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Our reference: CSC/FOI/11/06

I am writing to confirm that the Civil Service Commission has now completed its search for the information you requested under the Freedom of Information Act 2000 ("the Act") on 13 July 2011.

Despite the correspondence you had with the Office of the Civil Service Commissioners in 2010, the nature of the information you are seeking in your latest request suggests you are still unclear as to the role of the Civil Service Commissioners. That is to say, neither the Civil Service Commissioners or their staff, known collectively since 11 November 2010 as the Civil Service Commission ('the Commission'), have a role in drawing up civil service recruitment policy.

I think it important that I explain the remit of the Commission as now set out in the Constitutional Reform and Governance Act 2010.

The Civil Service Commission contributes to the development of an effective and impartial Civil Service, and supports its core values, by ensuring that appointments to the Civil Service are made on merit on the basis of fair and open competition.

For recruitment to the most senior grades in the Civil Service, the Commission plays a direct and 'real-time' role. A Civil Service Commissioner oversees the whole recruitment process and chairs the selection panel for all Senior Civil Service pay bands 2 and 3, and Permanent Secretary appointments where the vacancy is open to applicants outside the Civil Service.

In addition, under the terms of the 'Top 200 Protocol' agreed between the Commission and the Civil Service Senior Leadership Committee, the Civil Service Commissioners also chair competitions for the Top 200 posts in the Civil Service when the competition is restricted to applicants already in the Civil Service.

The Commission is required under the Constitutional Reform and Governance Act 2010 to carry out whatever reviews of recruitment policies and practices it thinks are necessary to establish that the principle of recruitment on merit on the basis of fair and open competition is

being upheld, and is not undermined. The Commission does this through an audit of the recruitment policies and practices of government departments and agencies to posts below senior Civil Service pay band 2, to ensure their compliance with the Commission's published Recruitment Principles.

You made 22 separate requests for information. A response to each request is given below using your numbering.

1. Of the 12 Civil Service Commissioners, two hold degree level qualifications in Science – one in Physics and one in Engineering.
2. The Commission does not use the same selection criteria for every exercise to recruit new Civil Service Commissioners. The Commission is currently seeking to recruit 6 new Civil Service Commissioners and I attach, at **Annex A**, a copy of the published candidate brief and job specification prepared for this particular exercise, for your information.
3. The Board of the Commission reviewed the skill sets amongst the current Civil Service Commissioners when planning for the current recruitment campaign. This resulted in the drawing up of candidate brief and job specification.
4. The Civil Service Commissioners are not recruited on the basis of educational qualifications, therefore the Commission does not hold the information requested.
5. The Commission does not hold the information requested.
6. The Commission does not hold the information requested.
7. The Commission is not responsible for drawing up selection criteria. When chairing competitions for pay band 2 and 3, and Permanent Secretary posts, a Commissioner must approve the advertisement, advertising strategy, and job and person specifications for consistency with the principles of openness and fairness.
8. The Commission does not hold the information requested.
9. The Commission does not hold the information requested.
10. The Commission does not hold the information requested.
11. The Commission does not hold the information requested.
12. The Commission does not hold the information requested.
13. The Commission does not hold the information requested.
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16. The Commission does not hold the information requested.

17. The Commission does not hold the information requested.

18. The Commission does not hold the information requested.

19. The Commission does not hold the information requested.

20. The Commission does not hold the information requested.

21. The Commission does not hold the information requested.

22. (1) Of the twelve Civil Service Commissioners, none hold a degree level qualification in Mathematics. One Commissioner holds a Masters in Business Administration which required coursework and examinations in micro- and macro-economics, statistics and finance.

(4) The Civil Service Commissioners are not recruited on the basis of educational qualifications, therefore the Commission does not hold the information requested.

(8 – 21) The Commission does not hold the information requested.

If you are unhappy with the service you have received in relation to your request or wish to request an internal review, you should write to:

Richard Jarvis  
Chief Executive  
Civil Service Commission  
35 Great Smith Street  
London  
SW1P 3BQ

e-mail: [richard.jarvis@independentoffices.x.gsi.gov.uk](mailto:richard.jarvis@independentoffices.x.gsi.gov.uk)

You should note that the Civil Service Commission will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the Civil Service Commission. The Information Commissioner can be contacted at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Yours sincerely

Diane Macfarlane  
**Complaints Case Manager**

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