

# Ministry of Defence

## Introduction

### Request for Resources 1: Provision of defence capability

1. RfR 1 Provides for expenditure primarily to meet the Ministry of Defence's (MOD) operational, support and logistics services costs and the costs of providing the equipment capability required by defence policy. It reflects the way in which the Department manages its expenditure. Each of the twelve Top Level Budget (TLB) Holders included in this RfR has been allocated an individual RfR section (A to L) consistent with expenditure and income for which the TLB holder is responsible and accountable within the Department. Information on the responsibilities of each TLB holder and the type of expenditure they incur is contained in the Government's Expenditure Plans 2004-05 to 2005-06 Ministry of Defence (Cm 6212). Section L provides for expenditure on applied strategic research.
2. With effect from 1 April 2004, a new TLB, Corporate Science and Technology was formed. This is the result of the integration of the Major Customers' Research Budget TLB and the Chief Scientific Advisor's Higher Level Budget (CSA).
3. Sections M to P include £11.941 million in respect of capital loan repayments from the Department's Trading Funds. Dividend and interest payments received from the Trading Funds will be appropriated in aid.
4. Sections W to AA includes £0.524 million in respect of the VAT paid by the Commonwealth War Graves Commission for UK expenditure; £3.446 million in respect of payments and interest charges under the Armed Forces (Housing Loan) Acts, and £40.254 million in respect of interest charges payable on various on-Balance Sheet PFI contracts. All of these sums are included in Non Budget expenditure.
5. Some advances made periodically for the UK share of costs of collaborative projects will be charged to the RfR at the time of issue and the MOD will be provided with periodic statements of actual expenditure incurred.
6. The Skillforce Section is currently part of the MOD. It will be leaving the Department and will set up as a charity with effect from 1 April 2004 and audited by the Charities Commission. The charity will be funded by the MOD through a Grant-in-Aid. The estimated costs will be £3.88m per year to March 2007 when this will be reviewed.

### Request for Resources 2: Conflict prevention

7. This RfR provides for the consumption of such resources as are agreed by the Conflict Prevention sub-committee in support of activity in the following regions:
  - (a) expenditure in support of government endorsed activity in Sub-Saharan Africa;
  - (b) expenditure in support of government endorsed activity in the Rest of the World;

### Request for Resources 3: War Pensions and Allowances, etc

8. This RfR provides for the payment of war disablement and war widows' pensions in accordance with relevant legislation.
9. Costs of administering War Pensions are borne on Provision of Defence Capability, RfR 1.
10. Supporting information relating to expenditure contained in this Estimate is included in the Government's Expenditure Plans 2004–05 to 2005–06, Ministry of Defence (Cm 6212).
11. The Ministry of Defence is responsible for administering the funding for this Estimate.
12. Symbols are explained in the Introduction to this booklet.

## Part I

	£
<b>Request for Resources 1: Provision of defence capability</b>	<b>31,207,061,000</b>
<b>Request for Resources 2: Conflict prevention</b>	<b>50,360,000</b>
<b>Request for Resources 3: War Pensions and Allowances, etc</b>	<b>1,151,221,000</b>
<b>Total net resource requirement</b>	<b>32,408,642,000</b>
<b>Net cash requirement</b>	<b>28,560,085,000</b>

Amounts required in the year ending 31 March 2005 for expenditure by the Ministry of Defence on:

### **RfR 1: Provision of defence capability**

Personnel costs of the armed forces and their reserves and cadet forces and personnel costs of Defence Ministers and of civilian staff employed by the Ministry of Defence; movements; charter of ships; logistic services for the Armed Forces; repair, maintenance, stores and supply services; associated capital facilities and works; contractors' redundancy cost; plant and machinery; nuclear warhead and fissile material programme; procurement, including development and production of equipment and weapon systems for the armed forces; purchases for sale abroad; research etc by contract; sundry procurement services including those on repayment terms; land and buildings works services; contingent liabilities; services provided by other Government departments; sundry services, subscriptions, grants and other payments including those abroad such as assistance to Foreign and Commonwealth Governments for defence related purposes and UK youth community projects; set-up costs and loans to, and income from, Trading Funds; and other associated non-cash items.

### **RfR 2: Conflict prevention**

Conflict prevention, early warning, crisis management, conflict resolution/peacemaking, peacekeeping and peace-building activity and on associated strengthening of international and regional systems and capacity; and other associated non-cash items.

### **RfR 3: War Pensions and Allowances, etc**

Pensions and other payments/allowances for disablement or death arising out of war or service in the Armed Forces after 2 September 1939, awards to surviving members of British groups held prisoner by the Japanese during the Second World War (Far Eastern Prisoners of War) or their surviving spouse and pensions and other payments in respect of service in the Armed Forces at other times; and other associated non-cash items.

The **Ministry of Defence** will account for this Estimate.

**Part I (continued)**

	Net total	Allocated in Vote on Account	Balance to complete/surrender
	£	£	£
<b>RfR 1</b>	31,207,061,000	13,785,191,000	17,421,870,000
<b>RfR 2</b>	50,360,000	84,000,000	–33,640,000 <sup>†</sup>
<b>RfR 3</b>	1,151,221,000	521,102,000	630,119,000
<b>Total net resource requirement</b>	32,408,642,000	14,390,293,000	18,018,349,000
<b>Net cash requirement</b>	28,560,085,000	12,461,384,000	16,098,701,000

<sup>†</sup>As figures fluctuate significantly in-year due to changes in demand for military involvement in Conflict Prevention activities, this year MoD will be asking Parliament to vote on more accurate figures in Supplementary Estimates.

## Part II: Subhead detail

£'000

2004-05						2003-04 Provision	2002-03 Outturn		
Resources						Capital		Net Total Resources	Net Total Resources
Admin	Other Current	Grants	Gross Total	A in A	Net Total	Capital	Non- operating A in A		
1	2	3	4	5	6	7	8	9	10
<b>RfR 1: Provision of defence capability</b>									
-	32,288,727	154,113	32,442,840	1,235,779	31,207,061	6,530,914	233,134	33,070,337	36,959,331
<b>Spending in Departmental Expenditure Limits (DEL)</b>									
<i>Central Government spending</i>									
A Commander-in-Chief Fleet									
-	3,754,968	-	3,754,968	16,189	3,738,779	22,619	-	3,280,891	4,606,246
B General Officer Commanding (Northern Ireland)									
-	651,987	-	651,987	1,541	650,446	25,482	533	656,399	696,420
C Commander-in-Chief Land Command									
-	5,749,848	-	5,749,848	187,806	5,562,042	112,078	-	5,110,107	5,227,393
D Commander-in-Chief Strike Command									
-	4,173,085	-	4,173,085	25,098	4,147,987	35,133	-	3,567,979	4,546,080
E Chief of Joint Operations									
-	505,317	-	505,317	25,731	479,586	20,549	672	497,291	509,809
F Chief of Defence Logistics									
-	8,101,841	1,234	8,103,075	321,813	7,781,262	1,241,114	70,497	8,151,390	10,463,136
G 2nd Sea Lord/Commander-in-Chief Naval Home Command									
-	712,781	-	712,781	39,670	673,111	14,963	-	691,566	724,754
H Adjutant General (Personnel and Training Command)									
-	1,742,384	-	1,742,384	23,787	1,718,597	8,426	-	1,718,435	1,689,895
I Commander-in-Chief Personnel and Training Command									
-	1,129,592	-	1,129,592	153,764	975,828	17,092	114	1,025,199	1,056,931
J Central									
-	3,070,712	139,125	3,209,837	431,123	2,778,714	178,404	121,377	2,509,197	2,484,920

Part II: Subhead detail (*continued*)

£'000

2004-05						2003-04 Provision	2002-03 Outturn			
Resources						Capital		Net Total Resources	Net Total Resources	
Admin	Other Current	Grants	Gross Total	A in A	Net Total	Capital	Non- operating A in A			
1	2	3	4	5	6	7	8	9	10	
K	Defence Procurement Agency									
-	1,985,111	-	1,985,111	4,257	1,980,854	4,855,054	-	2,774,039	2,844,934	
L	Corporate Science and Technology									
-	487,813	3,620	491,433	-	491,433	-	-	459,557	427,583	
M	Loans and Grants to and Repayments from the Hydrographic Office									
-	-	-	-	-	-	-	483	-	-	
N	Loans and Grants to and Repayments from DSTL									
-	-	-	-	-	-	-	1,064	-	-	
O	Loans and Grants to and Repayments from DARA									
-	-	-	-	-	-	-	7,240	-	-	
P	Loans and Grants to and Repayments from ABRO									
-	-	-	-	-	-	-	3,154	-	-	
<b>Spending in Annually Managed Expenditure (AME)</b>										
<i>Central Government spending</i>										
Q	Commander-in-Chief Fleet									
-	-211	-	-211	-	-211	-	-	81,176	-8,771	
R	Chief of Defence Logistics									
-	25,653	-	25,653	-	25,653	-	-	246,455	134,975	
S	Chief of Joint Operations									
-	-3,147	-	-3,147	-	-3,147	-	-	-3,230	-	
T	Central									
-	8,845	-	8,845	5,000	3,845	-	-	7,557	79,220	
U	Defence Procurement Agency									
-	170,955	-	170,955	-	170,955	-	-	-85,018	1,463,014	
V	Loans and Grants to and Repayments from QinetiQ									
-	-	-	-	-	-	-	28,000	-	-	

## Part II: Subhead detail (continued)

£'000

2004-05						2003-04 Provision	2002-03 Outturn		
Resources						Capital		Net Total Resources	Net Total Resources
Admin	Other Current	Grants	Gross Total	A in A	Net Total	Capital	Non- operating A in A		
1	2	3	4	5	6	7	8	9	10
<i>General Officer Commanding (Northern Ireland)</i>									
-	-	-	-	-	-	-	-	-	-427
<b>Non-budget</b>									
W	Adjutant General (Personnel and Training Command)								
-	8	9,610	9,618	-	9,618	-	-	10,487	9,851
X	Commander-in-Chief Personnel and Training Command								
-	280	-	280	-	280	-	-	1,084	2,843
Y	Central								
-	16,452	524	16,976	-	16,976	-	-	38,162	1,091
Z	Chief of Defence Logistics								
-	-49	-	-49	-	-49	-	-	245,956	-
AA	Commander -in -Chief Land Command								
-	4,502	-	4,502	-	4,502	-	-	-	-565
<i>Chief of Joint Operations</i>									
-	-	-	-	-	-	-	-	4,985	-
<i>Commander-in-Chief Fleet</i>									
-	-	-	-	-	-	-	-	77,342	-
<i>Commander-in-Chief Strike Command</i>									
-	-	-	-	-	-	-	-	1,026	-

Part II: Subhead detail (*continued*)

£'000

2004-05						2003-04 Provision	2002-03 Outturn		
Resources						Capital		Net Total Resources	Net Total Resources
Admin	Other Current	Grants	Gross Total	A in A	Net Total	Capital	Non- operating A in A		
1	2	3	4	5	6	7	8	9	10
<i>Defence Procurement Agency</i>									
-	-	-	-	-	-	-	-	2,002,305	-1
<b>RfR 2: Conflict prevention</b>									
-	50,360	-	50,360	-	50,360	-	-	1,413,610	1,130,429
<b>Spending in Departmental Expenditure Limits (DEL)</b>									
<i>Central Government spending</i>									
A Programme Sub-Saharan Africa									
-	27,360	-	27,360	-	27,360	-	-	18,110	21,000
B Programme Rest of the World									
-	23,000	-	23,000	-	23,000	-	-	21,500	39,000
<i>Peace Keeping Rest Of The World</i>									
-	-	-	-	-	-	-	-	1,372,200	1,070,429
<i>Peace Keeping Sub-Saharan Africa</i>									
-	-	-	-	-	-	-	-	1,800	-
<b>RfR 3: War Pensions and Allowances, etc</b>									
-	-	1,151,221	1,151,221	-	1,151,221	-	-	1,158,005	1,165,411
<b>Spending in Annually Managed Expenditure (AME)</b>									
<i>Central Government spending</i>									
A War Pensions Benefits Programme costs									
-	-	1,121,206	1,121,206	-	1,121,206	-	-	1,147,990	1,161,136
B War Pensions Benefits Programme costs - Far Eastern Prisoners of War									
-	-	30,000	30,000	-	30,000	-	-	10,000	4,270

**Part II: Subhead detail (continued)**

£'000

2004-05						2003-04 Provision	2002-03 Outturn			
Resources						Capital		Net Total Resources	Net Total Resources	
Admin	Other Current	Grants	Gross Total	A in A	Net Total	Capital	Non- operating A in A			
1	2	3	4	5	6	7	8	9	10	
C	War Pensions Benefits Programme costs - British Limbless Ex-Servicemen's Association (BLESMA)									
-	-	15	15	-	15	-	-	15	5	
<b>Total for Estimate:</b>										
-	32,339,087	1,305,334	33,644,421	1,235,779	32,408,642	6,530,914	233,134	35,641,952	39,255,171	

**Part II: Resource to cash reconciliation**

£'000

	2004-05 Provision	2003-04 Provision	2002-03 Outturn
<b>Net Total Resources</b>	<b>32,408,642</b>	<b>35,641,952</b>	<b>39,255,171</b>
<b>Voted capital items</b>			
Capital	6,530,914	6,780,970	6,505,089
Less Non-operating A-in-A	233,134	350,123	440,689
<b>Total net voted capital</b>	<b>6,297,780</b>	<b>6,430,847</b>	<b>6,064,400</b>
<b>Accruals to cash adjustment</b>			
Adjustments to remove non-cash items:			
Cost of Capital charges	-2,586,125	-2,678,403	-3,038,742
Depreciation	-7,879,258	-7,333,312	-13,259,461
New provisions and adjustments to previous provisions	-653,963	-3,077,466	-1,795,736
Profit/loss on sale of assets	-	-17,675	34,685
Prior period adjustments	-	-	-
Other non-cash items	-5,125	-5,000	-5,000
Increase (+) / Decrease (-) in stock	223,318	217,810	-921,778
Increase (+) / Decrease (-) in debtors	271,115	381,814	958,104
Increase (-) / Decrease (+) in creditors	-76,327	22,132	-352,707
Use of provisions	560,028	483,730	395,324
<b>Total accruals to cash adjustments</b>	<b>-10,146,337</b>	<b>-12,006,370</b>	<b>-17,985,311</b>
<b>Excess cash to be CFERd</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cash Requirement</b>	<b>28,560,085</b>	<b>30,066,429</b>	<b>27,334,260</b>

## Part III: Extra receipts payable to the Consolidated Fund

In addition to appropriations in aid the following income relates to the Department and is payable to the Consolidated Fund (cash receipts being shown in italics):-

	£'000					
	2004-05		2003-04		2002-03	
	Income	<i>Receipts</i>	Income	<i>Receipts</i>	Income	<i>Receipts</i>
Operating income not classified as AinA	-	-	23,246	<i>17,746</i>	36,696	<i>36,696</i>
Non-operating income not classified as AinA	-	-	-	<i>5,500</i>	-	-
Other amounts collectable on behalf of the Consolidated Fund	-	-	-	-	-	-
Excess cash receipts to be surrendered to the Consolidated Fund	-	-	-	-	-	-
<b>Total</b>	-	-	<b>23,246</b>	<b><i>23,246</i></b>	<b>36,696</b>	<b><i>36,696</i></b>

## Forecast Operating Cost Statement

	£'000		
	2004-05	2003-04	2002-03
	Provision	Provision	Outturn
<b>Net Administration Costs</b>			
RfR 1	-	-	-
RfR 2	-	-	-
RfR 3	-	-	-
<b>Total Net Administration costs</b>		-	-
<b>Net Programme Costs</b>			
RfR 1	31,207,061	33,047,091	36,922,635
RfR 2	50,360	1,413,610	1,130,429
RfR 3	<u>1,151,221</u>	<u>1,158,005</u>	<u>1,165,411</u>
<b>Total Net Programme costs</b>	<b>32,408,642</b>	<b>35,618,706</b>	<b>39,218,475</b>
<b>Total Net Operating Cost</b>	<b>32,408,642</b>	<b>35,618,706</b>	<b>39,218,475</b>
<i>of which:</i>			
<b>Net Resource Outturn</b>	<b>32,408,642</b>	<b>35,641,952</b>	<b>39,255,171</b>
CFERs	-	-23,246	-36,696
Non-voted expenditure	-	-	-
<b>Resource Budget Outturn</b>	<b>32,568,256</b>	<b>33,352,752</b>	<b>39,270,178</b>

## Notes to the Main Estimate

### Reconciliation of resource expenditure between Estimates, Accounts and Budgets

	£'000		
	2004-05	2003-04	2002-03
	Provision	Provision	Outturn
<b>Net Resource Outturn (Estimates)</b>	<b>32,408,642</b>	<b>35,641,952</b>	<b>39,255,171</b>
<i>Adjustments to remove:</i>			
provision voted for earlier years	-	-	-
<i>Adjustments to additionally include:</i>			
non-voted expenditure in the OCS	-	-	-
Consolidated Fund Extra Receipts in the OCS	-	-23,246	-36,696
Other adjustments	-	-	-
<b>Net Operating Cost (Accounts)</b>	<b>32,408,642</b>	<b>35,618,706</b>	<b>39,218,475</b>
<i>Adjustments to remove:</i>			
capital grants to local authorities	-	-	-
capital grants financed from the Capital Modernisation Fund	-	-	-
European Union income and related adjustments	-	-	-
voted expenditure outside the budget	-21,717	-2,372,309	-4,688
<i>Adjustments to additionally include:</i>			
other Consolidated Fund Extra Receipts	-	23,246	36,696
resource consumption of non departmental public bodies	11,331	12,209	19,913
unallocated resource provision	170,000	100,000	-
Other adjustments	-	-29,100	-218
<b>Resource Budget Outturn (Budget)</b>	<b>32,568,256</b>	<b>33,352,752</b>	<b>39,270,178</b>
<i>of which:</i>			
Departmental Expenditure Limits (DEL)	31,590,433	32,230,802	36,436,756
Annually Managed Expenditure (AME)	977,823	1,121,950	2,833,422

### Reconciliation of capital expenditure between Estimates and Budgets

	£'000		
	2004-05	2003-04	2002-03
	Provision	Provision	Outturn
<b>Net Voted Capital Outturn (Estimates)</b>	<b>6,297,780</b>	<b>6,430,847</b>	<b>6,064,400</b>
<i>Adjustments to remove:</i>			
gains / losses from sale of capital assets	-	-17,675	34,685
<i>Adjustments to additionally include:</i>			
other Consolidated Fund Extra Receipts	-	-	-
capital spending by non-departmental public bodies	1,220	2,250	432
capital grants to local authorities	-	-	-
capital grants financed by the Capital Modernisation Fund	-	-	-
local authority credit approvals	-	-	-
capital spending by levy funded bodies	-	-	-
unallocated capital provision	-	-	-
Other adjustments	-	-	-
<b>Capital Budget Outturn (Budget)</b>	<b>6,299,000</b>	<b>6,415,422</b>	<b>6,099,517</b>
<i>of which:</i>			
Departmental Expenditure Limits (DEL)	6,327,000	6,415,422	6,149,417
Annually Managed Expenditure (AME)	-28,000	-	-49,900

## Notes to the Main Estimate *(continued)*

### Explanation of Accounting Officer responsibilities

The Treasury has appointed the Permanent Head of the Ministry of Defence, Sir Kevin Tebbit, as the Accounting Officer of the Department with responsibility for preparing the Department's Estimate.

The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which an Accounting Officer is answerable, for keeping proper records and for safeguarding the Department's assets, are set out in the Accounting Officers' Memorandum, issued by the Treasury and published in *Government Accounting*.

## Notes to the Main Estimate *(continued)*

### Analysis of appropriations in aid (A in A)

	£'000					
	2004-05		2003-04		2002-03	
	provision		provision		outturn	
	Operating	Non-	Operating	Non-	Operating	Non-
	A in A	operating	A in A	operating	operating	operating
	A in A	A in A	A in A	A in A	A in A	A in A
<b>RfR 1: Provision of defence capability</b>						
Income from supplies and services	889,817	—	1,098,751	—	1,049,778	—
Loan and rental income	227,729	—	227,724	—	229,220	—
Interest received	9,465	—	18,572	—	15,815	—
Trading fund dividend	7,714	—	8,902	—	8,587	—
Other income	101,054	—	23,874	—	162,686	—
Income from sale of fixed assets	—	193,193	—	355,371	—	361,428
Loan repayments from trading funds	—	39,941	—	12,427	—	44,576
<b>Total RfR 1</b>	<b>1,235,779*</b>	<b>233,134**</b>	<b>1,377,823</b>	<b>367,798</b>	<b>1,466,086</b>	<b>406,004</b>
<b>Total A in A</b>	<b>1,235,779</b>	<b>233,134</b>	<b>1,377,823</b>	<b>367,798</b>	<b>1,466,086</b>	<b>406,004</b>

\*Amount that may be applied as appropriations in aid in addition to the net total, arising from the recovery of income from fees and income from charges.

\*\*Amount that may be applied as non-operating appropriations in aid arising from the recovery of income from the sale of fixed assets, including land and buildings and repayment of loans from the Trading Funds.

### Analysis of Consolidated Fund extra receipts

	£'000					
	2004-05		2003-04		2002-03	
	provision		provision		outturn	
	Income	Receipts	Income	Receipts	Income	Receipts
Accrued interest on bank balances and short term bank deposits, receipts relating to accrued interest on advances held by an agency of a foreign Government for contractual purposes and receipts arising from sales of certain assets etc	—	—	23,246	23,246	36,696	36,696
<b>Total</b>	<b>—</b>	<b>—</b>	<b>23,246</b>	<b>23,246</b>	<b>36,696</b>	<b>36,696</b>

## Notes to the Main Estimate *(continued)*

### Administration costs limits and Departmental Expenditure Limits

Departmental Expenditure Limits (DEL)	£'000		
	Voted*	Non-voted	Total
Resource DEL	31,028,999	561,434	31,590,433
Capital DEL	6,325,780	1,220	6,327,000
Less depreciation	–7,879,258	–170,000	–8,049,258
Total DEL	29,475,521	392,654	29,868,175

- \* i. *Capital DEL includes items treated as resource in Estimates and Accounts, but which are treated as part of Capital DEL, under stage 2 of Resource Accounting and Budgeting, as implemented in the 2002 Spending Review*
- ii. *Excludes EU receipts included in Estimates, but excluded in Budgets*

### Comparisons of provision sought with final provision and forecast outturn for the previous year

The total net resource sought for 2004-05 of £32,408,642,000 is 9.1 per cent lower than the forecast outturn and final net provision for 2003-04 of £34,641,952.

### Cash which may be retained to offset expenditure

	£'000		
	2004-05 provision	2003-04 provision	2002-03 outturn
Cash which may be retained by the department to offset expenditure in the year due to its relationship with income (operating and non-operating) that has been or will be appropriated in aid	1,235,779	1,377,823	1,466,086

## Notes to the Main Estimate *(continued)*

### Expenditure resting on the sole authority of the Appropriation Act

The following RfRs contain provision sought under the sole authority of Part I of the Estimate and of the Confirming Appropriation Act:

<b>RfR 1</b>	<b>£'000</b>
Section G: Royal Navy and Royal Marine Sports Control Board ■	114
Section G: The Scott Polar Institute ■	67
Section H: Army Sports Control Board ■	404
Section I: RAF Sports Control Board ■	83
Section J: The Royal British Legion ■	298
Section J: Skill force –Scotland/Wales ■	265

### RfR 3

Section C: Cost of awards to surviving members of British groups held prisoner by the Japanese during the Second World War (Far Eastern Prisoners of War) or their surviving spouse ■ 30,000

### Grants in aid

Grants in aid above £1million included in this Estimates RfR 1 are:

	<b>£ million</b>
Section G – Naval and maritime museums ♥	2.942
Section H – National Army Museum ♥	5.122
Section H – Royal Hospital Chelsea ♥	9.610
Section I – Royal Air Force Museum ♥	7.110
Section J – Commonwealth War Graves Commission ♦	27.423
Section J – Skill force	3.880

### International Subscriptions

International Subscriptions above £1million included in RfR 1, Section J, are:

	<b>£ million</b>
UK Contribution to the Comprehensive Test Ban Treaty verification scheme	3.620
NATO Military Budgets	50,321
NATO infrastructure projects	87,282
WEU Satellite	1,191
NATO Maintenance and Supply Agency (NAMSA)	1,234

### Gifts

For financial year 2004-05 a sum of £38,000 has been allocated to the offices of Ministers and certain senior staff to present gifts to overseas, or UK based, non-government dignitaries from whom they receive, or to whom they make, visits.

### Staff Benefits

For financial year 2004-05, TLB holders have delegated authority to make Special Bonus payments to civilian staff, to either an individual or to a team, in recognition of exceptional performance, in a one-off task/situation, or for achievement of a significant personal development activity. Awards will not exceed £2,000 per person, and will not in total exceed 0.4% of the civilian paybill for the TLB. TLB holders are also able to authorise non-cash awards, which include such items as retail outlet or theatre ticket vouchers. Individual awards will not exceed £50, and nor will they in total exceed 0.1% of the civilian paybill for the TLB.