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Website www.civilservicecommission.org.uk

17 August 2011

Our ref: CSC/FOI/11/07

Thank you for your email of 11 August to the Civil Service Commission requesting information. Your request was: *"Will you tell me what the policy about staff whose office may close and being asked to work in another office 30 or so miles away and in excess of 2 hours by public transport, door to door. Is a different policy applied depending upon the grade of the Civil servant ie Administrative officer, Executive Officer and above. Can a junior member of staff be obliged to take up a post such a distance from home. Is the Civil Service obliged to offer a transfer to another department or to offer redundancy?"* We are dealing with this request under the terms of the Freedom of Information Act, 2000.

The Commission does not hold the information requested. Perhaps it would help if I explained the remit of the Civil Service Commission as set out in the Constitutional Reform and Governance Act 2010. The Commission has been charged with two main functions. The first is maintaining the principle of recruitment into the Home Civil Service on the basis of merit through fair and open competition. The second function is to hear complaints from civil servants about breaches of the core values of the Civil Service as outlined in the Civil Service Code.

We have no role in drawing up the terms and conditions of employment for civil servants. Individual departments and agencies have the authority to determine the extent to which their staff has a mobility obligation. You should consult your own Department's published staff guidance or contact the HR team to obtain the information you are seeking. You might also like to look at the Civil Service Management Code, which is issued by the Cabinet Office, and gives central guidance on the terms and conditions of civil servants. The Management Code is available from the Civil Service website www.civilservice.gov.uk.

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

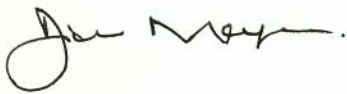
Email: richard.jarvis@csc.x.gsi.gov.uk

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