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for Environment  
Food & Rural Affairs

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**Your ref:**  
**Our ref:** RFI 6408  
**Date:** 28 March 2014

Dear

**REQUEST FOR INFORMATION: FULL TIME STAFF, PART TIME STAFF, FLEXIBLE WORKING ETC**

Thank you for your request for information about full time staff, part time staff, flexible working etc., which we received on 17 March 2014. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked:

- *"How many of your staff work part-time and what was the number for each year since 2004?"*
- *How many employees work from home full-time and what was the number for each year since 2004?*
- *Is there a formal flexible working policy within your department, and does it allow employees to work from the location of their choosing?*
- *Do you have the technical capabilities to enable employees to work flexibly (i.e. work from home as if they were in the office) and are there any restrictions on the level of staff (i.e. seniority) able to do so?*
- *Are there any specific benefits available for those individuals with families in your department (e.g. childcare vouchers)?*
- *How many employees who care for someone (e.g. a child or adult) have submitted statutory applications requesting the legal right to work flexibly for each of the past ten years and what proportion were successful?"*

The answers given below cover core Defra only, i.e. excluding the five Executive Agencies.

Please see the table below which details the number of full time and part time staff employed by Defra between 28 February 2006 and 28 February 2014. We do not hold the



INVESTORS  
IN PEOPLE

data back to 2004 and, therefore, we are unable to provide you with the details for 2004 and 2005.

Date	Full time staff	Part time staff
28 02 2006	5329	634
28 02 2007	3541	382
29 02 2008	2926	293
28 02 2009	2337	284
28 02 2010	2267	296
28 02 2011	2236	311
29 02 2012	1912	258
28 02 2013	1889	271
28 02 2014	1808	257

Defra does not hold any data on how many of its employees work from home on a full time basis.

Defra does have a Flexible Working policy however, it does not allow employees to work from a location of their choosing. Agreement on location is made in the context of business need.

Defra has the technical capabilities to enable employees to work from home as if they were in the office. There are no grade restrictions on working flexibly however, the nature of the job may preclude the option to work from home.

Defra offers all staff with families the option to sign up for the childcare voucher scheme.

Defra does not hold data on the number of carers who have requested the right to work flexibly.

In keeping with the spirit and effect of the FOIA, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on our website together with any related information that will provide a key to its wider context.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours sincerely,

Ann Tarran

**Direct Line** 020 7979 8583

**Email** ann.tarran@defra.gsi.gov.uk

## **Annex A**

### **Copyright**

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## **Annex B**

### **Complaints**

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [requestforinfo@defra.gsi.gov.uk](mailto:requestforinfo@defra.gsi.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

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