

Low Pay Commission

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26 April 2013

Ref: LPC/FOI/2013/04

By email only

Dear Mr Wade,

I am responding to your request dated 10 April 2013 under the Freedom of Information Act (FoI). This request concerned the terms and conditions for staff (the Secretariat) and the policy in relation to public and privilege holidays that fall during a period of maternity, paternity or adoption leave.

The Low Pay Commission (LPC) is an advisory Non-Departmental Public Body, and its Secretariat is staffed by civil servants from the Department for Business, Innovation and Skills (BIS). It provides independent advice to the Government on the National Minimum Wage. The information you received on the 23rd April 2013 from the BIS Security and Information Rights Unit on Terms & Conditions and policies also applies to the staff in the Low Pay Commission's Secretariat.

If you have any queries about this reply, please contact me quoting the reference number above.

Appeals procedure

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter.

If you wish to request an internal review please contact me.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Gerry Franks', written in a cursive style.

Gerry Franks
Senior Policy Adviser