

**Kate Owen**  
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**Civil Service Commission**

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To: HR Directors (via email)

30 August 2024

Dear HR Directors,

Following correspondence from the First Civil Service Commissioner, I am writing to you to request information to inform a short, independent review of appointments made between 1 July and 31 August by your organisation by Exception to the Recruitment Principles.

The principle that recruitment into the Civil Service takes place 'on merit on the basis of fair and open competition' is enshrined in Section 10 of the Constitutional Reform and Governance Act 2010 ("the Act"). The rules and procedures which underpin Section 10 are contained in the 2018 [Recruitment Principles](#).

Under Section 12 of the Act, the Civil Service Commission has the power to except a selection of appointments from this requirement. Initial approval of Exceptions to the statutory requirement for periods of up to two years is delegated to Departments for grades below SCS Pay Band 2 ('delegated grades').

This review will examine whether departments have made appointments in line with the expectations set out in the Recruitment Principles.

To conduct this review we are requesting from your organisation:

1. Details of appointments made by Exception between the period of 1 July and 31 August (inclusive) which did not require the approval of the CSC; and
2. A summary of processes in place within your organisation to approve Exception requests made by vacancy holders in line with the expectations set out by the Recruitment Principles.

Please complete each field in the attached spreadsheet and return it to the Commission by Friday 6 September 2024. The Commission will conduct an initial review of the material you provide and may then request further information from you on a sample of appointments. We intend to publish a short report on our findings including any resulting recommendations.

If you have any queries regarding this review please contact  
compliance@csc.gov.uk. Thank you in advance for your assistance.

Regards,

S. K Owen.

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