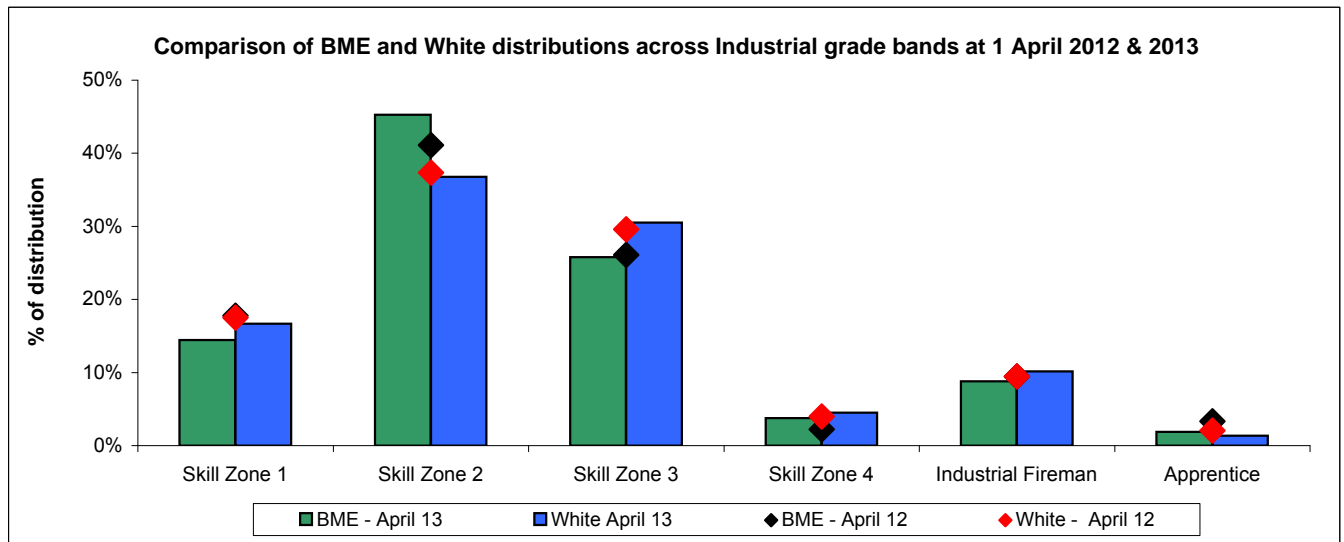
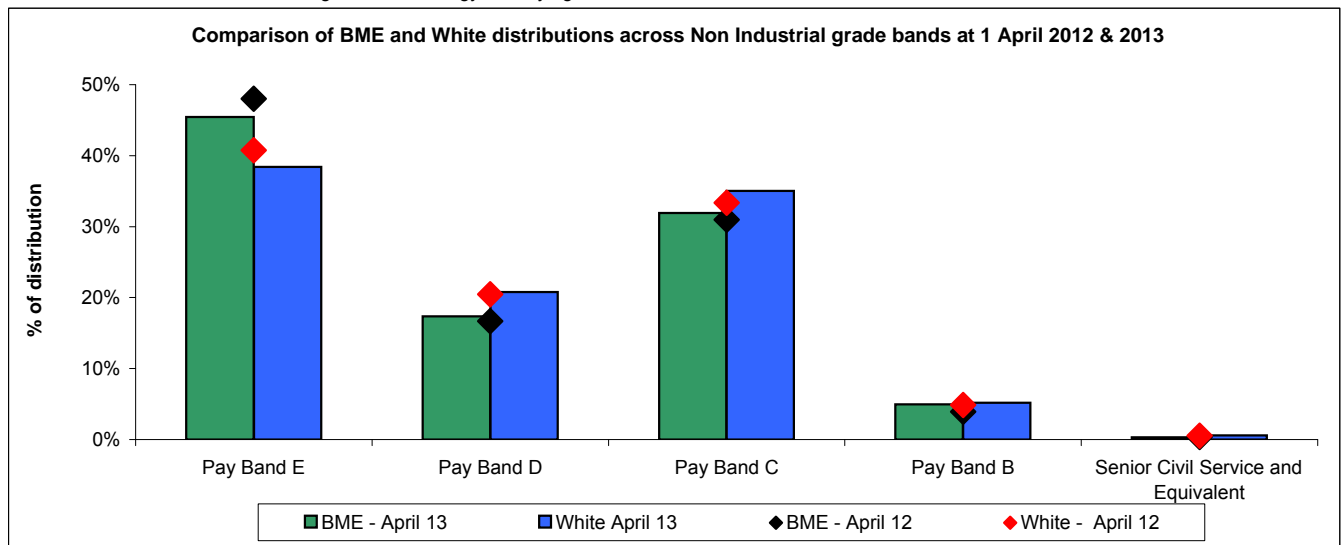
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**Ethnicity declaration rate<sup>6</sup> as a percentage of MOD total civilian personnel.**

	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>83.3</b>	<b>84.7</b>	<b>85.3</b>	<b>85.9</b>	<b>87.3</b>	<b>86.1</b>
<b>Core MOD TLB Total</b>	<b>84.0</b>	<b>85.9</b>	<b>87.1</b>	<b>88.0</b>	<b>88.9</b>	<b>88.0</b>
<b>Core Non Industrial TLB total</b>	<b>86.2</b>	<b>87.4</b>	<b>88.3</b>	<b>88.8</b>	<b>89.7</b>	<b>88.8</b>
Senior Civil Service and equivalent <sup>3</sup>	83.2	87.2	87.9	89.1	91.3	88.1
Pay Band B	84.6	84.8	84.9	85.0	85.9	84.2
Pay Band C	83.9	84.5	85.0	85.5	86.7	86.3
Pay Band D	87.7	88.3	89.7	90.4	90.9	90.1
Pay Band E	87.6	89.4	90.7	91.2	92.1	91.1
Other non-industrial <sup>4</sup>	79.2	69.4	58.4	66.7	58.1	73.7
<b>Core Industrial TLB Grades</b>	<b>74.1</b>	<b>78.7</b>	<b>81.6</b>	<b>83.7</b>	<b>84.6</b>	<b>83.9</b>
<b>Trading Funds<sup>5</sup></b>	<b>78.3</b>	<b>76.4</b>	<b>73.5</b>	<b>72.6</b>	<b>75.9</b>	<b>73.4</b>

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. Declaration rates are based on all known positive declarations, but exclude those who have selected "choose not to declare", or have not responded.
6. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS).

<sup>r</sup> - Numbers revised due to change in methodology identifying Industrial Firemen Grades



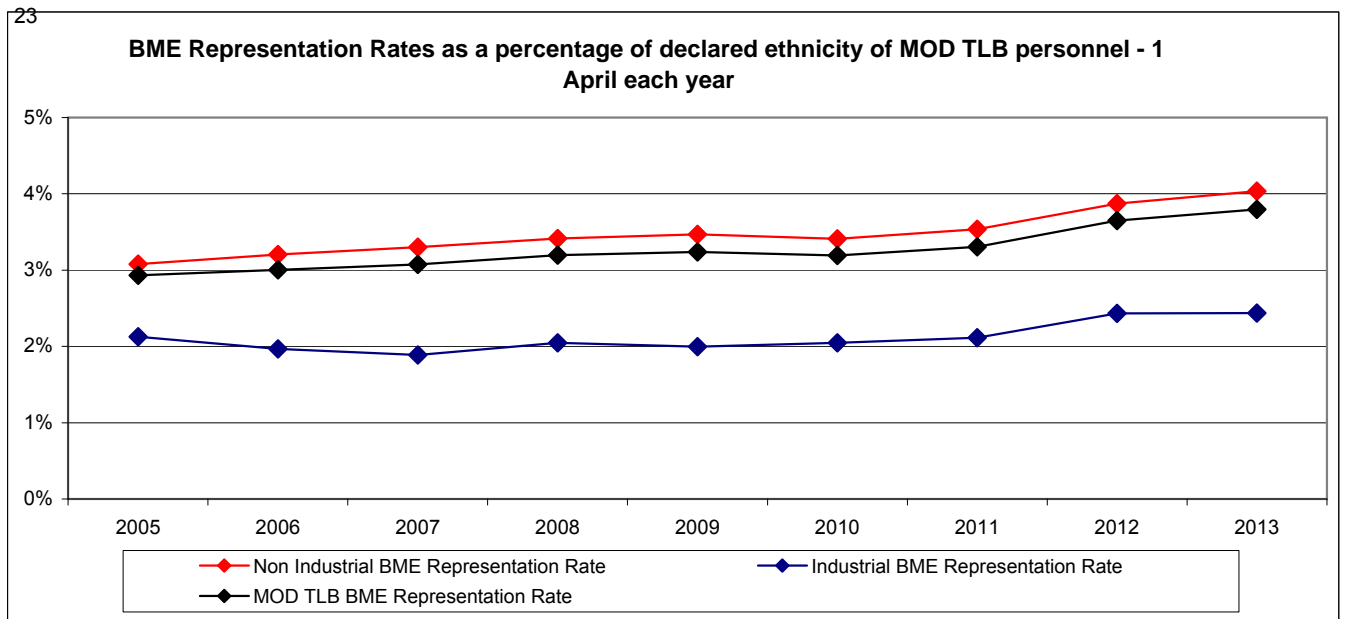


Table 2.02.06

Number of civilian personnel<sup>1</sup> by disability status and grade<sup>2</sup>, at 1 April each year

	Headcount					
	2008	2009	2010	2011	2012 <sup>3</sup>	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>78 320</b>	<b>76 060</b>	<b>75 660</b>	<b>72 420 II</b>	<b>61 450</b>	<b>56 870</b>
<b>Non-Industrial</b>	<b>56 560</b>	<b>54 860</b>	<b>54 430</b>	<b>52 010 II</b>	<b>45 400</b>	<b>41 700</b>
<b>No Disability</b>	<b>40 610</b>	<b>41 420</b>	<b>42 040</b>	<b>40 880 II</b>	<b>12 540</b>	<b>15 370</b>
Senior Civil Service and equivalent <sup>4</sup>	260	260	250	230 II	80	100
Pay Band B	1 880	1 970	2 040	2 030 II	670	860
Pay Band C	12 420	13 140	13 260	13 530 II	4 580	5 790
Pay Band D	8 070	8 160	8 290	8 010 II	2 700	3 290
Pay Band E	17 200	17 790	17 930	17 060 II	4 500	5 320
Other non-industrial <sup>5</sup>	770 <sup>r</sup>	100	260 <sup>r</sup>	10 II	10	10
<b>Disability</b>	<b>2 520</b>	<b>3 040</b>	<b>3 260</b>	<b>3 520 II</b>	<b>1 710</b>	<b>1 950</b>
Senior Civil Service and equivalent <sup>4</sup>	10	20	20	20 II	10	10
Pay Band B	70	90	100	110 II	50	60
Pay Band C	720	920	980	1 110 II	560	670
Pay Band D	550	660	670	720 II	410	460
Pay Band E	1 140	1 360	1 480	1 560 II	690	750
Other non-industrial <sup>5</sup>	10	-	10	- II	-	-
<b>Undeclared</b>	<b>13 440</b>	<b>10 400</b>	<b>9 130</b>	<b>7 620 II</b>	<b>31 150</b>	<b>24 380</b>
Senior Civil Service and equivalent <sup>4</sup>	30	30	30	30 II	160	140
Pay Band B	570	460	420	380 II	1 560	1 360
Pay Band C	3 790	3 180	2 840	2 510 II	10 460	8 510
Pay Band D	2 600	2 020	1 740	1 450 II	6 000	4 720
Pay Band E	6 230	4 680	4 060	3 250 II	12 940	9 630
Other non-industrial <sup>5</sup>	220	20	30	- II	30	30
<b>Industrial</b>	<b>12 340</b>	<b>11 340</b>	<b>11 250</b>	<b>10 790 II</b>	<b>8 740</b>	<b>7 770</b>
No Disability	8 450 <sup>r</sup>	8 220	8 430 <sup>r</sup>	8 300 II	1 380	1 780
Disability	520	500	560	610 II	150	200
Undeclared	3 370	2 620	2 270	1 880 II	7 200	5 790
<b>Trading Funds<sup>6</sup></b>	<b>9 420</b>	<b>9 860</b>	<b>9 980</b>	<b>9 620 II</b>	<b>7 320</b>	<b>7 400</b>
No Disability	6 560	6 690	5 410	5 210 II	3 900	2 850
Disability	220	200	120	110 II	60	60
Undeclared	2 640	2 970	4 450	4 300 II	3 350	4 500

**Representation of civilian personnel with disabilities as a percentage of total excluding unknown and undeclared**

	2008	2009	2010	2011	2012 <sup>3</sup>	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>5.5</b>	<b>6.2</b>	<b>6.6</b>	<b>7.2 II</b>	<b>..</b>	<b>..</b>
<b>Core MOD TLB Total</b>	<b>5.8</b>	<b>6.7</b>	<b>7.0</b>	<b>7.7 II</b>	<b>..</b>	<b>..</b>
<b>Core Non Industrial TLB total</b>	<b>5.8</b>	<b>6.8</b>	<b>7.2</b>	<b>7.9 II</b>	<b>..</b>	<b>..</b>
Senior Civil Service and equivalent <sup>4</sup>	5.2	6.2	6.1	6.1 II	..	..
Pay Band B	3.7	4.5	4.9	5.0 II	..	..
Pay Band C	5.5	6.5	6.9	7.6 II	..	..
Pay Band D	6.4	7.5	7.5	8.2 II	..	..
Pay Band E	6.2	7.1	7.6	8.4 II	..	..
Other non-industrial <sup>5</sup>	1.5	~	4.0 <sup>r</sup>	~ II	..	..
<b>Core Industrial TLB Grades</b>	<b>5.7</b>	<b>5.7</b>	<b>6.2</b>	<b>6.8 II</b>	<b>..</b>	<b>..</b>
<b>Trading Funds<sup>6</sup></b>	<b>3.2</b>	<b>2.9</b>	<b>2.2</b>	<b>2.1 II</b>	<b>..</b>	<b>..</b>



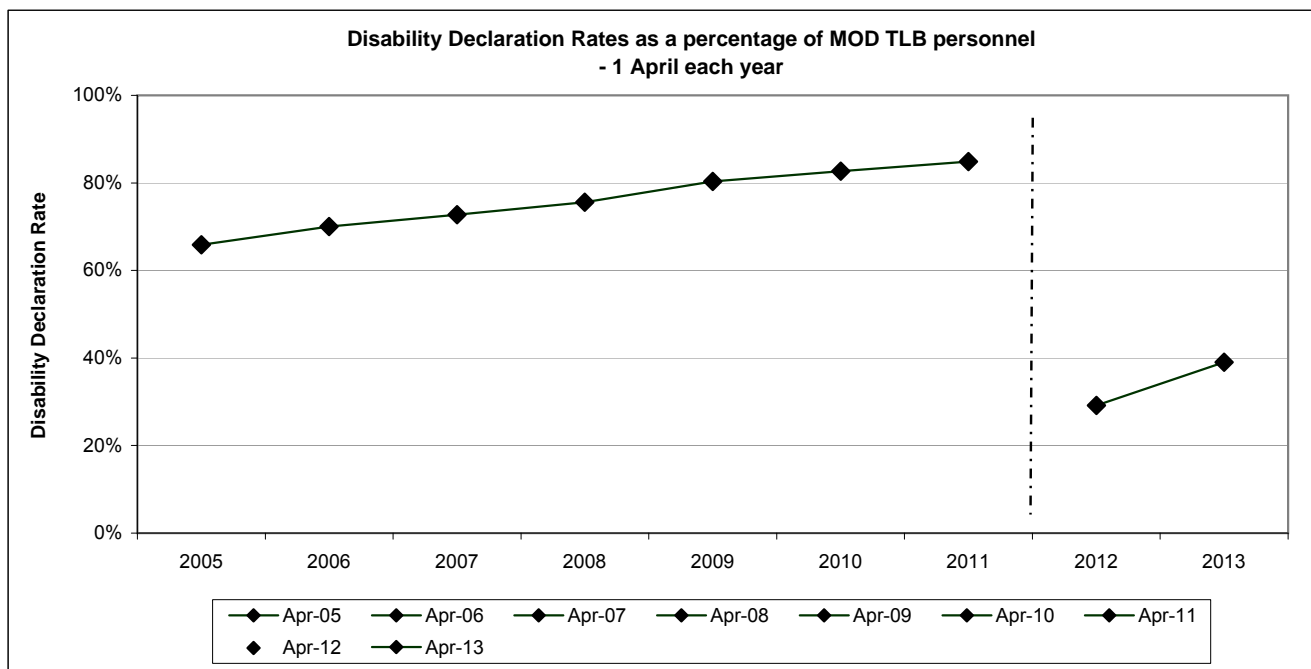
<sup>25</sup> **Disability declaration rate<sup>7</sup> as a percentage of Core MOD TLB total civilian personnel.**

	2008	2009	2010	2011	2012 <sup>3</sup>	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>75.2</b>	<b>79.0</b>	<b>79.1</b>	<b>81.0 II</b>	<b>32.1</b>	<b>39.0</b>
<b>Core MOD TLB Total</b>	<b>75.6</b>	<b>80.3</b>	<b>82.6</b>	<b>84.9 II</b>	<b>29.2</b>	<b>39.0</b>
<b>Core Non Industrial TLB total</b>	<b>76.2</b>	<b>81.1</b>	<b>83.2</b>	<b>85.4 II</b>	<b>31.4</b>	<b>41.5</b>
Senior Civil Service and equivalent <sup>4</sup>	89.4	90.5	88.6	88.8 II	34.7	44.4
Pay Band B	77.5	81.7	83.7	85.1 II	31.5	40.6
Pay Band C	77.6	81.6	83.4	85.4 II	32.9	43.1
Pay Band D	76.8	81.3	83.7	85.8 II	34.1	44.3
Pay Band E	74.6	80.3	82.7	85.1 II	28.6	38.7
Other non-industrial <sup>5</sup>	78.1 <sup>r</sup>	86.0	89.6 <sup>r</sup>	83.3 II	30.2	31.6
<b>Core Industrial TLB Grades</b>	<b>72.7 <sup>r</sup></b>	<b>76.8</b>	<b>79.8</b>	<b>82.6 II</b>	<b>17.6</b>	<b>25.5</b>
<b>Trading Funds<sup>6</sup></b>	<b>71.9</b>	<b>69.9</b>	<b>55.4</b>	<b>55.3 II</b>	<b>54.2</b>	<b>39.2</b>

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. The disability field on the department's Human Resource Management System (HRMS) was reset on 18 April 2011 to accommodate the new disability reporting requirements resulting from the 2011 census exercise. Consequently all disability records were reset and personnel were required to redeclare their disability status. The number of personnel who have declared their disability status representation at 1 April 2013 is 39.0% of the population and therefore any reference made to the numbers of people with a disability should only be made in the context of the numbers of people who have not made a declaration of their disability status.
4. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
5. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
6. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS).
7. Declaration rates are based on all known positive declarations, but exclude those who have selected "choose not to declare", or have not responded.

<sup>r</sup> - Numbers revised due to change in methodology identifying Industrial Firemen Grades



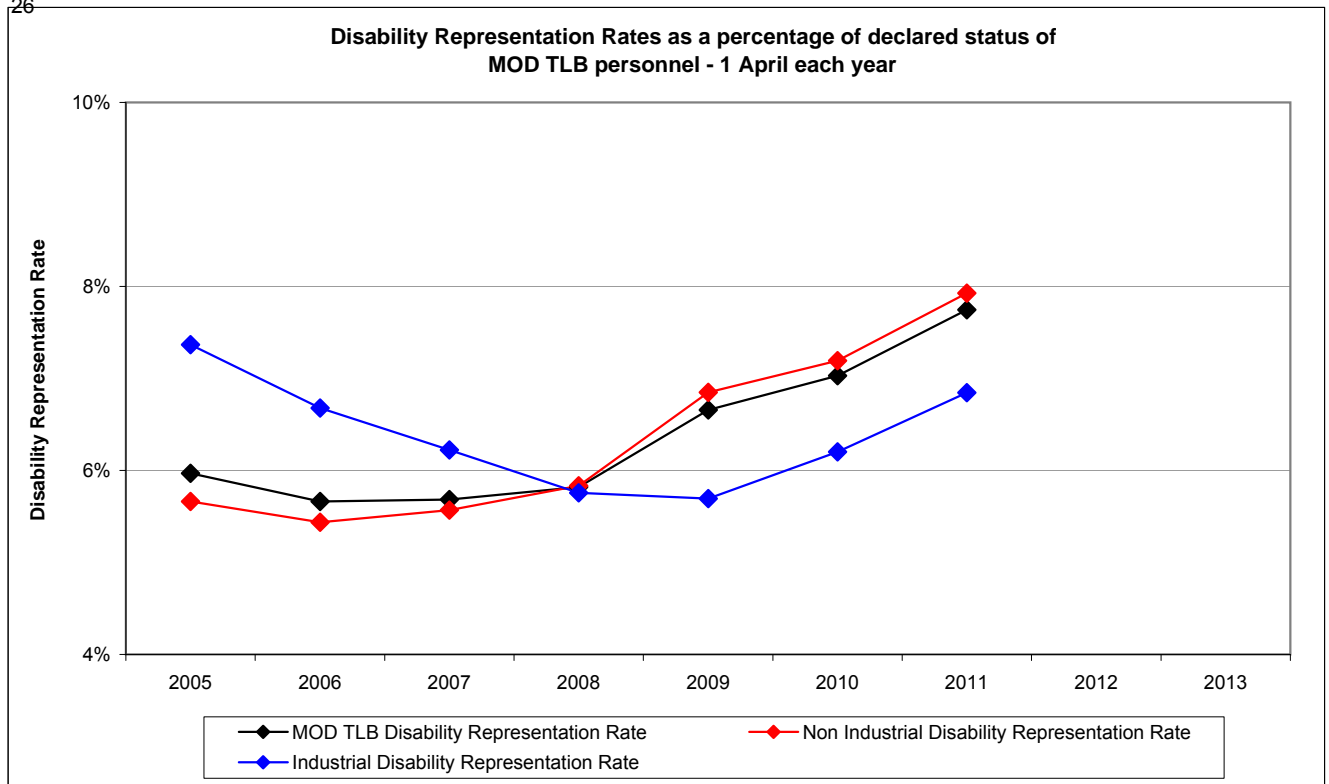


Table 2.02.07

Strength of civilian personnel<sup>1</sup> by religion and grade<sup>2</sup>, at 1 April each year

	Headcount					
	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>78 320</b>	<b>76 060</b>	<b>75 660</b>	<b>72 420</b>	<b>61 450</b>	<b>56 870</b>
<b>Non-Industrial</b>	<b>56 560</b>	<b>54 860</b>	<b>54 430</b>	<b>52 010</b>	<b>45 400</b>	<b>41 700</b>
<b>Christian</b>	<b>21 510</b>	<b>23 560</b>	<b>25 280</b>	<b>25 160</b>	<b>22 200</b>	<b>20 070</b>
Senior Civil Service and equivalent <sup>3</sup>	100	120	130	120	110	100
Pay Band B	1 010	1 080	1 140	1 140	1 040	1 020
Pay Band C	6 750	7 480	7 810	8 080	7 320	6 860
Pay Band D	4 450	4 750	5 070	4 980	4 450	4 090
Pay Band E	8 910	10 110	11 060	10 840	9 280	7 990
Other non-industrial <sup>4</sup>	290	10	80	-	10	10
<b>Non-Christian Religion</b>	<b>1 520</b>	<b>1 680</b>	<b>1 780</b>	<b>1 770</b>	<b>1 600</b>	<b>1 460</b>
Senior Civil Service and equivalent <sup>3</sup>	-	10	10	10	-	-
Pay Band B	40	50	50	60	60	60
Pay Band C	340	390	430	460	440	420
Pay Band D	310	320	330	330	300	280
Pay Band E	780	920	950	920	800	700
Other non-industrial <sup>4</sup>	40	-	-	-	-	-
<b>Secular</b>	<b>6 350</b>	<b>7 280</b>	<b>8 120</b>	<b>8 180</b>	<b>7 570</b>	<b>7 130</b>
Senior Civil Service and equivalent <sup>3</sup>	40	50	50	50	50	50
Pay Band B	280	320	350	380	360	360
Pay Band C	2 040	2 290	2 460	2 620	2 590	2 660
Pay Band D	1 460	1 640	1 800	1 840	1 780	1 660
Pay Band E	2 460	2 980	3 420	3 290	2 790	2 400
Other non-industrial <sup>4</sup>	70	-	40	-	-	-
<b>Undeclared</b>	<b>27 190</b>	<b>22 340</b>	<b>19 240</b>	<b>16 900</b>	<b>14 020</b>	<b>13 030</b>
Senior Civil Service and equivalent <sup>3</sup>	150	130	120	100	80	90
Pay Band B	1 180	1 060	1 020	940	830	850
Pay Band C	7 810	7 080	6 380	6 000	5 250	5 020
Pay Band D	5 010	4 140	3 500	3 030	2 580	2 430
Pay Band E	12 420	9 830	8 040	6 820	5 260	4 620
Other non-industrial <sup>4</sup>	610	100	190	10	20	20
<b>Industrial</b>	<b>12 340</b>	<b>11 340</b>	<b>11 250</b>	<b>10 790</b>	<b>8 740</b>	<b>7 770</b>
Christian	3 040	3 650	4 230	4 420	3 720	3 280
Non-Christian Religion	260	280	310	310	260	240
Secular	810	1 040	1 280	1 410	1 230	1 080
Undeclared	8 230	6 370	5 440	4 660	3 530	3 170
<b>Trading Funds<sup>5</sup></b>	<b>9 420</b>	<b>9 860</b>	<b>9 980</b>	<b>9 620</b>	<b>7 320</b>	<b>7 400</b>
Christian	120	160	-	-	-	-
Non-Christian Religion	-	-	-	-	-	-
Secular	40	40	-	-	-	-
Undeclared	9 260	9 650	9 980	9 620	7 320	7 400

## Representation of Christian civilian personnel as a percentage of total excluding unknown and undeclared.

	2008 <sup>6</sup>	2009 <sup>6</sup>	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>70.8</b>	<b>..</b>
<b>Core MOD TLB Total</b>	<b>..</b>	<b>..</b>	<b>72.0</b>	<b>71.7</b>	<b>70.8</b>	<b>70.2</b>
<b>Core Non Industrial TLB total</b>	<b>..</b>	<b>..</b>	<b>71.9</b>	<b>71.7</b>	<b>70.8</b>	<b>70.0</b>
Senior Civil Service and equivalent <sup>3</sup>	..	..	69.2	66.5	67.3	63.8
Pay Band B	..	..	73.6	72.3	71.5	71.0
Pay Band C	..	..	73.0	72.4	70.7	69.0
Pay Band D	..	..	70.4	69.7	68.1	67.8
Pay Band E	..	..	71.7	72.0	72.1	72.0
Other non-industrial <sup>4</sup>	..	..	65.3	-	72.2	92.9
<b>Core Industrial TLB Grades</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>71.4</b>	<b>..</b>
<b>Trading Funds<sup>5</sup></b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>

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 Religious declaration rate<sup>7</sup> as a percentage of Core MOD TLB total civilian personnel<sup>1</sup>.

	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>43.0</b>	<b>49.6</b>	<b>54.2</b>	<b>56.9</b>	<b>59.5</b>	<b>58.5</b>
<b>Core MOD TLB Total</b>	<b>48.6</b>	<b>56.6</b>	<b>62.4</b>	<b>65.7</b>	<b>67.6</b>	<b>67.2</b>
<b>Core Non Industrial TLB total</b>	<b>51.9</b>	<b>59.3</b>	<b>64.6</b>	<b>67.5</b>	<b>69.1</b>	<b>68.7</b>
Senior Civil Service and equivalent <sup>3</sup>	49.5	56.4	61.1	63.8	65.7	62.6
Pay Band B	53.1	57.8	60.3	62.5	63.6	62.7
Pay Band C	53.9	58.9	62.6	65.0	66.4	66.4
Pay Band D	55.4	61.8	67.3	70.2	71.7	71.3
Pay Band E	49.4	58.8	65.8	68.8	71.0	70.6
Other non-industrial <sup>4</sup>	39.0 <sup>r</sup>	14.9	39.3	41.7	41.9	36.8
<b>Core Industrial TLB Grades</b>	<b>33.4</b>	<b>43.8</b>	<b>51.7</b>	<b>56.8</b>	<b>59.6</b>	<b>59.2</b>
<b>Trading Funds<sup>5</sup></b>	<b>1.7</b>	<b>2.1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS). Religion data is not available for Trading Funds from 1 April 2010 onwards.
6. Due to the low declaration rate for 2008 and 2009, it is not statistically appropriate to report representation rates for these periods.
7. Declaration rates are based on all known positive declarations, excluding those who select "choose not to declare" or have not responded.

<sup>r</sup> - Numbers revised due to change in methodology identifying Industrial Firemen Grades

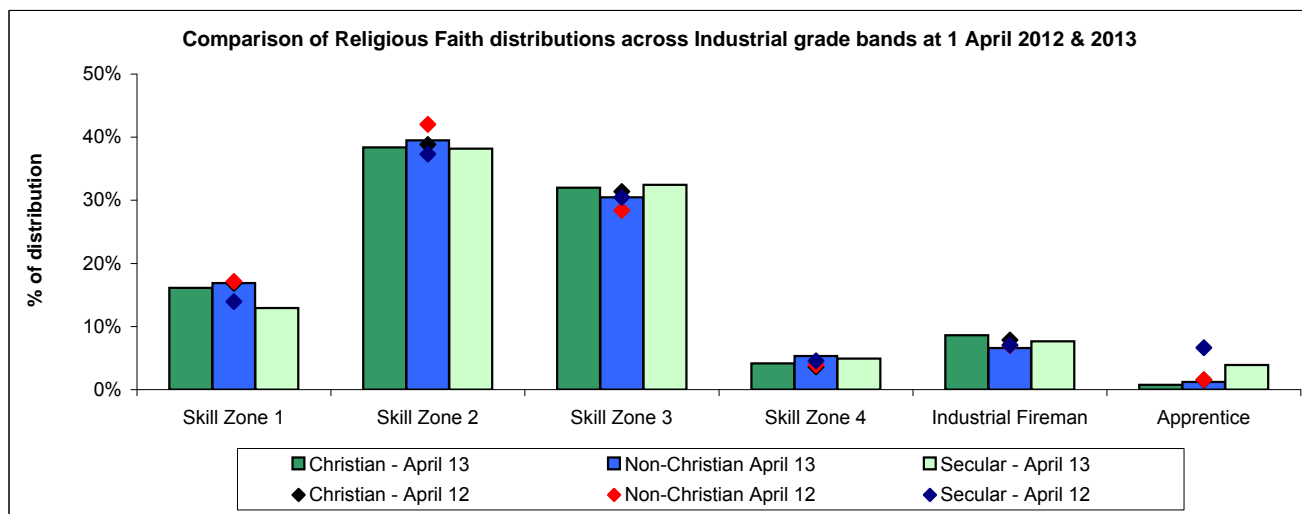
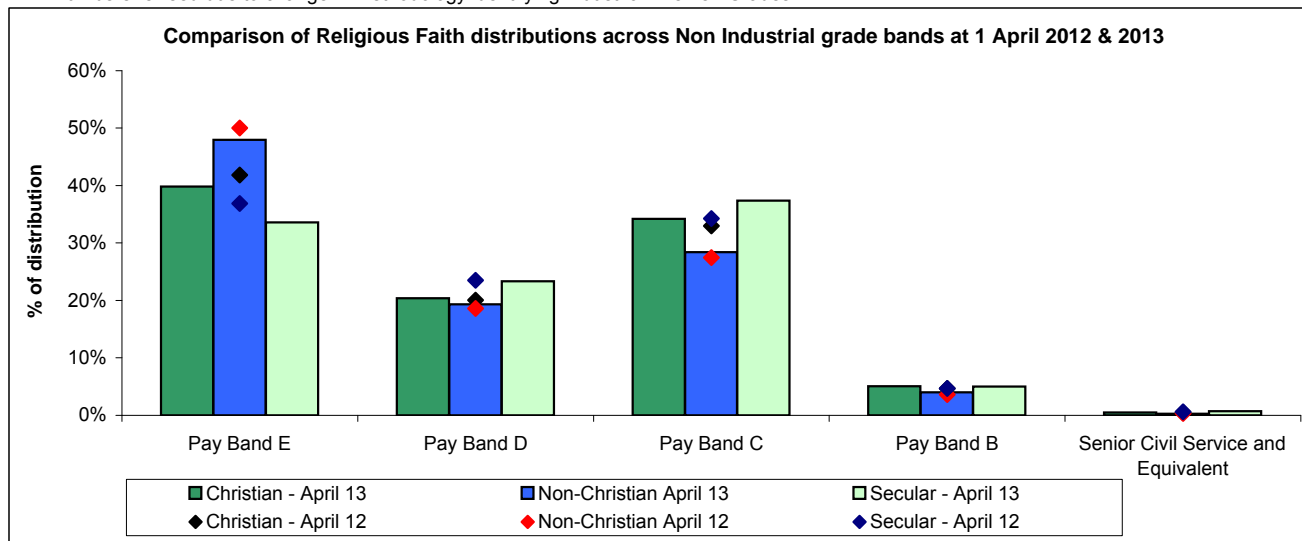


Table 2.02.08

Strength of civilian personnel<sup>1</sup> by sexual orientation and grade<sup>2</sup>, at 1 April each year

Headcount

	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>78 320</b>	<b>76 060</b>	<b>75 660</b>	<b>72 420</b>	<b>61 450</b>	<b>56 870</b>
<b>Non-Industrial</b>	<b>56 560</b>	<b>54 860</b>	<b>54 430</b>	<b>52 010</b>	<b>45 400</b>	<b>41 700</b>
<b>Heterosexual</b>	<b>27 700</b>	<b>30 740</b>	<b>33 460</b>	<b>33 490</b>	<b>30 360</b>	<b>27 920</b>
Senior Civil Service and equivalent <sup>3</sup>	140	170	180	180	160	160
Pay Band B	1 280	1 410	1 520	1 560	1 440	1 420
Pay Band C	8 770	9 800	10 320	10 700	10 090	9 800
Pay Band D	5 930	6 430	6 990	6 930	6 380	5 910
Pay Band E	11 190	12 920	14 330	14 110	12 270	10 610
Other non-industrial <sup>4</sup>	380	20	110	10	20	20
<b>Lesbian/Gay/Bisexual</b>	<b>360</b>	<b>400</b>	<b>460</b>	<b>470</b>	<b>530</b>	<b>480</b>
Senior Civil Service and equivalent <sup>3</sup>	10	10	10	10	10	-
Pay Band B	20	20	20	20	20	20
Pay Band C	100	100	120	140	180	170
Pay Band D	80	80	90	100	100	100
Pay Band E	150	180	220	210	210	180
Other non-industrial <sup>4</sup>	-	-	-	-	-	-
<b>Undeclared</b>	<b>28 510</b>	<b>23 720</b>	<b>20 520</b>	<b>18 050</b>	<b>14 510</b>	<b>13 300</b>
Senior Civil Service and equivalent <sup>3</sup>	150	130	110	90	80	80
Pay Band B	1 220	1 090	1 020	940	820	840
Pay Band C	8 070	7 340	6 650	6 310	5 330	5 000
Pay Band D	5 210	4 330	3 630	3 150	2 620	2 450
Pay Band E	13 240	10 730	8 920	7 560	5 650	4 910
Other non-industrial <sup>4</sup>	620 <sup>r</sup>	100	190 <sup>r</sup>	-	20	20
<b>Industrial</b>	<b>12 340</b>	<b>11 340</b>	<b>11 250</b>	<b>10 790</b>	<b>8 740</b>	<b>7 770</b>
Heterosexual	3 950	4 740	5 560	5 880	5 100	4 540
Lesbian/Gay/Bisexual	70	60	70	80	70	70
Undeclared	8 320 <sup>r</sup>	6 540	5 630 <sup>r</sup>	4 830	3 570	3 170
<b>Trading Funds<sup>5</sup></b>	<b>9 420</b>	<b>9 860</b>	<b>9 980</b>	<b>9 620</b>	<b>7 320</b>	<b>7 400</b>
Heterosexual	150	200	220	30	-	-
Lesbian/Gay/Bisexual	-	-	-	-	-	-
Undeclared	9 270	9 660	9 760	9 590	7 320	7 400

*Representation of Lesbian/Gay/Bisexual civilian personnel as a percentage of total excluding unknown and undeclared.*

	2008 <sup>6</sup>	2009 <sup>6</sup>	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>
<b>Core MOD TLB Total</b>	<b>..</b>	<b>..</b>	<b>1.3</b>	<b>1.4</b>	<b>1.7</b>	<b>1.7</b>
<b>Core Non Industrial TLB total</b>	<b>..</b>	<b>..</b>	<b>1.3</b>	<b>1.4</b>	<b>1.7</b>	<b>1.7</b>
Senior Civil Service and equivalent <sup>3</sup>	..	..	3.7	3.3	3.6	1.9
Pay Band B	..	..	1.3	1.3	1.6	1.6
Pay Band C	..	..	1.1	1.3	1.7	1.7
Pay Band D	..	..	1.2	1.4	1.6	1.7
Pay Band E	..	..	1.5	1.4	1.7	1.7
Other non-industrial <sup>4</sup>	..	..	..	-	..	..
<b>Core Industrial TLB Grades</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>
<b>Trading Funds<sup>5</sup></b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>

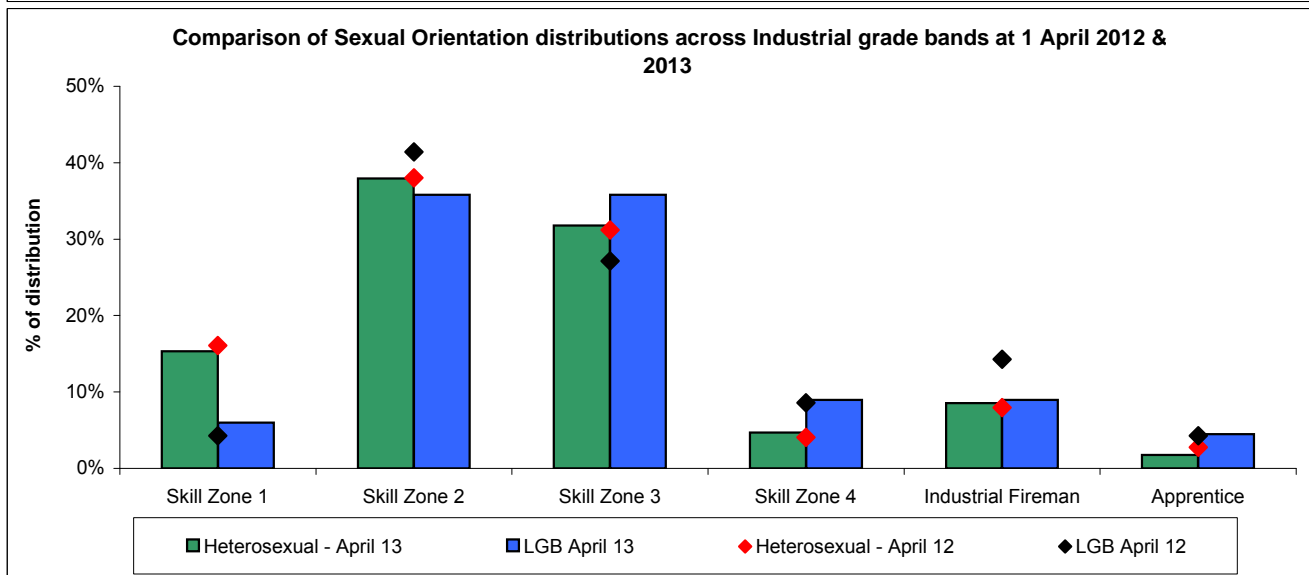
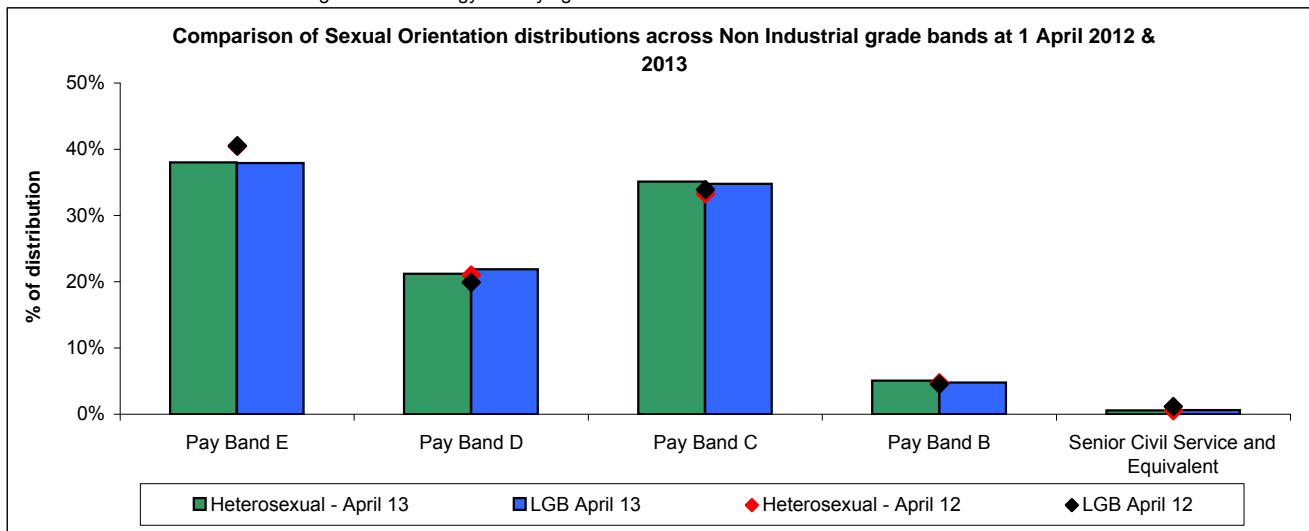
30  
Sexual Orientation declaration rate<sup>7</sup> as a percentage of Core MOD TLB total civilian personnel<sup>1</sup>.

	2008	2009	2010	2011	2012	2013
<b>Civilian Personnel<sup>1</sup></b>	<b>41.1</b>	<b>47.5</b>	<b>52.5</b>	<b>55.2</b>	<b>58.7</b>	<b>58.0</b>
<b>Core MOD TLB Total</b>	<b>46.6</b>	<b>54.3</b>	<b>60.2</b>	<b>63.6</b>	<b>66.6</b>	<b>66.7</b>
<b>Core Non Industrial TLB total</b>	<b>49.6</b>	<b>56.8</b>	<b>62.3</b>	<b>65.3</b>	<b>68.0</b>	<b>68.1</b>
Senior Civil Service and equivalent <sup>3</sup>	49.8	58.4	63.8	66.7	68.6	66.3
Pay Band B	51.7	56.6	60.3	62.7	64.0	63.1
Pay Band C	52.4	57.4	61.1	63.2	65.9	66.6
Pay Band D	53.6	60.1	66.1	69.1	71.2	71.1
Pay Band E	46.1	55.0	62.0	65.4	68.8	68.7
Other non-industrial <sup>4</sup>	38.2 <sup>r</sup>	13.2	37.3 <sup>r</sup>	-	55.8	52.6
<b>Core Industrial TLB Grades</b>	<b>32.6</b>	<b>42.3</b>	<b>50.0</b>	<b>55.2</b>	<b>59.1</b>	<b>59.2</b>
<b>Trading Funds<sup>5</sup></b>	<b>1.6</b>	<b>2.0</b>	<b>2.2</b>	<b>0.3</b>	<b>-</b>	<b>-</b>

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
4. Includes industrial personnel on temporary promotion to non-industrial grades and personnel for whom no grade information is available.
5. In October 2011 responsibility for management of the Meteorological Office personnel (1,900) transferred to Department for Business, Innovation and Skills (BIS). Sexual Orientation data is not available for Trading Funds from 1 April 2012 onwards.
6. Due to the low declaration rate for 2008 and 2009, it is not statistically appropriate to report representation rates for these periods.
7. Declaration rates are based on all known positive declarations, excluding those who select "choose not to declare" or have not responded.

<sup>r</sup> - Numbers revised due to change in methodology identifying Industrial Firemen Grades



QCPR is a quarterly publication and the latest figures can be found here:

[\(Quarterly Civilian Personnel Report - July 2013\)](#)

UKDS is an annual publication, superseded by this statistical bulletin, final published version was UKDS 2012, figures for which can be found here:

[\(UK Defence Statistics 2012\)](#)

### **Table 2.02.09 - Intake and outflow of civilian personnel**

From 2007/08 to 2009/10 the intake of civilian personnel was fairly consistent, around 4,000 people each year, at a rate that varied by less than 1 percentage point. This changed in 2010 when the department introduced a recruitment freeze as a part of the Strategic Defence and Security Review (SDSR). This had the effect of reducing intake by 62 per cent in the first year and by a further 46 per cent in the second year. Following structural changes from the first phase of the Voluntary Early Release Scheme (VERS) intake figures grew in 2012/13 with increased recruitment of specialist grades, exempt from the recruitment freeze. This together with lower outflow resulted in net outflow falling for the first time in 3 years

Overall the intake of non-industrial personnel was steadily increasing between 2007/08 and 2009/10, whereas the intake of industrial personnel fell during this period. However, the impact of the recruitment freeze led to a 79 per cent fall in intake in *both* groups. This compounded by an increase of only 20 per cent for Industrial intake in 2012/13 compared to the 87 per cent increase for non-industrial intake, has resulted in industrial personnel now representing only 14 per cent of all core intake, compared to 26 per cent in 2007/08. . Although intake increased between 2011/12 and 2012/13, from 1.4 per cent to 3.0 per cent for non-industrial personnel, and from 1.8 per cent to 2.6 per cent for industrial personnel, intake rates are still considerably lower than the in 2009/10 rate of 6.1 per cent for non-industrial personnel and 7.6 per cent for industrial personnel.

In the four years preceding and including 2007/08 outflow was consistent at just under 9,000 with inflow gradually falling. In the three years from 2007/08 to 2010/11 the numbers of people leaving fell with intake only falling in 2010/11. This fall in the outflow reflects the drop in the recruitment rate of employers during the economic recession, coupled with a more risk-averse approach by employees to job movements. This is demonstrated by the sharp fall in resignations from 2007/08 to 2008/09 for non-industrial personnel. Interestingly this fall occurred a year later for industrial personnel. The fall in compulsory exits at this time reflects a decline in structural change within the department.

The implementation of the first phase of VERS defines outflow in 2011/12 with all other categories of outflow declining, apart from Privatisation of industrial personnel, reflecting the RAF Catering, Retail and Leisure Project (750 industrial personnel). After a peak in retirement figures for both non-industrial and industrial personnel in 2010/11, the number of retirements fell in subsequent years. This reflects the decision of people to take retirement options once the VERS scheme was announced, considering that VERS payment terms were less favorable for those at or over normal pension age. The fall in the numbers of people leaving "at end of appointment" at this time reflects the diminished use of short-term contracts by the department, as part of efficiency savings.

### **Table 2.02.10 - Intake of civilian personnel by gender, grade and whether full time or part time**

There was no difference between the decrease in intake between men and women, during the recruitment freeze from 2010/11 to 2011/12, with both groups having falls of 73 per cent. However, as recruitment increased in 2012/13, following restructuring after the first phases of VERS exits, the increase in female intake was higher than for male intake. This was particularly marked for full-time Band C personnel where the intake of men increased by 74 per cent, yet the intake of women more than doubled.

Intake of Band E personnel fell dramatically during the 2010/11 to 2011/12 recruitment freeze period with falls of over 90 per cent in all groups, (except for male part-time, where numbers were too small even at the start of the period to draw any conclusions). The increases to intake for Band E in 2012/13 were considerably larger for full-time personnel than for part-time females with the representation of part-time females joining this grade falling, compared to an increased dominance of full-time females now representing over 50 per cent of Band E intake.

For Industrial personnel there was no real difference between the changes in recruitment of full-time compared to part-time personnel across the whole period. However, when comparing non-industrial personnel, the intake of full-time employees was growing (by 12 per cent) between 2007/08 and 2009/10, while a 21 per cent

decrease was seen in the intake of part-time personnel, with male part-time intake falling 37 per cent. When the recruitment freeze took effect in 2010 the intake of part-time personnel decreased by only 61 per cent between 2009/10 and 2011/12, compared to an 82 per cent decrease in the intake of full-time personnel.

The representation of industrial personnel in all intake (core and Trading Funds) has halved since 2007/08 to only 10 per cent, whilst Trading Funds now represent 31 per cent (compared to 21 per cent in 2007/08) and non-industrial personnel now account for 60 per cent (up marginally from 58). The increase in Trading Funds as a proportion of inflow is largely due to Trading Funds traditionally employing a larger proportion of specialist personnel than the core MOD, so consequently proportionally more of their posts would have been exempt from the recruitment freeze. This is backed up by a 30 per cent fall in intake across the whole period 2009/10 to 2012/13, compared to a 61 per cent fall for non-industrial intake and a 75 per cent fall for industrial intake.

#### **Table 2.02.11 - Outflow of civilian personnel by gender, grade and whether full time or part time**

During the economic recession, outflow from the female population had been falling, although at a decreasing rate, from 2007/08 to 2010/11. Outflow from the male population fell rather more sharply at the start of the period, but at April 2010/11 was only marginally higher than the rate of decrease for females (53 per cent compared to 49 per cent) since 2007/08. The spike in outflow, brought about largely by exits under the first voluntary early release scheme (VERS1), in 2011/12 was considerable for women, being 29 per cent greater than outflow in 2007/08 and more than double the outflow in the previous year. For men, whilst outflow also more than doubled from 2010/11 (although at a lower rate) this was only 3 per cent higher than in 2007/08.

The fall in outflow of industrial personnel occurred later than for non-industrial personnel, with around 47 per cent less leaving in 2009/10 than in the previous year. (Figures are for full-time only, as part-time personnel only constitute 8 per cent of industrial outflow). This change was equal for both men and women, however between 2007/08 and 2008/09 the proportion of women leaving fell by 6 percentage points more than for men. This was counteracted in 2011/12 when the numbers of women leaving increased by more than 4 times. Only twice as many men left, compared to the previous year. With the combined impact of the recruitment freeze from 2010 a 35 per cent fall in strength for women, compared to a 15 per cent fall for men, has led to the proportion of women in full-time industrial posts falling from 17 to 13 per cent.

Outflow for full-time personnel had fallen considerably more by April 2011 than for part-time personnel (55 per cent compared to 24 per cent). When the VERS1 scheme took effect in 2011/12 the outflow for full-time personnel jumped by 139 per cent, compared to a 114 per cent increase in part-time outflow.

For female, full-time non-industrial personnel, outflow at Bands C and D increased the most from 2010/11 to 2011/12, reflecting the impact of VERS1, which led to outflow almost tripling (197 and 187 per cent respectively) at these grades. The impact for male full-time non-industrial personnel was mostly felt at Bands B and C, where outflow rose around 135 per cent. Female part-time outflow also rose by 175 per cent at Band D. Outflow from Band C is now the largest component of male full-time outflow, shifting from Band E outflow in 2007/08. This is reflective of changing distributions in strength between grades with Band C now representing 40 per cent of full-time male personnel (up from 37 per cent in 2007/08).

Within the Trading Funds outflow declined by 64 per cent for male full-time personnel between 2007/08 and 2008/09, whereas female outflow in this group only fell by 12 per cent. Interestingly the difference in outflow between 2007/08 and 2011/12 was substantially higher for women, with 116 per cent more exits compared to only 27 per cent more for men. However, the male : female ratio in the full-time workforce strength has shifted with women now representing 3 percentage points more at 26 per cent. Part-time outflow in Trading Funds increased to represent 10 per cent of all Trading Fund outflow in 2012/13 compared to only 3 per cent in 2007/08.

#### **Table 2.02.12 - Intake of civilian personnel by ethnic origin and grade**

There is no notable difference between the changes to inflow between white and black minority ethnic (BME) personnel, with less than a 6 percentage point difference between the decrease in the intake of white personnel from 2007/08 to 2012/13 and the decrease in the intake of BME personnel for all categories of the workforce; Non-industrial, Industrial and Trading Funds. Any further comparisons between 2007/08, 2011/12 and 2012/13 particularly with regards to grade distribution, should be made with caution as the numbers of personnel declaring their ethnicity upon entry was under 60 per cent in each of these years.



**Table 2.02.13 - Outflow of civilian personnel by ethnic origin and grade**

For non-industrial personnel greater synergy exists within the grade distribution of outflow by grade between white and BME personnel in 2012/13 than in 2007/08, with the differences at Band C swinging towards a slightly larger proportion of BME exits where previously white exits were skewed to this grade. There are still proportionally more BME exits at Band E, but the difference is less so. Exits at Band D remain proportionally lower for BME personnel with Band B now showing lower exits for BME personnel than White personnel. This is reflective of changing distributions of strength.

There has been a slighter higher decrease in the numbers of non-industrial BME personnel leaving (26.6 per cent) compared to the decrease in non-industrial white personnel leaving (21.1 per cent). In both cases outflow was continually falling from 2007/08 to 2010/11, which was followed by a surge of exits in 2011/12 with the implementation of VERS. This surge was 116 per cent for both White and BME personnel.

It is not possible to conduct a reliable analysis on the changing differences between White and BME outflow in Industrial and Trading Fund posts as the numbers are too small and could lead to spurious results.

Table 2.02.09

Intake and outflow of civilian personnel<sup>1</sup>

Headcount

MOD excl. Trading Funds	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
<b>Total intake</b>	<b>4 250</b>	<b>4 040</b>	<b>4 200</b>	<b>1 610</b>	<b>870</b>	<b>1 500</b>
<b>Total outflow</b>	<b>9 050</b>	<b>6 420</b>	<b>4 710</b>	<b>4 470</b>	<b>9 420</b>	<b>6 190</b>

As a percentage of personnel in post<sup>2</sup>

Non-industrial						
<b>Intake</b>	<b>5.3</b> <sup>r</sup>	<b>5.9</b>	<b>6.1</b>	<b>2.4</b>	<b>1.4</b>	<b>3.0</b>
<b>Outflow</b>	<b>11.6</b>	<b>8.8</b>	<b>7.1</b>	<b>6.8</b>	<b>14.8</b>	<b>11.9</b>
Resignation	4.0	2.9	1.8	1.9	1.6	2.1
Voluntary Early Release Scheme <sup>3</sup>	..	..	..	..	10.5	6.6
Industrial						
<b>Intake</b>	<b>8.6</b> <sup>r</sup>	<b>6.6</b>	<b>7.6</b>	<b>3.0</b>	<b>1.8</b>	<b>2.6</b>
<b>Outflow</b>	<b>17.2</b>	<b>12.8</b>	<b>7.3</b>	<b>7.7</b>	<b>21.3</b>	<b>12.6</b>
Resignation	3.8	3.4	1.7	1.9	1.7	1.7
Voluntary Early Release Scheme <sup>3</sup>	..	..	..	..	7.6	4.9

## MOD excl. Trading Funds by type of personnel:

Non-industrial						
<b>Intake</b>	<b>3 130</b> <sup>r</sup>	<b>3 260</b>	<b>3 340</b>	<b>1 280</b>	<b>690</b>	<b>1 290</b>
<b>Outflow</b>	<b>6 810</b>	<b>4 910</b>	<b>3 880</b>	<b>3 620</b> <sup>r</sup>	<b>7 370</b>	<b>5 150</b>
Resignation	2 360	1 600	1 000	1 020	800	900
Retirement <sup>4</sup>	1 100	620	560	1 060	640	490
End of Appointments	490	360	470	300	120	170
Voluntary Release or Redundancy	300	390	390	180	40	20
Voluntary Early Release Scheme <sup>3</sup>	..	..	..	..	5 220	2 840
Compulsory Severance or Retirement	1 050	440	180	110	10	20
Health / Death in Service	220	220	230	210	200	150
Dismissed	70	90	80	70	80	70
Transfer out of MOD	160	260	130	200	130	200
Privatisation of Function	510	320	110	440	100	250
Other <sup>5</sup>	540	630	730	50	30	30
Industrial						
<b>Intake</b>	<b>1 120</b> <sup>r</sup>	<b>780</b>	<b>860</b>	<b>330</b>	<b>180</b>	<b>210</b>
<b>Outflow</b>	<b>2 240</b>	<b>1 510</b>	<b>830</b>	<b>840</b>	<b>2 050</b>	<b>1 040</b>
Resignation	490	400	190	200	160	140
Retirement <sup>4</sup>	280	200	170	280	220	170
End of Appointments	200	180	120	150	80	50
Voluntary Release or Redundancy	280	80	20	10	-	10
Voluntary Early Release Scheme <sup>3</sup>	..	..	..	..	730	400
Compulsory Severance or Retirement	480	170	30	40	10	10
Health / Death in Service	80	90	60	80	70	80
Dismissed	30	30	30	30	20	20
Transfer out of MOD	10	-	-	-	-	10
Privatisation of Function	300	220	60	20	750	130
Other <sup>5</sup>	90	140	150	30	10	20

Source: Defence Statistics (Civilian)

- Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel, but excludes all Royal Fleet Auxiliary and Locally engaged civilians. Intake is purely a record of recruitment into the Department and does not reflect movements
- Rates are the number of people who join or leave the Department per 100 of the average headcount strength in each category, but exclude the effect of net transfers between MOD Main TLB and Trading Funds.
- Personnel exiting under the Voluntary Early Release Scheme (VERS) from 30th September 2011 onwards are listed separately from exits under alternative release or redundancy schemes.
- MOD civil servants can take normal retirement at either age 60 or age 65. As restrictions on working above normal retirement age were removed in 2010, allowing personnel to work beyond retirement age, and normal retirement age is due to increase in coming years, this category has been redefined from previous publications to incorporate normal retirement at any age, including early retirement, in line with definitions used in other National Statistics publications. As a result figures shown here have been calculated according to current definitions for the time series, and may not match those published in previous years.
- Includes those whose reason for leaving is unknown. Since April 2010 improvements in data recording have led to a substantial fall in these numbers. Personnel who were dismissed, transferred out of MOD, privatised or at the end of casual or fixed term appointments are now shown as individual outflow categories.

r - Numbers revised due to change in methodology identifying Industrial Firemen Grades

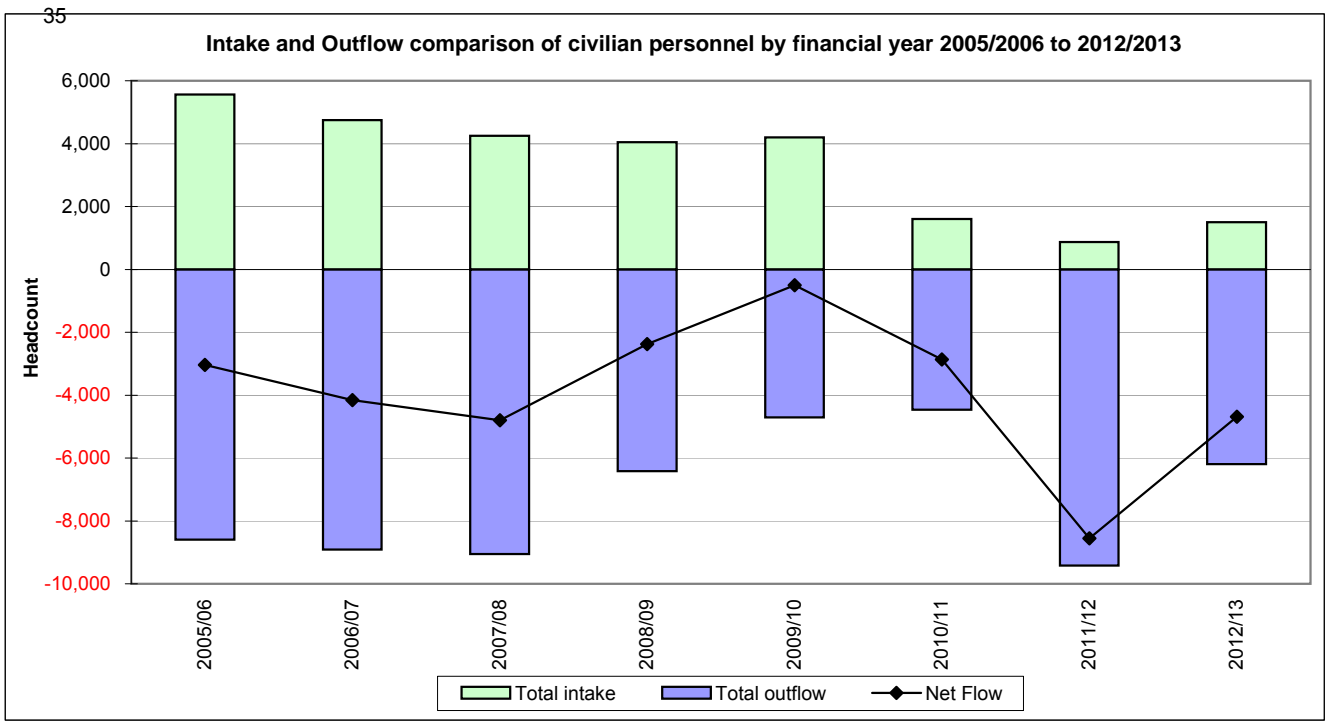


Table 2.02.10

Intake of civilian<sup>1</sup> personnel by sex, grade<sup>2</sup> and whether full or part-time

Headcount

Hours, sex and grade <sup>2</sup>	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
<b>Civilian Personnel<sup>1</sup></b>	<b>5 370</b>	<b>5 080</b>	<b>5 140</b>	<b>2 040</b>	<b>1 380</b>	<b>2 160</b>
<b>Non Industrial</b>	<b>3 130</b>	<b>3 260</b>	<b>3 340</b>	<b>1 280</b>	<b>690</b>	<b>1 290</b>
<b>Female: full time</b>	<b>1 160</b>	<b>1 330</b>	<b>1 280</b>	<b>380</b>	<b>210</b>	<b>540</b>
Senior Civil Service and Equivalent <sup>3</sup>	-	10	-	-	-	-
Pay Band B	20	30	30	10	10	30
Pay Band C	90	110	110	100	60	150
Pay Band D	110	180	200	60	50	90
Pay Band E	860	980	880	200	70	260
Other non-industrial <sup>4</sup>	70	20	50	10	20	-
<b>Male: full time</b>	<b>1 470</b>	<b>1 510</b>	<b>1 660</b>	<b>610</b>	<b>320</b>	<b>570</b>
Senior Civil Service and Equivalent <sup>3</sup>	10	10	10	10	-	10
Pay Band B	40	40	40	20	10	30
Pay Band C	280	220	290	200	90	160
Pay Band D	370	410	540	200	140	150
Pay Band E	730	830	750	150	60	190
Other non-industrial <sup>4</sup>	30 <sup>r</sup>	10	30	30	10	20
<b>Female: part time</b>	<b>380</b>	<b>350</b>	<b>320</b>	<b>260</b>	<b>120</b>	<b>140</b>
Senior Civil Service and Equivalent <sup>3</sup>	-	-	-	-	-	-
Pay Band B	-	10	-	10	10	10
Pay Band C	140	100	120	130	90	80
Pay Band D	10	30	30	10	10	10
Pay Band E	200	200	160	110	10	30
Other non-industrial <sup>4</sup>	30	-	10	-	-	-
<b>Male: part time</b>	<b>120</b>	<b>80</b>	<b>80</b>	<b>30</b>	<b>40</b>	<b>50</b>
Senior Civil Service and Equivalent <sup>3</sup>	-	-	-	-	-	-
Pay Band B	10	-	10	-	-	10
Pay Band C	40	30	50	20	30	30
Pay Band D	10	10	-	-	-	-
Pay Band E	40	30	10	-	-	10
Other non-industrial <sup>4</sup>	10	-	-	-	-	-
<b>Industrial</b>	<b>1 120</b>	<b>780</b>	<b>860</b>	<b>330</b>	<b>180</b>	<b>210</b>
Female: full time	210	170	170	70	30	40
Male: full time	800 <sup>r</sup>	530	600	240	130	160
Female: part time	70	60	60	10	20	10
Male: part time	40	30	20	10	-	-
<b>Trading Funds<sup>5</sup></b>	<b>1 120</b>	<b>1 040</b>	<b>940</b>	<b>430</b>	<b>520</b>	<b>660</b>
Female: full time	290	310	300	140	190	180
Male: full time	810	690	620	280	310	460
Female: part time	20	20	20	-	10	10
Male: part time	10	10	10	-	10	-
<b>Total Female</b>	<b>2 130</b>	<b>2 230</b>	<b>2 150</b>	<b>860</b>	<b>580</b>	<b>910</b>
<b>Total Male</b>	<b>3 240</b>	<b>2 850</b>	<b>2 990</b>	<b>1 180</b>	<b>810</b>	<b>1 250</b>
<b>Total Full time</b>	<b>4,730</b>	<b>4,540</b>	<b>4,640</b>	<b>1,720</b>	<b>1,190</b>	<b>1,950</b>
<b>Total Part time</b>	<b>640</b>	<b>540</b>	<b>500</b>	<b>320</b>	<b>200</b>	<b>210</b>

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade.
4. Includes industrial personnel on temporary promotion to non-industrial grades and those of unknown grade.
5. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation. In October 2011 responsibility for management of the Meteorological Office (1,900 personnel) transferred to Department for Business, Innovation and Skills (BIS).

r - Numbers revised due to change in methodology identifying Industrial Firemen Grades

Table 2.02.11

Outflow of civilian personnel<sup>1</sup>, by sex, grade<sup>2</sup> and whether full or part-time

Hours, sex and grade <sup>2</sup>	Headcount					
	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
<b>Civilian Personnel<sup>1</sup></b>	<b>10 990</b>	<b>7 340</b>	<b>5 540</b>	<b>5 270</b>	<b>12 360</b>	<b>6 740</b>
<b>Non Industrial</b>	<b>6 810</b>	<b>4 910</b>	<b>3 890</b>	<b>3 620</b>	<b>7 370</b>	<b>5 150</b>
<b>Female: full time<sup>3</sup></b>	<b>2 380</b>	<b>1 580</b>	<b>1 230</b>	<b>1 040</b>	<b>2 530</b>	<b>1 720</b>
Senior Civil Service and Equivalent <sup>4</sup>	-	-	-	10	10	10
Pay Band B	30	30	20	20	50	50
Pay Band C	310	200	180	150	430	340
Pay Band D	350	220	190	160	460	260
Pay Band E	1 620	1 100	830	700	1 570	1 060
Other non-industrial <sup>5</sup>	70	20	-	20	10	-
<b>Male: full time<sup>3</sup></b>	<b>3 470</b>	<b>2 500</b>	<b>1 930</b>	<b>1 840</b>	<b>3 460</b>	<b>2 560</b>
Senior Civil Service and Equivalent <sup>4</sup>	30	20	30	20	40	30
Pay Band B	160	140	140	90	200	160
Pay Band C	1 080	790	680	590	1 370	950
Pay Band D	860	540	390	380	650	500
Pay Band E	1 310	990	690	740	1 180	900
Other non-industrial <sup>5</sup>	20	20	-	30	10	10
<b>Female: part time<sup>3</sup></b>	<b>770</b>	<b>670</b>	<b>550</b>	<b>570</b>	<b>1 080</b>	<b>660</b>
Senior Civil Service and Equivalent <sup>4</sup>	-	-	-	-	-	-
Pay Band B	20	20	10	10	30	10
Pay Band C	150	200	190	200	210	200
Pay Band D	80	70	50	60	160	70
Pay Band E	480	360	260	280	680	370
Other non-industrial <sup>5</sup>	40	10	30	30	-	-
<b>Male: part time<sup>3</sup></b>	<b>180</b>	<b>160</b>	<b>180</b>	<b>160</b>	<b>300</b>	<b>220</b>
Senior Civil Service and Equivalent <sup>4</sup>	-	-	-	-	-	-
Pay Band B	10	10	20	10	20	20
Pay Band C	60	60	80	70	140	120
Pay Band D	30	10	20	20	40	20
Pay Band E	70	70	40	40	90	60
Other non-industrial <sup>5</sup>	10	10	30	20	-	-
<b>Industrial</b>	<b>2 240</b>	<b>1 510</b>	<b>820</b>	<b>840</b>	<b>2 050</b>	<b>1 040</b>
Female: full time	390	250	130	150	620	150
Male: full time	1 660	1 150	610	590	1 180	800
Female: part time	140	80	60	60	180	50
Male: part time	40	40	30	40	70	30
<b>Trading Funds<sup>6</sup></b>	<b>1 940</b>	<b>920</b>	<b>830</b>	<b>800</b>	<b>2 930</b>	<b>550</b>
Female: full time	260	230	180	150	560	130
Male: full time	1 620	590	520	580	2 050	370
Female: part time	30	60	70	30	140	20
Male: part time	30	40	70	40	180	40
<b>Total Female</b>	<b>3 970</b>	<b>2 850</b>	<b>2 200</b>	<b>2 010</b>	<b>5 110</b>	<b>2 730</b>
<b>Total Male</b>	<b>7 020</b>	<b>4 490</b>	<b>3 330</b>	<b>3 260</b>	<b>7 240</b>	<b>4 010</b>
<b>Total Full time</b>	<b>9 790</b>	<b>6 290</b>	<b>4 590</b>	<b>4 360</b>	<b>10 400</b>	<b>5 720</b>
<b>Total Part time</b>	<b>1 190</b>	<b>1 050</b>	<b>950</b>	<b>910</b>	<b>1 950</b>	<b>1 020</b>

Source: Defence Statistics (Civilian)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from this table.
2. Grade equivalence is shown in terms of the broader banding structure and is based on paid grade.
3. Previous versions of this table published in UKDS included Trading Funds within this total. As Trading Funds are now shown separately their figures have been removed from these gender totals which now only include MOD Main Core TLBs
4. Includes personnel outside the Senior Civil Service but of equivalent grade.
5. Includes industrial staff on temporary promotion to non-industrial grades and those of unknown grade.
6. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation. In October 2011 responsibility for management of the Meteorological Office (1,900 personnel) transferred to Department for Business, Innovation and Skills (BIS).

Table 2.02.12

Intake of UK based civilian personnel<sup>1</sup> by ethnic origin and grade<sup>2</sup>

						Headcount
	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
<b>Civilian Personnel<sup>1</sup></b>	<b>5 370</b>	<b>5 080</b>	<b>5 140</b>	<b>2 040</b>	<b>1 380</b>	<b>2 160</b>
<b>Non Industrial</b>	<b>3 130</b>	<b>3 260</b>	<b>3 340</b>	<b>1 280</b>	<b>690</b>	<b>1 290</b>
<b>White</b>	<b>1 860</b>	<b>2 420</b>	<b>2 630</b>	<b>870</b>	<b>310</b>	<b>450</b>
Senior Civil Service and Equivalent <sup>3</sup>	-	10	10	10	-	-
Pay Band B	30	50	60	30	10	20
Pay Band C	300	300	380	270	120	150
Pay Band D	340	490	640	240	90	90
Pay Band E	1 120	1 550	1 530	300	70	170
Other non-industrial <sup>4</sup>	60 <sup>r</sup>	20	20	20	10	10
<b>Black and Minority Ethnic</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>50</b>	<b>20</b>	<b>30</b>
Senior Civil Service and Equivalent <sup>3</sup>	-	-	-	-	-	-
Pay Band B	-	-	10	-	-	10
Pay Band C	10	20	10	10	10	10
Pay Band D	20	20	30	10	10	-
Pay Band E	90	80	80	30	10	20
Other non-industrial <sup>4</sup>	-	-	-	-	-	-
<b>Unknown<sup>5</sup></b>	<b>1 150</b>	<b>720</b>	<b>580</b>	<b>350</b>	<b>360</b>	<b>810</b>
Senior Civil Service and Equivalent <sup>3</sup>	10	10	10	-	-	10
Pay Band B	40	30	20	10	20	60
Pay Band C	240	140	170	170	140	260
Pay Band D	140	120	100	20	100	160
Pay Band E	640	410	200	140	70	300
Other non-industrial <sup>4</sup>	80	10	80	10	20	10
<b>Industrial</b>	<b>1 120</b>	<b>780</b>	<b>860</b>	<b>330</b>	<b>180</b>	<b>210</b>
White	590 <sup>r</sup>	540	730	260	60	50
Black & Minority Ethnic	20	10	20	10	-	-
Unknown <sup>5</sup>	510 <sup>r</sup>	230	110	60	110	160
<b>Trading Funds</b>	<b>1 120</b>	<b>1 040</b>	<b>940</b>	<b>430</b>	<b>520</b>	<b>660</b>
White	420	470	440	220	240	200
Black & Minority Ethnic	20	40	60	10	20	10
Unknown <sup>5</sup>	680	520	450	200	260	450

Source:Defence Statistics (Civilian)

**Intake of Black and Minority Ethnic personnel as a percentage of known ethnicity total**

In the years 2011-12 and 2012-13 the ethnicity declaration rates for intake of civilian personnel fell to below 60 per cent. Declaration on inflow tends to be low as ethnicity is a self-declared field and people typically make their declarations in successive months after starting work. We do not report representation for declaration of lower than 60 per cent, as it is an unreliable picture of the total workforce. This lack of statistical validity has been exacerbated by the recruitment freeze as rates are based on unusually small numbers and skewed by the specialist groups where recruitment is still permissible.

Due to the removal of ethnicity representation rates for the years 2011-12 and 2012-13 the whole table has been removed for the purposes of this bulletin. Historic rates can be found in previous issues of UKDS, [see link below](#). Declaration rates for *strength* figures are over 80 per cent, so changes to diversity representation from strength figures give a much more accurate picture of changing ethnicity. See Table 2.02.05 of this bulletin.

[UK Defence Statistics 2012](#)

1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds. Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
3. Includes personnel outside the Senior Civil Service but of equivalent grade.
4. Includes industrial personnel on temporary promotion to non-industrial grades and those of unknown grade. Previously unidentified entrants have been allocated to Other non-industrial, Industrial and Trading Funds.
5. Unknown ethnicity includes both those who have made no declaration and those who have actively chosen not to declare.

r - Numbers revised due to change in methodology identifying Industrial Firemen Grades

Table 2.02.13

Outflow of UK based civilian personnel<sup>1</sup> by ethnic origin and grade<sup>2</sup>

Headcount

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
<b>Civilian Personnel<sup>1</sup></b>	<b>10 990</b>	<b>7 340</b>	<b>5 540</b>	<b>5 270</b>	<b>12 360</b>	<b>6 740</b>
<b>Non Industrial</b>	<b>6 810</b>	<b>4 910</b>	<b>3 890</b>	<b>3 620</b>	<b>7 370</b>	<b>5 150</b>
<b>White</b>	<b>5 490</b>	<b>3 860</b>	<b>3 090</b>	<b>2 960</b>	<b>6 400</b>	<b>4 330</b>
Senior Civil Service and Equivalent <sup>3</sup>	30	20	30	20	50	40
Pay Band B	180	160	150	100	250	190
Pay Band C	1 260	920	850	730	1 820	1 290
Pay Band D	1 100	690	510	510	1 130	730
Pay Band E	2 810	2 030	1 510	1 540	3 150	2 070
Other non-industrial <sup>4</sup>	100	40	40	60	-	-
<b>Black and Minority Ethnic</b>	<b>200</b>	<b>180</b>	<b>150</b>	<b>90</b>	<b>200</b>	<b>150</b>
Senior Civil Service and Equivalent <sup>3</sup>	-	-	-	-	-	-
Pay Band B	10	10	-	-	10	-
Pay Band C	30	40	30	20	50	50
Pay Band D	30	30	20	10	40	20
Pay Band E	130	110	100	60	100	80
Other non-industrial <sup>4</sup>	-	-	-	-	-	-
<b>Unknown<sup>5</sup></b>	<b>1 120</b>	<b>870</b>	<b>650</b>	<b>580</b>	<b>770</b>	<b>680</b>
Senior Civil Service and Equivalent <sup>3</sup>	10	10	10	10	10	-
Pay Band B	40	40	40	30	40	40
Pay Band C	300	300	250	260	290	270
Pay Band D	200	130	110	80	140	100
Pay Band E	540	380	220	160	280	250
Other non-industrial <sup>4</sup>	40	10	30	40	10	10
<b>Industrial</b>	<b>2 240<sup>r</sup></b>	<b>1 510<sup>r</sup></b>	<b>830<sup>r</sup></b>	<b>840<sup>r</sup></b>	<b>2 050<sup>r</sup></b>	<b>1 040<sup>r</sup></b>
White	1 580 <sup>r</sup>	1 090 <sup>r</sup>	650 <sup>r</sup>	640 <sup>r</sup>	1 700 <sup>r</sup>	840 <sup>r</sup>
Black & Minority Ethnic	30 <sup>r</sup>	20 <sup>r</sup>	10 <sup>r</sup>	10 <sup>r</sup>	40 <sup>r</sup>	20 <sup>r</sup>
Unknown <sup>5</sup>	640 <sup>r</sup>	400 <sup>r</sup>	180 <sup>r</sup>	200 <sup>r</sup>	320 <sup>r</sup>	180 <sup>r</sup>
<b>Trading Funds<sup>6</sup></b>	<b>1 940</b>	<b>920</b>	<b>830</b>	<b>800</b>	<b>2 930</b>	<b>550</b>
White	1 110	670	580	550	1 760	310
Black & Minority Ethnic	20	20	20	20	50	20
Unknown <sup>5</sup>	810	220	230	240	1 130	230

## Outflow of Black and Minority Ethnic personnel as a percentage of known ethnicity total

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
<b>Civilian Personnel<sup>1</sup></b>	<b>2.9</b>	<b>3.9</b>	<b>4.1</b>	<b>2.8</b>	<b>2.8</b>	<b>3.1</b>
<b>Non Industrial</b>	<b>3.5</b>	<b>4.4</b>	<b>4.7</b>	<b>3.0</b>	<b>3.0</b>	<b>3.3</b>
Senior Civil Service and Equivalent <sup>3</sup>	-	-	-	-	-	-
Pay Band B	3.2	4.8	-	-	4.2	-
Pay Band C	2.4	3.8	3.0	2.4	2.7	3.4
Pay Band D	2.4	3.8	4.7	2.7	3.1	2.1
Pay Band E	4.4	5.0	5.9	3.5	3.0	3.6
Other non-industrial <sup>4</sup>	-	-	-	-	.. <sup>r</sup>	..
<b>Industrial</b>	<b>1.6</b>	<b>2.2</b>	<b>1.4</b>	<b>1.9</b>	<b>2.0</b>	<b>2.0</b>
<b>Trading Funds<sup>6</sup></b>	<b>..<sup>r</sup></b>	<b>3.3</b>	<b>3.8</b>	<b>2.8</b>	<b>2.7</b>	<b>..</b>

Source: Defence Statistics (Civilian)



1. Civilian personnel is defined as personnel employed in MOD Main Core TLBs and Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians are excluded from all data, percentage calculations and charts in this table.
  2. Grade equivalent is shown in terms of the broader banding structure and is based on paid grade.
  3. Includes personnel outside the Senior Civil Service but of equivalent grade.
  4. Includes industrial personnel on temporary promotion to non-industrial grades and those of unknown grade. Previously unidentified exits have been allocated to Other non-industrial, Industrial and Trading Funds.
  5. Unknown ethnicity includes both those who have made no declaration and those who have actively chosen not to declare.
  6. At 1 April 2008 the Defence Aviation Repair Agency and the Army Base Repair Organisation merged to form the Defence Support Group and around 1,000 personnel transferred to the Vector Aerospace Corporation. In October 2011 responsibility for management of the Meteorological Office (1,900 personnel) transferred to Department for Business, Innovation and Skills (BIS).
  7. Rates are the number of people who leave the department per 100 of the average BME headcount strength, but exclude the effect of net transfers between MOD Main TLB and Trading Funds and do not reflect movements of personnel within the Department, such as promotions and transfers.
- r Revised figure; the figure in the original release was incorrect.
- r Ethnicity rates have been revised to reflect the unreliability of calculating representation when declaration rates are below 60 per cent of the workforce. For this reason whenever declaration is below 60 per cent for any category the representation will not be shown.

**Table 2.02.14** Number of working days lost per year due to sickness of civilian personnel<sup>1</sup>, by ICD Code and industrial/non-industrial marker

The top 3 causes of sickness absence in the non-industrial population are: Mental and behavioural disorders (this includes stress related conditions), Diseases of the musculoskeletal system & connective tissue, and Diseases of the respiratory system; these conditions continue to account for around half of all working days lost to sickness absence for all periods from 2008 to 2013. The number of working days lost have declined for both non-industrial and industrial staff between 2008 and 2013, as would be expected given the fall in numbers of civilian personnel. This period has seen an overall reduction in Level 1 MOD personnel, falling from 91,900 to 54,500, with permanent non-industrial strength falling by 16.2 per cent and permanent industrial strength falling by 21.4 per cent.

"The data in this table are not National Statistics" because the product from which they are sourced has not been externally published due to sensitivity concerns

		Working days (thousands)					
		Year ending 31 March					
		2008	2009	2010	2011	2012	2013
<b>Civilian Personnel</b>		<b>584.8</b>	<b>537.3</b>	<b>524.9</b>	<b>491.8</b>	<b>462.2</b>	<b>391.9</b>
<b>Non-industrial total<sup>2</sup></b>		<b>443.8</b>	<b>410.0</b>	<b>408.6</b>	<b>379.9</b>	<b>359.7</b>	<b>307.8</b>
<i>ICD category<sup>3</sup></i>							
ACI	Injury, poisoning and certain other consequences of external causes	35.8	31.8	32.5	28.2	26.4	20.9
BFO	Diseases of the blood forming organs and certain disorders....	2.6	3.1	3.7	3.0	2.3	2.0
CIR	Diseases of the circulatory system	17.9	16.5	17.1	14.8	16.1	11.3
DDS	Diseases of the digestive system	34.3	31.8	31.5	28.6	28.5	25.1
DEM	Diseases of the ear and mastoid process	4.7	4.3	3.4	4.4	4.2	3.1
DEY	Diseases of the eye and adnexa	4.4	3.8	3.5	4.4	3.7	2.6
DGY	Diseases of the genito-urinary system	15.5	14.3	14.9	13.7	12.3	11.2
DRS	Diseases of the respiratory system	56.8	58.4	59.6	50.6	41.8	41.3
EMN	Endocrine, nutritional and metabolic diseases	3.2	2.6	2.4	2.8	3.4	2.1
IPO	Certain infectious and parasitic diseases	39.9	36.3	36.0	33.4	30.0	26.9
MSD	Diseases of the musculoskeletal system and connective tissue	60.5	60.6	62.9	60.3	58.7	51.4
NGB	Neoplasms	14.3	13.9	15.8	13.5	12.3	10.3
NSS	Diseases of the nervous system	16.5	15.1	14.2	15.6	14.3	12.2
OPP	Factors influencing health status and contact with health service	29.2	27.5	25.3	23.2	22.3	18.5
PCP	Pregnancy, childbirth and the puerperium	6.5	4.7	4.9	4.6	4.3	3.6
PSD	Mental and behavioural disorders	94.1	80.5	75.7	72.8	73.6	60.4
SCO	Diseases of the skin and subcutaneous tissue	3.3	2.7	2.4	2.5	2.3	1.9
SID	Cause of Absence Not Yet Known	4.5	2.2	2.8	3.7	3.3	3.0
<b>Industrial total</b>		<b>141.0</b>	<b>127.4</b>	<b>116.3</b>	<b>111.9</b>	<b>102.5</b>	<b>84.1</b>
		Year ending 31 March					
		2008	2009	2010	2011	2012	2013
<b>Sickness rates<sup>4</sup> by Average Working Days Lost<sup>5</sup></b>		<b>8.28</b>	<b>8.08</b>	<b>8.14</b>	<b>7.83</b>	<b>7.99</b>	<b>7.74</b>
Non-industrial total		7.99	7.74	7.87	7.51	7.59	7.42
Industrial total		11.09	11.06	10.55	10.54	10.88	10.40
Trading Funds <sup>6</sup>		6.34	6.32	6.88	6.53	6.81	6.61

Source:Defence Statistics (Civilian)

- 1 The source data used in this table are from the MOD's HRMS civilian administration database.
- 2 The numbers of days lost have been rounded and therefore may not add up to the totals provided.
- 3 World Health Organisation's International Statistical Classification of Diseases and Related Health Problems, 10th revision (ICD-10),
- 4 Rates are based on absence days and are Full Time Equivalent (FTE) working days lost. For example, if a part-time employee working 50% of full-time hours is sick for 7 calendar days, this is  $7 \times 50\% = 3.5$  FTE working days lost.
- 5 Average working days lost per FTE are calculated by dividing the total working days lost by a weighted average of the 1st of the month strengths for the period (the strengths at the start and end month receiving a weighting of 0.5 and the strengths of the interim months a weighting of 1)
- 6 We have combined data from each of the Trading Funds separate administration systems to calculate these rates. The Meteorological Office ceased to be part of the Ministry of Defence on 30th September 2011 and therefore a break in series has occurred.

## Glossary of Terms and Abbreviations

**Average Working Days Lost :** Average working days lost are the number of FTE days lost to sickness absence by civilian personnel within a 12 month rolling period.

**Broader Banded grade definition:** Defence Statistics 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 personnel 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 :** Central TLB was disestablished at 1 April 2012. Head Office & Corporate Services (HO&CS) was established at 1 April 2012 and whilst incorporating many of the functions and personnel of Central TLB, did not form a direct replacement. Some functions and associated personnel were transferred from Central TLB to various other TLBs.

**Chief of Joint Operations (CJO):** CJO TLB was disestablished at 1 April 2012. Joint Forces Command was established at 1 April 2012 and whilst incorporating many of the functions and personnel of CJO, did not form a direct replacement. Some functions and associated personnel were transferred to various other TLBs.

**Civilian Level 0:** This contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

**Civilian Level 1:** Permanent and casual civilian personnel and Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians. This is generally used for MOD internal reporting and planning.

**Defence Analytical Services and Advice:** DASA established in July 1992 split into 'Defence Economics' and 'Defence Statistics' on 1 April 2013 (see Defence Statistics).

**Defence Equipment & Support:** 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:** Defence Estates formally ceased to be a TLB on 01 April 2011 when it became the Defence Infrastructure Organisation.

**Defence Infrastructure Organisation (DIO):** established on 01 April 2011 replaced Defence Estates and includes TLB property and facilities management functions previously situated within other TLBs.

**Defence Science and Technology Laboratory:** The Dstl is a MOD Trading Fund created on 1 July 2001. It supplies impartial scientific and technical research and advice to the MOD and other government departments.

**Defence Statistics:** On 1 April 2013 the Directorate formerly known as DASA split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD.

**Defence Support Group:** 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 uses large numbers of mobile support teams to cover customers in the UK and worldwide.

**Full Time Equivalence (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 the preferred methodology. The average hours worked by part-time personnel is about 68 per cent of full-time hours.

**Head Office & Corporate Services (HO&CS):** was established as at 1 April 2012. Lead areas of activity include Senior Finance Office (SFO) responsibility for ensuring that decisions are taken with due regard to affordability and value for money, acting as Head of Establishment for London HO Buildings and associated support requirements, Production of the Department's Resource Accounts and Governance support for MOD Trading Funds.

**HQ Air Command:** Air Command incorporates the RAF's Personnel and Training Command and Strike Command with a single fully integrated Headquarters, which equips 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.

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

**ICD-10** International Statistical Classification of Diseases and Health-related Problems, 10th revision. ICD is a coding system for diseases and signs, symptoms, abnormal findings, complaints, social circumstances and external causes of injury or diseases, as classified by the World Health Organisation

**Intake:** The number of personnel joining the Department with a monthly or financial year period, identified by specific Method of Entry codes within the Human Resources Management System (HRMS).

**Industrial:** Industrial personnel 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.

**Joint Forces Command** was established at 1 April 2012 to ensure that a range of military support functions covering medical services, training and education, intelligence and cyber are organised in an efficient and effective manner to support success on operations, supporting investment in joint capabilities, strengthening the links between operational theatres and top level decision making. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.

**Land Forces:** Performs a similar role to Navy Command within the context of trained Army formations and equipment.

**Locally engaged civilians:** MOD employs a number of civilian personnel overseas, known as Locally engaged civilians (LECs). The definition of a Locally engaged civilian is an employee who has been recruited locally as a "servant of the Crown". In other words, they have not been recruited through fair and open competition in the UK under the Civil Service Order in Council and they are not therefore members of the Home Civil Service or the Diplomatic Service. LECs are also employed on terms and conditions analogous with local employment law and market forces, and not those of the UK. The majority of civilian personnel employed overseas by MOD are LECs and not civil servants.

**Met Office:** The Met Office, the UK's National Weather Service, has a long history of weather forecasting and has been working in the area of climate change for more than two decades. Formerly a Trading Fund within the Ministry of Defence, in Autumn 2011 it ceased to be part of MOD and is now a Trading Fund within the Department for Business Innovation and Skills (BIS).

**NACMO (Net Additional Cost of Military Operations):** Those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all Locally engaged civilians employed as part of Op HERRICK.

**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:** Civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of personnel undertaking work such as administration, analysis, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

**Outflow:** The number of personnel leaving the Department with a monthly or financial year period, identified by specific Reason for Leaving codes within the Human Resources Management System (HRMS).

**Royal Fleet Auxiliary:** The Royal Fleet Auxiliary is a civilian-manned fleet, owned by the MOD, which supports Royal Navy ships around the world, supplying warships with fuel, ammunition and supplies. The RFA fleet is fully integrated into the RN's command and control system and forms a vital part of maritime operations.

**Science Innovation & Technology TLB (SIT):** Formally ceased to be a TLB as at 31 March 2010. Approx 90% of the personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and Dstl.

**Strategic Defence & Security Review (SDSR) Baseline:** Comprised of all Civilian Level 0 personnel but excludes all NACMO Funded Locally engaged civilians in Afghanistan and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO LECs and USVF civilians and therefore they should not be included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review from April 2010.

**Strength:** The total number of personnel employed by the Department at or within a specific time period,

**The Ministry of Defence (MOD):** This United Kingdom Government department is responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to protect the United Kingdom and its values and interests abroad. The MOD manages day to day running of the Armed Forces, contingency planning and defence procurement.

**Top Level Budgetary Area (TLB):** The major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

**Trading Funds:** 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 personnel 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. Until October 2011 the MOD had four Trading Funds - the Defence Support Group, Dstl, the UK Hydrographic Office and the Met Office. As of 1 October 2011, the Met Office transferred their responsibility from MOD to the Department for Business, Information and Skills (BIS).

**Working Days:** This follows Cabinet Office definition, setting a maximum number of sickness absence days at 225 days per person and excludes data for weekends, annual leave and bank holidays.