



Department
for Exiting the
European Union

Freedom of Information Team
Correspondence Unit
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www.gov.uk

Shaun Davey
Via: request-438967-723121d6@whatdotheyknow.com

Our ref: DEX000728

20 December 2017

Dear Shaun Davey,

I refer to your request, where you asked:

1. How many staff do you employ at each of the following civil service staff grades (full time equivalent and headcount please) – Higher Executive Officer, Senior Executive Officer, Grade 7, Grade 6, SCS Payband 1, SCS Payband 2, SCS Payband 3 and SCS Payband 4.
2. How many vacant roles presently exist within the department?
3. Please provide a list of the vacant role titles, civil service grade level and an indication if they are full or part time.
4. How many staff have left the department's employment for any reason in the last 12 months (full time equivalent and headcount please)? Please also provide the figures for the last 6 months.
5. How many staff have left the department's employment for reasons of ill health in the last 12 months (full time equivalent and headcount please)? Of these staff, how many had (perhaps amongst other maladies) anxiety, depression or stress which was attributed to their work (full time equivalent and headcount please)?
6. Do you survey the opinion of staff who leave or conduct an exit interview with staff who leave (or collect their feedback in any way whatsoever)? Please specify which approach(es) you use to collect feedback from exiting staff.
7. Please provide a sample (blank) survey form or (blank) exit interview checklist, or other document/artefact used to collect such feedback.
8. If you do survey/interview/collect feedback from exiting staff, please provide the number of staff who have cited any of the following contributory reasons for leaving the department (also please include those expressing any similar sentiment): ideological opposition to the principle of Brexit, frustration or unhappiness with the government's approach to Brexit, frustration or unhappiness with the operation/management of DExEU, frustration or unhappiness with the way the government/DExEU has conducted itself in its relationship with the European Union, shame/embarrassment amongst friends/family/acquaintances relating to their work or their association with DExEU, or frustration/unhappiness with the clarity/achievability of departmental goals relating to the Brexit process. Please include in the number all staff who have expressed any such sentiment, even if this was not their main reason for leaving.
9. I note that your annual report (2016-17) at paragraph 9.18, cites a risk against personnel "Risks relating to DExEU's ability to recruit, retain and support staff. This also includes risks that affect DExEU staff health and wellbeing." Please provide the following information relating to the analysis and mitigation of this risk: the risk register entry, the presently assessed likelihood and impact level of this risk, details of the mitigation strategy for the risk, details of any contingency plans the department may have if staff levels or the availability of the necessary skills were compromised, and board-level evidence (eg board minutes) demonstrating that this risk is discussed/monitored by the DExEU board. Separate emails/memoranda/reports further detailing the approach to this risk would be greatly appreciated.

[This was further clarified to "INCLUDE all staff (whether full or part-time) on the DExEU payroll - whether under fixed-term contracts or not. Please EXCLUDE all staff who are not employed by DExEU - eg contractors and staff on loan from other departments"]

I can confirm that the Department for Exiting the European Union (DExEU) holds information relevant to your request.

As per our extension letter, we had considered some of the information as potentially exempt under section 36(4) but have decided that the public interest is in favour of releasing the information in question. As such no information has been withheld under Section 36(4).

The following data is correct as at the end of October 2017.

1. As per your clarification email, the number of staff who are employed at the specified grades permanently or on fixed term appointments are:

B2: Headcount = 66, FTE = 66
BAND A: Headcount = 19, FTE = 18.6
BAND A+: Headcount = 1, FTE = 0.8
SCS1: Headcount = 1, FTE = 1.
SCS2, 3, & 4: N/A

The majority of other staff in the Department are on loan from other government Departments.

2,3. DExEU has funding for an additional 143 vacant roles, all full time, which we will look to take onboard over the next four months.

These roles are broken down into the following grades:

B2	44
A	42
A+	12
SCS1	7
SCS2	2
SCS3	0
SCS4	0

These can be broken down into the following role types:

Policy - 81
Business Support/Private Office - 18
Communications - 10
Analytical/Economics/Statistics - 9
Operational Delivery - 8
Project and Programme Management - 6
Finance - 5
Human Resources - 3
Other - 3

4. The number of staff that have left the Department's employment for any reason in the last 12 months and 6 months are as follows:

Last 12 months: Headcount = 173, FTE = 171.6

Last 6 months: Headcount = 97, FTE = 96.6

People leave the department for a variety of reasons, most commonly because their placements came to an end, or that they used the experience gained in DExEU to secure a permanent position in another government department. DExEU continues to improve data collection around the reasons people have left the organisation. Line managers are asked to complete a leavers form indicating the reason why a member of staff is leaving DExEU.

From the 63 leavers forms that have been completed:

- 23 left the department as part of a planned departure (end of loan/secondment/faststream rotation)
- 32 transferred to other government departments, 29 of which were to a permanent role and three on level transfer
- Three left the civil service
- Three contracts/loans were ended early (2 did not specify a reason)

5. I can confirm that the Department does not hold this information.

6, 7. I can confirm that the Department has an exit questionnaire and it is DExEU's policy to seek feedback from all staff leaving on their experience whilst serving with the Department. This is non mandatory for staff below SCS and mandatory for SCS staff.

The exit questionnaire asks the following:

- Why you are leaving?
- What attracted you to DExEU?
- How do you think the Departmental induction process could be improved?
- What did you most enjoy?
- What did you find frustrating?
- Could you achieve a reasonable work life balance and if not then why?
- Do you feel DExEU helped you develop your skills to support your career aspirations?
- Did you receive enough feedback on your performance and sufficient support?
- Did you feel like there was opportunity for career progression within DExEU? If not what did you view as a barrier to progression?
- What are your reasons for leaving DExEU?
- What are you planning to do next?
- Would you consider coming back to DExEU or the Civil Service in the future?
- Do you feel as though you suffered any unfair treatment? If so did you report it?
- Did you declare your diversity characteristics on RM? If not why did you choose not to?

8. In 2017, 25 leavers have completed the exit questionnaire.

Four of the responses received contained reasons relating to the theme 'frustration or unhappiness with the operation/management of DExEU'. No members of staff cited any of the other options listed in your request as their reasons for leaving.

9. I can confirm the Department holds information relevant to this part of your request.

This information is being withheld as exempt under Section 43(2), which protects information which would, or would be likely to prejudice the commercial interest of any person, including the public authority holding it. Guidance from the Information Commissioner's Office states that a 'commercial interest' relates to a person's ability to participate competitively in a commercial activity.

Under Section 17(4), the Department is not obliged to make a statement on the exemptions used when the statement would involve the disclosure of information which would itself be exempt information.

If you have any queries about this letter, please contact the FOI team. Please remember to quote the reference number above in any future communications.

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:

Freedom of Information Team (internal review)
Department for Exiting the European Union
9 Downing Street
SW1A 2AG

You should note that DExEU 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 DExEU. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

Freedom of Information Team, DExEU.