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Website <http://civilservicecommission.independent.gov.uk>

Thank you for your request for data on the exemptions to the Recruitment Principles cited in the Civil Service Commission's Annual Report 2010/11. I am dealing with it under the terms of the Freedom of Information Act 2000.

You asked for information on the 40 extensions of short-term appointments without fair and open competition beyond the usual two years set out in the Recruitment Principles, and the 2 short-term appointments of up to two years at Pay Band 2. You asked for this information to be split by department and by job title.

In making your request, you accepted that we are unable to release the names of the people concerned. However, given the small numbers of senior staff in post in some departments, we consider that providing details on job titles could also make it possible to identify individuals, particularly where this information is split by department. To avoid this, we have supplied the exceptions by grade where this is possible. This does not include information on the two Pay Band 2s as we believe that by identifying the departments, this might well allow the individuals to be identified.

The following information is provided:

- Table 1 shows overall data on short-term appointment exceptions at all grade levels below SCS but not by department.
- Table 2 gives information on exceptions by department.

For further information, may I draw your attention to Commission's Recruitment Principles on the Commission's website:

[http://civilservicecommission.independent.gov.uk/admin/assets/spaw2/uploads/files/Recruitment\\_Principles.pdf](http://civilservicecommission.independent.gov.uk/admin/assets/spaw2/uploads/files/Recruitment_Principles.pdf)

In particular the definition that is provided for exception 1.

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  
Room G/08  
1 Horse Guards Road  
London  
SW1A 2HQ  
e-mail: [richard.jarvis@csc.gsi.gov.uk](mailto:richard.jarvis@csc.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

**Sean Edwards-Playne**

- **Table 1: Short-term appointment exceptions to the Recruitment Principles by grade 2010-11**

<b>Grade</b>	<b>Number of exception 1s granted</b>
Grade 6	2
Grade 7	1
SEO/ SEO equivalent	7
HEO/SEO (combined grade)	2
HEO	4
EO/HEO (combined grade)	1
EO	5

AO	3
AA	2
PA	1
<b>Total number of exceptions by grade</b>	28

NB the discrepancy in figures between the 40 shown in the annual report and the above figures are due to the non-recording of grades in some cases in our statistical records.

**Table 2: Short-term appointment exceptions to the Recruitment Principles by department and grade 2010-11**

<b>Department</b>	<b>Grade</b>
Cabinet Office	1 x SEO equivalent, 1 x SEO, 1 x HEO <b>Total: 3</b>
Communities and Local Government	None. <b>Total: 0</b>
Crown Prosecution Service	1x SEO, 1 x HEO, 1 x EO, 1 x AO, 2 x AA, 1 x PA, 2 grades not given <b>Total: 9</b>
Department for Children, Schools and Families	1 grade not listed. <b>Total: 1</b>
Department for Culture, Media and Sport	None. <b>Total: 0</b>
Department for Environment, Food and Rural Affairs	None. <b>Total: 0</b>
Department for Work and Pensions	None. <b>Total: 0</b>
Department of Health	1 x Grade 6, 1 x HEO, 1 x AO, 2 SEOs. <b>Total: 5</b>
Department of Transport	None. <b>Total: 0</b>
Estyn	None. <b>Total: 0</b>
Fire Service College	None. <b>Total: 0</b>
Food Standards Agency	None. <b>Total: 0</b>
Foreign and Commonwealth Office	None. <b>Total: 0</b>
Forestry Commission	1 x AO. <b>Total: 1</b>
Government Office Network	None. <b>Total: 0</b>
HM Inspector of Education	None. <b>Total: 0</b>
HM Revenue and Customs	1 x Grade 6 <b>Total: 1</b>
HM Treasury	1 x AO, 1 x EO/HEO, 1 HEO/SEO. <b>Total: 3</b>
Home Office	None. <b>Total: 0</b>
Intellectual Property Office.	None. <b>Total: 0</b>
Land Registry	None. <b>Total: 0</b>
Medicines and Healthcare Products Agency	1 x SEO, 1 x AO. <b>Total: 2</b>
Ministry of Defence	1 x HEO/SEO <b>Total: 1</b>
Ministry of Justice	None. <b>Total: 0</b>
National Archives	1 x HEO, 2 x EO. <b>Total: 3</b>
Northern Ireland Office	1 x Grade 7, 1 x SEO, 1 x EO. <b>Total: 3</b>
Office for National Statistics	None. <b>Total: 0</b>
OFSTED	None. <b>Total: 0</b>
Scottish Government	2 x specialist posts (grades not given); 1 x EO. <b>Total: 3</b>
Scottish Prison Service	None. <b>Total: 0</b>
UK Border Agency	None. <b>Total: 0</b>
UK Statistics Authority	None. <b>Total: 0</b>
Welsh Assembly Government	None. <b>Total: 0</b>
<b>GRAND TOTAL</b>	<b>35</b>

NB the above total excludes 5 further exceptions where departments concerned were not recorded in our statistical records.

**Key**

SEO = Senior Executive Officer

HEO = Higher Executive Officer

EO = Executive Officer

AO = Administrative Officer

AA = Administrative Assistant

PA = Personal Assistant