

## **Civil Service Commission**

### **Operational information transparency policy**

This document sets out where and when the Civil Service Commission publishes its operational data and information in order to enhance the transparency and accountability of its activities.

Previous Civil Service Commission annual reports can be found [here](#).

#### **1. Complaints**

**The Commission publishes details of recruitment and Civil Service Code complaints it has received and considered.**

Headline details about each complaint, including the outcome, are published online annually. This information can be found for the last two years here: [outcome of recruitment complaints](#) and [outcome of Civil Service Code complaints](#).

Each annual report provides an overview and commentary on received complaints, including a breakdown of in scope and out of scope complaints.

#### **2. Exceptions**

**The Commission publishes data on requests it receives from departments to recruit by exception.**

Headline details about appointments by exception at a grade and/or salary at SCS Pay Band 2 and above are published monthly. This information can be found [here](#).

Headline details about appointments by exception at a grade and/or salary at SCS Pay Band 2 under class or bulk approvals are published twice a year. This information can be found for the last two years [here](#).

Each annual report provides an overview of exceptions considered by the Commission, including how many were approved, altered and rejected.

#### **3. Audits**

**The Commission publishes details of its departmental compliance audits.**

A summary of trends identified from a year's overall audit, as well as individual audit ratings for each department, are published in each annual report.

Individual full audit reports are published online. This information can be found [here](#).

#### **4. Breaches**

**The Commission publishes data on identified breaches.**

Each annual report provides a summary of total breaches and key areas of concern.

A list of individual breaches is published online. This information can be found [here](#).

#### **5. Business appointment rules**

**The Commission publishes advice provided to relevant applicants under the Business Appointment Rules.**

Advice is published when an applicant confirms or takes up an appointment. This information is published [here](#).

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