



Ministry
of Justice



Freedom of Information Statistics: Implementation in Central Government

April - June 2013

Ministry of Justice
Statistics bulletin

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Executive summary

The Freedom of Information Act 2000 allows individuals to request information from public bodies. This bulletin presents statistics for its use in relation to non-routine requests for information received by 41 central government bodies, i.e. 21 Departments of State and 20 'other monitored bodies', in the second quarter of 2013 (April-June).

Number of requests [see Tables A1 & A2]

In the second quarter of 2013 monitored central government bodies received a total of 12,667 non-routine Freedom of Information Act (FOI) requests. This is an 8 per cent fall on the number received in Q1 2013, but a 9 per cent increase from Q2 2012, consistent with previous first quarter spikes and also a trend of increasing use of the FOI Act.

The number of FOI and Environmental Information Regulations (EIR) requests recorded by monitored bodies has shown an increasing trend from 2006 to 2012 – an average increase of 7 per cent per year. The increase has been driven by requests to Departments of State.

Timeliness of response to requests [see Tables A3 & A4]

89 per cent of requests received during Q2 2013 received a response within the statutory deadline or were subject to a permitted deadline extension, the same percentage as in the previous quarter and a fall from 93 per cent in Q2 2012. The range of timeliness for all monitored bodies was between 53 and 100 per cent.

Initial outcomes of requests [see Tables A5 & A6]

Of all requests received during Q2 2013 where it was possible to make a substantive decision on whether to release the information being sought ('resolvable requests'), 53 per cent were granted in full and 28 per cent were withheld in full. The remainder were granted in part or the response has not yet been provided.

The percentage of resolvable requests granted in full has fallen two percentage points from 55 per cent in Q1 2013, and is the same percentage as in Q2 2012.

Exemptions and exceptions [see Table A7]

In Q2 2013, one or more exemption or exception was applied to 2,592 requests, which is 27 per cent of all resolvable requests. The most common exemption, as in previous quarters, was section 40 (personal data). Section 40 was used in 49 per cent of exempt requests.

Please note Annex E, which proposes changes to this publication.

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Introduction

The Freedom of Information Act 2000 (FOI Act) and the associated Environmental Information Regulations 2004 (EIRs) came fully into force on 1 January 2005. This bulletin presents statistics on their implementation within central government for the quarterly period April to June 2013 (with tables in Annex A covering the period from Q2 2011 until Q2 2013).

The previous quarterly and annual bulletins, together covering the period from January 2005 to April 2013, are available via the links on the following pages of the Ministry of Justice and National Archives websites:

www.gov.uk/government/organisations/ministry-of-justice/series/government-foi-statistics

webarchive.nationalarchives.gov.uk/+/http://www.justice.gov.uk/publications/freedomofinformationquarterly-archive.htm

The statistics in this bulletin relate to the handling of written requests for information received by monitored bodies during the relevant time period. **They cover only non-routine – i.e. FOI or EIR - information requests.** Requests for information that is already reasonably accessible to the applicant by other means should not be included in this publication. Annex B gives a definition of a non-routine request, and other information on the scope of these statistics. The number of 'routine' information requests is not known, therefore figures in this publication should be considered a lower bound for all information requests received by the monitored bodies.

This bulletin presents monitoring statistics for a total of 41 central government bodies, including all major Departments of State. Annex C gives a full list of monitored bodies¹. Over 100,000 bodies are subject to the FOI Act² and a substantial number of FOI requests are sent to those which are non-monitored. The trends which apply to monitored central government bodies cannot be assumed to apply universally.

More information regarding EIRs is available via the link below.

archive.defra.gov.uk/corporate/policy/opengov/eir/

Departmental changes

Please refer to Annex C for full details of departmental changes and the inclusion and exclusion of subordinate agencies that have occurred since Q2 2011, the period covered by the tables in this bulletin.

¹ The statistics reflect the management and implementation of the FOI Act by each monitored body and comparisons between departments can be made on this basis. There could be a degree of inconsistency in the way in which bodies have interpreted and applied the definition of an "information request" for monitoring purposes – please see Annex B for further information.

² www.publications.parliament.uk/pa/cm200506/cmhansrd/vo060725/text/60725w0081.htm#06072811011026

Results

Number of requests [see Tables A1 & A2]

In April to June (Q2) 2013 the monitored central government bodies received a total of 12,667 non-routine FOI (Freedom of Information Act) requests, 9 per cent more than in Q2 of 2012 but 8 per cent fewer than Q1 2013. In the first two quarters of 2013 there have been 26,379 requests, which is 2 per cent more than the first two quarters of 2012.

Figure 1 shows that, despite considerable quarter-on-quarter variation, there has been a generally increasing trend in the number of requests received over the past five years.

Figure 1: Number of requests received since the FOI Act's introduction in January 2005

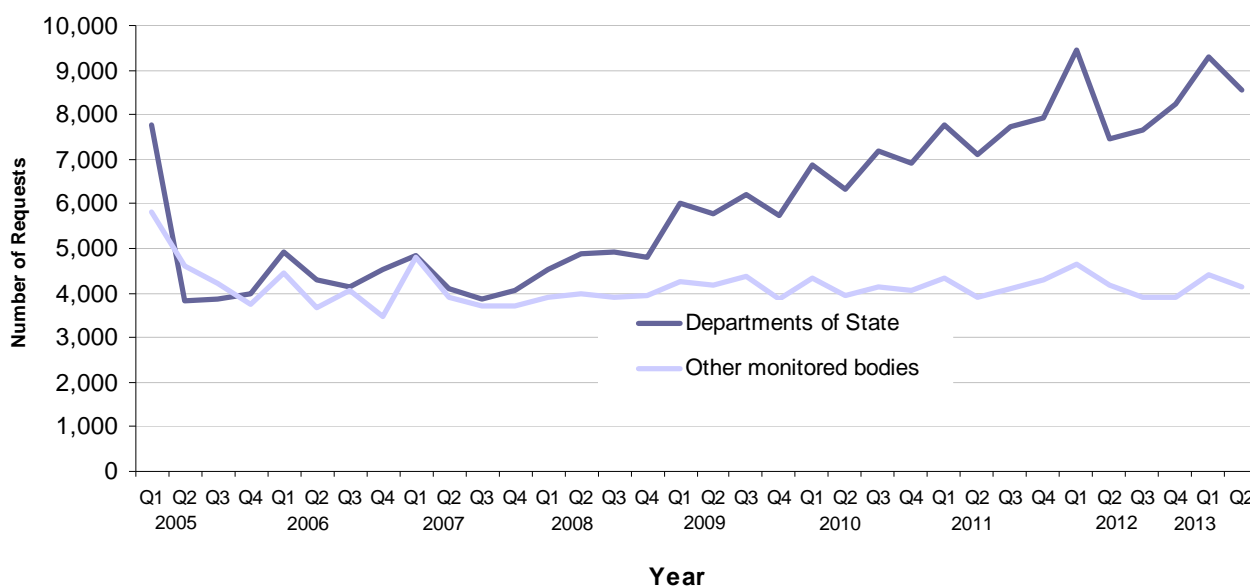


Figure 1 shows that the increase in requests over the past 5 years has been driven by an increase to Departments of State. Departments of State reported receiving a total of 8,536 information requests in Q2 2013, 14 per cent more than Q2 2012 and 8 per cent fewer than the previous quarter. Other monitored bodies reported having received 4,131 requests, a fall of 1 per cent from Q2 2012 and a fall of 6 per cent from the previous quarter.

Departments of State accounted for 67 per cent of all requests received by monitored bodies in Q2 of 2013, a similar percentage as previous quarters.

Of the Departments of State, the Department for Work and Pensions reported having received 1,356 requests during Q2, the highest departmental total. The other department that received more than 1,000 requests was the Ministry of Justice with 1,103. The departments with the biggest changes since Q2 2012 were the Department for Work and Pensions who received 351 (35%) more requests in Q2 2013 than Q2 2012, the Ministry of Justice who received 346 (46%) more requests and the Department for Education who

received 141 (45%) more requests. This is partly a product of topical events: for example, in Q2 the Cabinet Office identified an increase in requests related to Baroness Thatcher's funeral. The increase in requests sent to the Ministry of Justice can be partially attributed to its inclusion of the Legal Aid Agency which came into existence on 1 April 2013, following the abolition of the Legal Services Commission.

Among other monitored bodies, the Health and Safety Executive reported having received 1,447 requests during Q2, while the National Archives received 861. The Health and Safety Executive is the only monitored body to have received more than 1,000 requests during each quarter since the Act was implemented. This is partly due to the nature of requests it receives: a large percentage are from solicitors representing an injured party, seeking disclosure of information collected during an investigation of a workplace incident. These two bodies combined account for over 50 per cent of all requests received by all the other monitored bodies. Therefore the trends for the other monitored bodies group as a whole are heavily dependant on the trends for these two particular bodies.

Monitoring statistics also show the number of non-routine information requests that fell fully or mostly under the Environmental Information Regulations (EIRs). There were 443 such requests during the second quarter of 2013, accounting for 3 per cent of all requests received. The number of requests handled under EIR is up 14 per cent on the previous quarter and 5 per cent on Q2 2013.

FOIA applies to over 100,000 public bodies³, including all local authorities and schools. FOI requests submitted to the 41 monitored bodies covered in this bulletin represent an unknown fraction of the total volume of FOI requests made to all public bodies.

Timeliness of response to requests [see Tables A3 & A4]

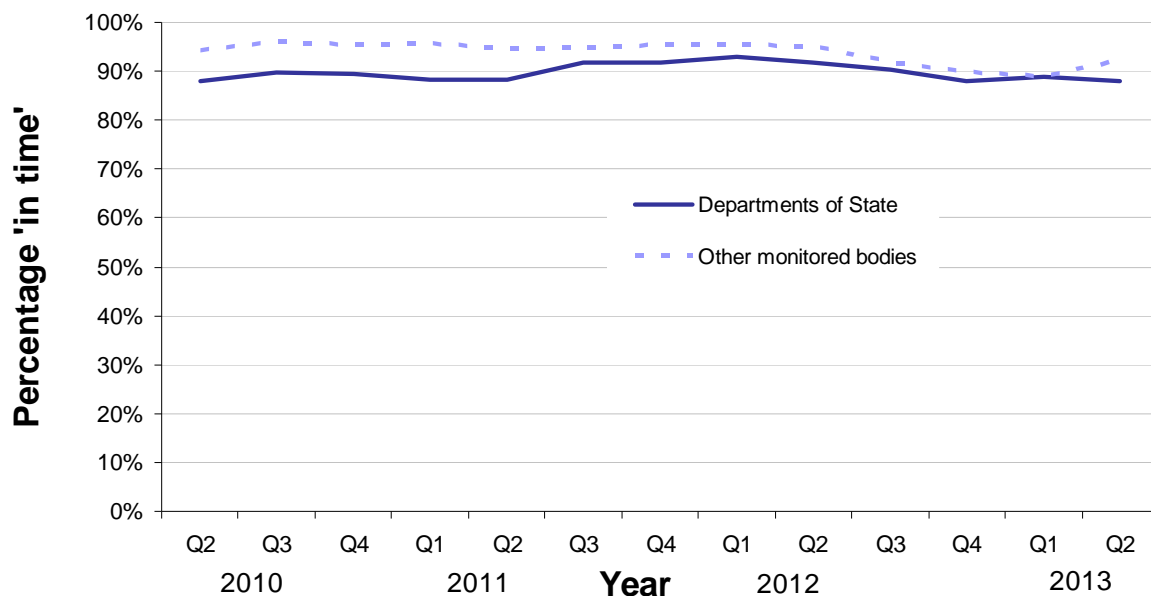
Timeliness statistics give a measure of how well monitored bodies are complying with the Act. The FOI Act requires most public bodies to respond to written requests for information within 20 working days of receipt. There are limited exceptions to the 20 working day deadline. It does not apply to requests subject to the consideration of public interest, which have no statutory deadline. A 30 working day deadline applies where requests relate wholly or partly to information transferred to the National Archives, which has provided response timeliness information on this basis

Across all monitored bodies, 85 per cent of requests received during Q2 of 2013 were sent a response within the 20 (or 30 for the National Archives) working day deadline – the same percentage as in Q1 2013 and down from 87 per cent in Q2 2012. 89 per cent of the requests received during Q2 of 2013 were handled 'in time', in that they either received a response within the standard deadline or were subject to a permitted deadline extension. This is the same percentage as in Q1 2013 and down from 93 per cent in Q2 2012. The range of timeliness for monitored bodies within the standard deadline was between 47 per cent to 100 per cent. Between 53 per cent and 100 per cent of requests were 'in time'.

³www.publications.parliament.uk/pa/cm200506/cmhansrd/vo060725/text/60725w0081.htm#060728110110
[26](#)

Figure 2 shows that despite the rise in requests, average timeliness for monitored bodies has been above 85 per cent for the last three years. Figure 2 illustrates that other monitored bodies are on average more timely than Departments of State

Figure 2: Percentage of FOI requests replied to 'in time' by Departments of State and other monitored bodies by quarter from Q2 2010



Initial outcomes of requests [see Tables A5 & A6]

It may not be possible for a monitored body to resolve a request in full if the information sought is not held, further information is needed to be able to answer a request, or because a fee has been requested but has not been paid. Of the 12,667 requests reported during Q2 of 2013 across all monitored bodies, the following were not resolvable:

- 44 were 'on hold' awaiting a fee payment;
- 2,351 requests sought information that was not held;
- 824 were responded to with 'advice and assistance' because the body handling the request needed further information in order to identify the information being sought. If the requester provided appropriate information, the request is considered resolvable.

As a result, the remaining 9,448 (75 per cent) requests were assumed to be 'resolvable', in that it would have been possible to give a substantive decision on whether to release the information being sought.

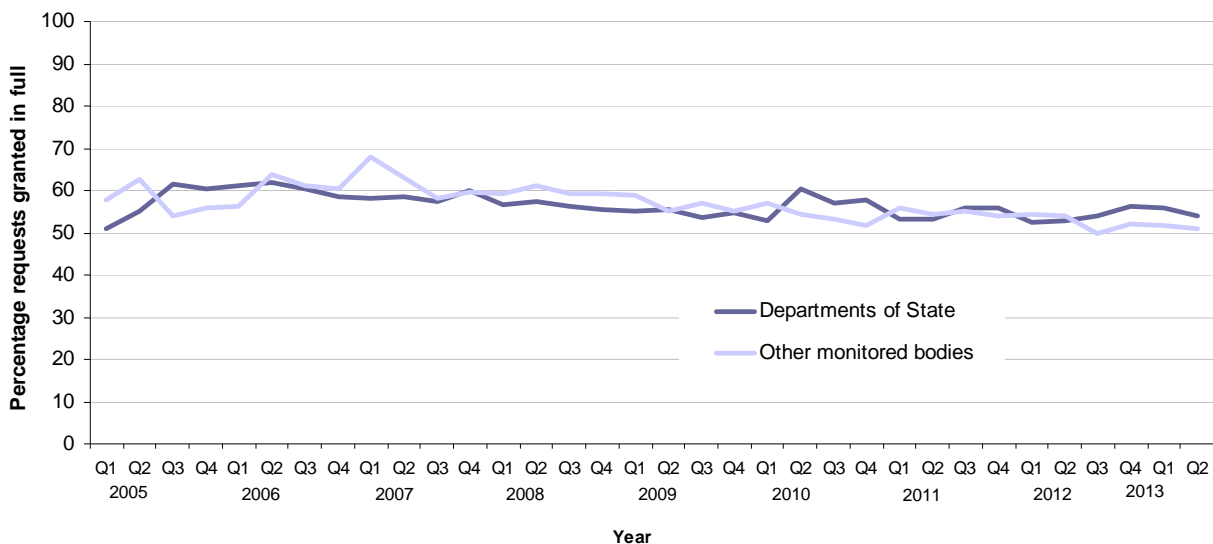
Of the 'resolvable' requests received during Q2 of 2013,

- 53 per cent were granted in full, the same as in Q2 2012 and down from 55 per cent in Q1 2013;

- 12 per cent were withheld in part, down from 15 per cent in Q2 2012 and the same as Q1 of 2013;
- 28 per cent were withheld in full, up from 27 per cent in Q2 2012, and the same as Q1 of 2013;
- The remainder had not been answered by the end of the quarter.

Figure 3 shows the proportion of requests granted in full has slowly reduced since the act was introduced. This may reflect the changing nature of requests: monitored bodies have made greater amounts of routine information available to the public thus more requests may be for exempt material. Alternatively it may be an artificial trend due to the exclusion of requests for easily accessible material from the statistics. This would lead to a greater proportion of withheld requests as a proportion of included requests. Due to an increase in the number of requests received, the absolute number of requests granted in full and in part has increased.

Figure 3: Percentage of resolvable requests granted in full, Q1 2005 – Q2 2013



Use of exemptions and exceptions [see Table A7]

Under the FOI Act, a public authority can only refuse to provide requested information that it holds if the request is considered vexatious or repeated, the cost of compliance would exceed the appropriate limit, or if the information falls in one or more of the categories of exempt information ('exemptions') listed in Part II of the Act⁴. Similar arrangements apply to certain types of information under the EIRs.

Across all monitored bodies, a total of 2,592 requests (27% of resolvable requests) were reported as having one or more of these exemptions or exceptions applied to them

⁴ A summary of all exemptions can be found at: www.justice.gov.uk/information-access-rights/foi-guidance-for-practitioners/exemptions-guidance

during Q2. This means that government has the requested information, but withheld some or all of it under an exemption listed in the Act.

The most commonly applied exemptions or exceptions in Q2 2013 were:

- Section 40 of the FOI Act (relating to personal information), which was applied to 1,276 requests, and in 49 per cent of all exempt requests;
- Section 43 (commercial interests), which was applied to 216 requests and in 8 per cent of all exempt requests.
- Section 44 (prohibitions on disclosure), which was applied to 208 requests and in 8 per cent of all exempt requests.
- Section 30 (Investigations and proceedings conducted by public authorities), which was applied to 204 requests and in 8 per cent of all exempt requests.

These exemptions are typically among the most frequent exemptions used. Some exemptions were not used at all by any of the 41 monitored bodies. This includes section 34 (parliamentary privilege) and various exemptions under the Environmental Information Regulations.

Annex A: Statistical Tables

Latest quarterly (A1, A3, A5, A7) and in-year (A2, A4, A6) tables

Table A1	<i>Number of non-routine information requests received by monitored bodies from 1 April – 30 June 2013, and their status at time of monitoring</i>
Table A2	<i>Number of non-routine information requests received by monitored bodies, by quarter, since 1 April 2011</i>
Table A3	<i>Timeliness of response to non-routine information requests received by monitored bodies from 1 April – 30 June 2013</i>
Table A4	<i>Proportion of non-routine information requests received by monitored bodies that were answered 'in time', by quarter, since 1 April 2011</i>
Table A5	<i>Initial outcomes of non-routine information requests received by monitored bodies from 1 April – 30 June 2013</i>
Table A6	<i>Proportion of resolvable non-routine information requests received by monitored bodies that were granted in full, by quarter, since 1 April 2011</i>
Table A7	<i>Exemptions and exceptions applied by monitored bodies when withholding non-routine information requests received from 1 April – 30 June 2013</i>

Symbols and conventions

-	Not applicable
0	Nil
*	Percentage not supplied because the number of qualifying requests is 20 or fewer
#	Figures supplied by these departments of state count non-routine information requests received by one or more of their agencies, as well as those received by the departments themselves. Annex C gives full details
†	Government body changed during monitoring period. See Annex C

TABLE A1

Number of non-routine information requests received from 1 April - 30 June 2013, and their status at time of monitoring

Government body	Total requests received	Request status at time of monitoring			
		Processed	On hold ¹ or lapsed ¹	Still being processed	Number handled under EIRs ²
TOTAL for all monitored bodies	12,667	11,987	44	636	443
TOTAL for Departments of State only	8,536	8,034	0	502	221
TOTAL for other monitored bodies	4,131	3,953	44	134	222
<i>Departments of State</i>					
Attorney General's Office	64	64	0	0	0
Cabinet Office #	466	407	0	59	0
Communities and Local Government	212	202	0	10	27
Department for Business, Innovation and Skills	238	232	0	6	6
Department for Culture, Media and Sport #	134	128	0	6	7
Department for Education	454	444	0	10	0
Department for Environment, Food and Rural Affairs	170	163	0	7	82
Department for International Development	114	111	0	3	6
Department for Transport #	693	679	0	14	44
Department for Work and Pensions #	1,356	1,325	0	31	0
Department of Energy and Climate Change	154	151	0	3	42
Department of Health	524	524	0	0	0
Export Credits Guarantee Department	29	22	0	7	0
Foreign and Commonwealth Office	338	297	0	41	4
HM Treasury #	689	659	0	30	0
Home Office #	884	710	0	174	0
Ministry of Defence #	816	760	0	56	2
Ministry of Justice #	1,103	1,059	0	44	1
Northern Ireland Office	41	41	0	0	0
Scotland Office	34	33	0	1	0
Wales Office	23	23	0	0	0

TABLE A1 continued

Number of non-routine information requests received from 1 April - 30 June 2013 and their status at time of monitoring

Government body	Total requests received	Request status at time of monitoring			
		Processed	On hold' or lapsed ¹	Still being processed	Number handled under EIRs ²
<i>Other bodies included in monitoring</i>					
Charity Commission	151	151	0	0	0
Crown Prosecution Service	160	153	0	7	0
Debt Management Office	25	25	0	0	0
Food Standards Agency	44	43	0	1	0
Health and Safety Executive #	1,447	1,388	0	59	94
HM Land Registry	133	133	0	0	0
HM Revenue and Customs	518	507	0	11	3
National Archives	861	767	44	50	0
National Savings and Investments	16	16	0	0	0
Office for National Statistics	61	61	0	0	0
Office for Standards in Education	172	171	0	1	0
Office of Fair Trading	85	85	0	0	1
Office of Gas and Electricity Markets (OFGEM)	67	67	0	0	30
Office of Rail Regulation	58	58	0	0	0
Ordnance Survey	16	16	0	0	0
Royal Mint	1	1	0	0	0
Rural Payments Agency	131	130	0	1	90
Serious Fraud Office	46	42	0	4	1
Treasury Solicitor's Department	85	85	0	0	0
Water Services Regulation Authority (OFWAT)	54	54	0	0	3

Notes

1 - Requests 'on hold' are those where a fee has been charged but no payment has been received at the time of monitoring. These requests are effectively suspended since public authorities are not obliged to respond until payment has been made. Where a fee is charged and the deadline for payment expires, the request is deemed to have 'lapsed' as no further action is required from the public authority.

2 - The amended Environmental Information Regulations 2004 (EIRs) came into force on 1 January 2005 to coincide with the FoI Act. For further information on the EIRs, see the main notes section of this publication.

TABLE A2

Number of non-routine information requests received by monitored bodies, by quarter, since 1 April 2011

Government body	Number of non-routine information requests received								
	2011			2012			2013		
	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun
TOTAL for all monitored bodies	11,029	11,829	12,221	14,116	11,634	11,563	12,159	13,712	12,667
TOTAL for Departments of State only	7,124	7,738	7,942	9,452	7,468	7,646	8,251	9,312	8,536
TOTAL for other monitored bodies	3,905	4,091	4,279	4,664	4,166	3,917	3,908	4,400	4,131
Departments of State									
Attorney General's Office	42	36	44	49	48	21	43	53	64
Cabinet Office #	349	426	509	492	378	357	378	452	466
Communities and Local Government	221	242	230	179	168	241	193	247	212
Department for Business, Innovation and Skills	256	273	229	299	231	247	232	227	238
Department for Culture, Media and Sport #	195	161	177	184	185	128	122	136	134
Department for Education	245	289	287	349	313	332	315	476	454
Department for Environment, Food and Rural Affairs	150	166	164	200	179	147	170	176	170
Department for International Development	122	125	125	117	106	80	105	106	114
Department for Transport #	710	812	778	892	713	701	836	873	693
Department for Work and Pensions #	763	937	927	1,326	1,005	1,156	1,282	1,457	1,356
Department of Energy and Climate Change	115	131	159	216	144	147	197	168	154
Department of Health	417	478	433	1,077	417	430	483	567	524
Export Credits Guarantee Department	36	18	21	27	18	9	10	27	29
Foreign and Commonwealth Office	344	292	348	390	336	279	332	285	338
HM Treasury #	480	654	688	759	624	713	679	779	689
Home Office #	786	813	867	923	900	973	1,110	1,129	884
Ministry of Defence #	830	930	877	914	844	817	853	940	816
Ministry of Justice #	901	835	933	910	757	757	781	1,083	1,103
Northern Ireland Office	61	51	60	58	46	49	53	56	41
Scotland Office	54	35	48	43	30	25	40	41	34
Wales Office	47	34	38	48	26	37	37	34	23

TABLE A2 continued

Number of non-routine information requests received by monitored bodies, by quarter, since 1 April - 30 June 2013

Government body	Number of non-routine information requests received									
	2011			2012				2013		
	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun	
Other bodies included in monitoring										
Central Office of Information †	10	7	11	-	-	-	-	-	-	-
Charity Commission	276	293	306	322	219	146	127	173	151	
Child Maintenance and Enforcement Commission †	79	59	68	75	65	-	-	-	-	
Crown Prosecution Service	100	132	117	162	141	171	142	181	160	
Debt Management Office	11	11	12	17	15	9	6	13	25	
Food Standards Agency	24	32	28	36	49	25	34	98	44	
Health and Safety Executive #	1,620	1,637	1,603	1,795	1,599	1,617	1,641	1,657	1,447	
HM Land Registry	57	46	60	72	79	55	88	98	133	
HM Revenue and Customs	461	461	443	611	501	447	524	518	518	
National Archives	506	715	929	750	743	720	643	864	861	
National Savings and Investments	29	24	23	30	25	17	21	30	16	
Office for National Statistics	60	62	59	43	46	67	71	73	61	
Office for Standards in Education	208	172	169	212	183	140	162	166	172	
Office of Fair Trading	107	114	81	111	72	92	105	96	85	
Office of Gas and Electricity Markets (OFGEM)	38	26	38	45	41	52	64	56	67	
Office of Rail Regulation	42	41	95	44	39	39	31	45	58	
Ordnance Survey	28	31	22	29	22	23	17	15	16	
Royal Mint	4	5	4	5	16	4	4	5	1	
Rural Payments Agency	101	118	97	118	121	117	99	109	131	
Serious Fraud Office	26	22	15	25	36	21	37	28	46	
Treasury Solicitor's Department	89	65	79	131	135	133	66	141	85	
Water Services Regulation Authority (OFWAT)	29	18	20	31	19	22	26	34	54	

TABLE A3

Timeliness of response to non-routine information requests received by monitored bodies from 1 April - 30 June 2013

Government body	Total requests received (excluding on-hold and lapsed ¹)	Timeliness of response			Percentage of requests meeting 20-day deadline	Percentage of requests 'in time' (i.e. meeting deadline or with permitted extension)
		20-day deadline met	Permitted extension ² to 20-day deadline	Late response (i.e. 20-day deadline missed)		
TOTAL for all monitored bodies	12,623	10,699	579	1,345	85%	89%
TOTAL for Departments of State only	8,536	7,071	445	1,020	83%	88%
TOTAL for other monitored bodies	4,087	3,628	134	325	89%	92%
<i>Departments of State</i>						
Attorney General's Office	64	62	0	2	97%	97%
Cabinet Office #	466	321	68	77	69%	83%
Communities and Local Government	212	170	25	17	80%	92%
Department for Business, Innovation and Skills	238	211	25	2	89%	99%
Department for Culture, Media and Sport #	134	122	8	4	91%	97%
Department for Education	454	377	20	57	83%	87%
Department for Environment, Food and Rural Affairs	170	145	7	18	85%	89%
Department for International Development	114	106	7	1	93%	99%
Department for Transport #	693	648	20	25	94%	96%
Department for Work and Pensions #	1,356	1,264	20	72	93%	95%
Department of Energy and Climate Change	154	140	8	6	91%	96%
Department of Health	524	517	4	3	99%	99%
Export Credits Guarantee Department	29	19	0	10	66%	66%
Foreign and Commonwealth Office	338	209	90	39	62%	88%
HM Treasury #	689	621	39	29	90%	96%
Home Office #	884	416	51	417	47%	53%
Ministry of Defence #	816	661	46	109	81%	87%
Ministry of Justice #	1,103	968	4	131	88%	88%
Northern Ireland Office	41	39	1	1	95%	98%
Scotland Office	34	32	2	0	94%	100%
Wales Office	23	23	0	0	100%	100%

TABLE A3 continued

Timeliness of response to non-routine information requests received by monitored bodies from 1 April - 30 June 2013

Government body	Total requests received (excluding on-hold and lapsed ¹)	Timeliness of response			Percentage of requests meeting 20-day deadline	Percentage of requests 'in time' (i.e. meeting deadline or with permitted extension)
		20-day deadline met	Permitted extension ² to 20-day deadline	Late response (i.e. 20-day deadline missed)		
Other bodies included in monitoring						
Charity Commission	151	145	0	6	96%	96%
Crown Prosecution Service	160	114	0	46	71%	71%
Debt Management Office	25	25	0	0	100%	100%
Food Standards Agency	44	42	2	0	95%	100%
Health and Safety Executive #	1,447	1,242	42	163	86%	89%
HM Land Registry	133	131	0	2	98%	98%
HM Revenue and Customs	518	464	1	53	90%	90%
National Archives ³	817	732	77	8	90%	99%
National Savings and Investments	16	15	0	1	*	*
Office for National Statistics	61	47	0	14	77%	77%
Office for Standards in Education	172	164	3	5	95%	97%
Office of Fair Trading	85	82	0	3	96%	96%
Office of Gas and Electricity Markets (OFGEM)	67	60	3	4	90%	94%
Office of Rail Regulation	58	55	0	3	95%	95%
Ordnance Survey	16	16	0	0	*	*
Royal Mint	1	1	0	0	*	*
Rural Payments Agency	131	126	1	4	96%	97%
Serious Fraud Office	46	32	5	9	70%	80%
Treasury Solicitor's Department	85	83	0	2	98%	98%
Water Services Regulation Authority (OFWAT)	54	52	0	2	96%	96%

Notes

1 - Requests 'on hold' or 'lapsed' are those where a fee has been charged but no payment has been received. These requests are effectively suspended since public authorities are not obliged to respond until payment has been made. They are therefore excluded from the calculation of timeliness measures.

2 - Permitted extensions include: extensions under the FOI Act to allow for consideration of the balance of the public interest, and extensions under the EIR because of the complexity or volume of the request.

3 - Although the standard statutory deadline for responding to an information request is 20 working days, a 30-day deadline applies where requests relate wholly or partly to archived information. The National Archives' timeliness figures are therefore reported on this basis.

TABLE A4

Percentage of non-routine information requests received since 1 April 2011 that were answered 'in time', by quarter

Government body	Percentage of non-routine information requests that were answered 'in time' ¹								
	2011			2012			2013		
	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun
TOTAL for all monitored bodies	90%	93%	93%	94%	93%	92%	90%	89%	89%
TOTAL for Departments of State only	88%	92%	92%	93%	92%	90%	88%	89%	88%
TOTAL for other monitored bodies	94%	95%	95%	95%	95%	92%	90%	89%	92%
Departments of State									
Attorney General's Office	98%	100%	100%	96%	100%	95%	98%	100%	97%
Cabinet Office #	55%	85%	92%	93%	92%	93%	95%	86%	83%
Communities and Local Government	93%	92%	96%	94%	96%	92%	91%	87%	92%
Department for Business, Innovation and Skills	83%	88%	93%	93%	98%	99%	96%	96%	99%
Department for Culture, Media and Sport #	100%	100%	99%	98%	100%	100%	100%	99%	97%
Department for Education	87%	81%	75%	78%	84%	74%	82%	89%	87%
Department for Environment, Food and Rural Affairs	92%	93%	84%	91%	92%	93%	96%	89%	89%
Department for International Development	99%	98%	98%	100%	99%	98%	99%	99%	99%
Department for Transport #	91%	93%	92%	95%	96%	96%	95%	96%	96%
Department for Work and Pensions #	95%	96%	93%	89%	85%	83%	79%	92%	95%
Department of Energy and Climate Change	91%	87%	97%	95%	97%	96%	96%	97%	96%
Department of Health	100%	100%	100%	100%	100%	100%	100%	100%	99%
Export Credits Guarantee Department	69%	*	100%	93%	*	*	*	78%	66%
Foreign and Commonwealth Office	94%	92%	95%	91%	91%	96%	93%	95%	88%
HM Treasury #	98%	98%	98%	99%	95%	99%	96%	98%	96%
Home Office #	96%	96%	88%	93%	89%	84%	72%	50%	53%
Ministry of Defence #	81%	84%	85%	89%	90%	86%	87%	84%	87%
Ministry of Justice #	75%	86%	91%	92%	92%	92%	90%	90%	88%
Northern Ireland Office	98%	96%	87%	67%	87%	96%	98%	96%	98%
Scotland Office	98%	100%	98%	98%	93%	100%	90%	95%	100%
Wales Office	83%	97%	95%	96%	85%	59%	86%	100%	100%

TABLE A4 continued

Percentage of non-routine information requests received since 1 April 2011 that were answered 'in time', by quarter

Government body	Percentage of non-routine information requests that were answered 'in time' ¹								
	2011			2012			2013		
	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun
Other bodies included in monitoring									
Central Office of Information †	*	*	*	-	-	-	-	-	-
Charity Commission	91%	94%	95%	97%	95%	90%	96%	91%	96%
Child Maintenance and Enforcement Commission †	100%	98%	99%	97%	98%	*	-	-	-
Crown Prosecution Service	92%	89%	90%	97%	93%	90%	85%	77%	71%
Debt Management Office	*	*	*	*	*	*	*	*	100%
Food Standards Agency	100%	97%	96%	100%	98%	100%	100%	100%	100%
Health and Safety Executive #	94%	95%	94%	94%	94%	95%	93%	91%	89%
HM Land Registry	100%	100%	100%	99%	97%	100%	98%	99%	98%
HM Revenue and Customs	92%	90%	92%	92%	92%	90%	90%	92%	90%
National Archives ²	100%	100%	100%	99%	99%	98%	98%	98%	99%
National Savings and Investments	93%	100%	91%	100%	96%	*	95%	97%	*
Office for National Statistics	78%	84%	86%	95%	83%	93%	80%	88%	77%
Office for Standards in Education	99%	98%	98%	100%	99%	97%	96%	96%	97%
Office of Fair Trading	98%	96%	96%	98%	100%	99%	92%	97%	96%
Office of Gas and Electricity Markets (OFGEM)	87%	92%	89%	91%	88%	92%	97%	88%	94%
Office of Rail Regulation	100%	95%	98%	86%	92%	95%	97%	96%	95%
Ordnance Survey	100%	100%	100%	100%	100%	100%	*	*	*
Royal Mint	*	*	*	*	*	*	*	*	*
Rural Payments Agency	93%	99%	100%	100%	100%	100%	100%	99%	97%
Serious Fraud Office	100%	55%	*	92%	86%	76%	76%	79%	80%
Treasury Solicitor's Department	99%	100%	99%	98%	99%	95%	100%	98%	98%
Water Services Regulation Authority (OFWAT)	86%	*	*	94%	*	100%	69%	94%	96%

Notes

1 - A request is 'in time' if it was answered within the statutory response deadline, or within a permitted extension to this deadline. Permitted extensions include extensions under the FOI Act to allow for consideration of the balance of the public interest, and extensions under the EIR because of the complexity or volume of the request. Requests 'on hold' or 'lapsed' are excluded from the calculation of timeliness measures. These requests are those where a fee has been charged but no payment has been received and so public authorities are not obliged to respond until payment has been made.

2 - Although the standard statutory deadline for responding to an information request is 20 working days, a 30-day deadline applies where requests relate wholly or partly to archived information. The National Archives' timeliness figures are therefore reported on this basis.

TABLE A5
Initial outcomes of non-routine information requests received by monitored bodies from 1 April - 30 June 2013

Government body	Total requests received (excluding on-hold and lapsed ¹)	Requests where advice and assistance ² provided	Requests where information not held	Total 'resolvable' requests ³	Initial outcome of request				Percentage of resolvable requests granted in full	Percentage of resolvable requests withheld in full
					Granted in full	Partially withheld	Fully withheld ⁴	Response not yet provided ⁵		
TOTAL for all monitored bodies	12,623	824	2,351	9,448	5,016	1,180	2,616	636	53%	28%
TOTAL for Departments of State only	8,536	573	1,603	6,360	3,443	711	1,704	502	54%	27%
TOTAL for other monitored bodies	4,087	251	748	3,088	1,573	469	912	134	51%	30%
Departments of State										
Attorney General's Office	64	0	44	20	9	5	6	0	*	*
Cabinet Office #	466	63	118	285	69	24	133	59	24%	47%
Communities and Local Government	212	0	32	180	124	25	21	10	69%	12%
Department for Business, Innovation and Skills	238	7	81	150	53	34	57	6	35%	38%
Department for Culture, Media and Sport #	134	17	18	99	63	12	18	6	64%	18%
Department for Education	454	22	66	366	237	53	66	10	65%	18%
Department for Environment, Food and Rural Affairs	170	9	39	122	84	19	12	7	69%	10%
Department for International Development	114	3	15	96	56	7	30	3	58%	31%
Department for Transport #	693	2	164	527	389	50	74	14	74%	14%
Department for Work and Pensions #	1,356	6	74	1,276	905	71	269	31	71%	21%
Department of Energy and Climate Change	154	7	40	107	40	26	38	3	37%	36%
Department of Health	524	21	217	286	154	36	96	0	54%	34%
Export Credits Guarantee Department	29	0	0	29	15	3	4	7	52%	14%
Foreign and Commonwealth Office	338	22	46	270	70	80	79	41	26%	29%
HM Treasury #	689	156	215	318	146	26	116	30	46%	36%
Home Office #	884	90	132	662	267	62	159	174	40%	24%
Ministry of Defence #	816	31	112	673	428	65	124	56	64%	18%
Ministry of Justice #	1,103	103	167	833	286	105	398	44	34%	48%
Northern Ireland Office	41	7	20	14	8	5	1	0	*	*
Scotland Office	34	6	2	26	20	3	2	1	77%	8%
Wales Office	23	1	1	21	20	0	1	0	95%	5%

TABLE A5 continued

Initial outcomes of non-routine information requests received by monitored bodies from 1 April - 30 June 2013

Government body	Total requests received (excluding on-hold and lapsed ¹)	Requests where advice and assistance ² provided	Requests where information not held	Total 'resolvable' requests ³	Initial outcome of request				Percentage of resolvable requests granted in full	Percentage of resolvable requests withheld in full
					Granted in full	Partially withheld	Fully withheld ⁴	Response not yet provided ⁵		
Other bodies included in monitoring										
Charity Commission	151	12	24	115	52	42	21	0	45%	18%
Crown Prosecution Service	160	22	23	115	54	4	50	7	47%	43%
Debt Management Office	25	0	8	17	12	5	0	0	*	*
Food Standards Agency	44	1	15	28	11	10	6	1	39%	21%
Health and Safety Executive #	1,447	51	469	927	472	187	209	59	51%	23%
HM Land Registry	133	2	10	121	110	8	3	0	91%	2%
HM Revenue and Customs	518	17	43	458	134	24	289	11	29%	63%
National Archives	817	92	69	656	367	89	150	50	56%	23%
National Savings and Investments	16	0	0	16	11	0	5	0	*	*
Office for National Statistics	61	0	5	56	50	5	1	0	89%	2%
Office for Standards in Education	172	10	17	145	43	42	59	1	30%	41%
Office of Fair Trading	85	11	6	68	24	5	39	0	35%	57%
Office of Gas and Electricity Markets (OFGEM)	67	5	3	59	48	0	11	0	81%	19%
Office of Rail Regulation	58	13	12	33	14	12	7	0	42%	21%
Ordnance Survey	16	0	2	14	8	3	3	0	*	*
Royal Mint	1	0	0	1	1	0	0	0	*	*
Rural Payments Agency	131	13	12	106	83	6	16	1	78%	15%
Serious Fraud Office	46	0	7	39	12	7	16	4	31%	41%
Treasury Solicitor's Department	85	2	18	65	25	16	24	0	38%	37%
Water Services Regulation Authority (OFWAT)	54	0	5	49	42	4	3	0	86%	6%

Notes

1 - Requests 'on hold' or 'lapsed' are those where a fee has been charged but no payment has been received. These requests are effectively suspended since public authorities are not obliged to respond until payment has been made.

2 - 'Advice and assistance' would be provided to a requester when the body 'reasonably requires further information in order to identify and locate the information requested'. See section 1(3) of the Freedom of Information Act for further details.

3 - 'Resolvable requests' are all those where it is possible to make a substantive decision on whether to release the requested information. They exclude requests which are 'lapsed' or 'on-hold', where the information was not held, and where it was necessary to provide advice and assistance since in each of these cases it would not have been possible to resolve the request in the form it was asked.

4 - 'Fully withheld' requests include those which were refused because it was estimated that the cost of complying with the request would exceed the appropriate limit.

5 - This table counts as 'resolvable' all requests where a response has not yet been provided. This assumption is likely to be generally true but may be incorrect in a small number of cases.

It should also be noted that requests where a response has not yet been provided are more likely to involve considerations which are complex and finely balanced. As a result, it cannot be assumed that these requests will be granted and refused in the same proportions as 'resolvable' requests in general.

TABLE A6

Percentage of resolvable non-routine information requests received that were granted in full, by quarter, since 1 April 2011¹

Government body	Percentage of resolvable non-routine information requests that were granted in full								
	2011			2012			2013		
	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun
TOTAL for all monitored bodies	54%	56%	55%	53%	53%	53%	55%	55%	53%
TOTAL for Departments of State only	53%	53%	56%	56%	52%	53%	54%	56%	54%
TOTAL for other monitored bodies	56%	54%	55%	54%	54%	54%	50%	52%	51%
Departments of State									
Attorney General's Office	*	*	*	*	29%	*	*	53%	*
Cabinet Office #	23%	42%	30%	28%	19%	29%	33%	23%	24%
Communities and Local Government	76%	70%	71%	70%	71%	62%	72%	61%	69%
Department for Business, Innovation and Skills	32%	45%	43%	42%	42%	46%	38%	43%	35%
Department for Culture, Media and Sport #	61%	67%	70%	72%	82%	62%	66%	44%	64%
Department for Education	63%	57%	61%	66%	67%	63%	63%	67%	65%
Department for Environment, Food and Rural Affairs	62%	65%	60%	62%	59%	59%	76%	53%	69%
Department for International Development	68%	70%	62%	75%	67%	69%	74%	74%	58%
Department for Transport #	77%	76%	77%	77%	69%	75%	74%	75%	74%
Department for Work and Pensions #	61%	64%	66%	65%	65%	69%	68%	76%	71%
Department of Energy and Climate Change	59%	39%	55%	36%	40%	33%	41%	42%	37%
Department of Health	69%	69%	76%	30%	42%	46%	58%	57%	54%
Export Credits Guarantee Department	70%	*	*	68%	*	*	*	56%	52%
Foreign and Commonwealth Office	21%	34%	32%	26%	20%	34%	32%	23%	26%
HM Treasury #	45%	45%	42%	37%	36%	26%	46%	44%	46%
Home Office #	51%	51%	49%	49%	44%	47%	47%	37%	40%
Ministry of Defence #	60%	60%	59%	65%	66%	65%	60%	62%	64%
Ministry of Justice #	26%	31%	37%	37%	40%	38%	39%	38%	34%
Northern Ireland Office	71%	61%	77%	52%	50%	60%	59%	48%	*
Scotland Office	68%	62%	85%	77%	78%	*	72%	70%	77%
Wales Office	52%	*	*	*	*	42%	*	96%	95%

TABLE A6 continued

Percentage of resolvable non-routine information requests received that were granted in full, by quarter, since 1 April 2011¹

Government body	Percentage of resolvable non-routine information requests that were granted in full								
	2011			2012			2013		
	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun	Q3: Jul–Sep	Q4: Oct–Dec	Q1: Jan–Mar	Q2: Apr–Jun
Other bodies included in monitoring									
Central Office of Information †	*	*	*	-	-	-	-	-	-
Charity Commission	67%	68%	64%	71%	61%	49%	49%	53%	45%
Child Maintenance and Enforcement Commission †	71%	65%	78%	77%	72%	*	-	-	-
Crown Prosecution Service	48%	45%	40%	44%	55%	46%	43%	46%	47%
Debt Management Office	*	*	*	*	*	*	*	*	*
Food Standards Agency	*	57%	*	48%	50%	55%	48%	38%	39%
Health and Safety Executive #	52%	53%	52%	56%	52%	49%	50%	48%	51%
HM Land Registry	84%	92%	87%	92%	97%	96%	95%	86%	91%
HM Revenue and Customs	41%	45%	41%	40%	45%	35%	36%	38%	29%
National Archives	57%	57%	60%	61%	54%	57%	68%	63%	56%
National Savings and Investments	73%	91%	87%	70%	91%	*	*	86%	*
Office for National Statistics	78%	80%	74%	72%	97%	83%	94%	92%	89%
Office for Standards in Education	51%	43%	43%	46%	42%	37%	40%	32%	30%
Office of Fair Trading	19%	20%	20%	25%	27%	29%	28%	32%	35%
Office of Gas and Electricity Markets (OFGEM)	48%	*	57%	61%	51%	59%	79%	68%	81%
Office of Rail Regulation	80%	76%	16%	54%	59%	50%	*	50%	42%
Ordnance Survey	*	79%	*	*	*	*	*	*	*
Royal Mint	*	*	*	*	*	*	*	*	*
Rural Payments Agency	70%	63%	60%	73%	78%	75%	56%	74%	78%
Serious Fraud Office	*	*	*	*	66%	*	50%	57%	31%
Treasury Solicitor's Department	57%	68%	64%	46%	33%	43%	34%	32%	38%
Water Services Regulation Authority (OFWAT)	*	*	*	12%	*	*	59%	73%	86%

Note

1 - 'Resolvable requests' are all those where it would have been possible to provide a substantive response. They exclude requests which are 'lapsed' or 'on-hold', where the information was not held, and where it was necessary to provide advice and assistance to the requester, since in each of these cases it would not have been possible to resolve the request in the form it was asked.

TABLE A7

Exemptions and exceptions¹ applied by monitored bodies when withholding non-routine information requests received from 1 April - 30 June 2013

Exemption / Exception ¹	Number of requests where exemption used		
	Departments of State only	Other monitored bodies	TOTAL
Total number of requests where one or more exemptions or exceptions were applied	1,432	1,160	2,592
Number of requests where each exemption (listed in Part II of FoI Act²) was applied			
S(22) - Information intended for future publication	171	19	190
S(23) - Information supplied by, or relating to, bodies dealing with security matters	78	7	85
S(24) - National security	55	1	56
S(26) - Defence	29	1	30
S(27) - International relations	79	8	87
S(28) - Relations within the United Kingdom	1	0	1
S(29) - The economy	6	0	6
S(30) - Investigations and proceedings conducted by public authorities	6	198	204
S(31) - Law enforcement	73	104	177
S(32) - Court records, etc	36	8	44
S(33) - Audit functions	3	2	5
S(34) - Parliamentary privilege	0	0	0
S(35) - Formulation of Government policy, etc	179	9	188
S(36) - Prejudice to effective conduct of public affairs	61	4	65
S(37) - Communications with Her Majesty, etc and honours	8	3	11
S(38) - Health and Safety	22	16	38
S(39) - Environmental information	- ³	- ³	- ³
S(40) - Personal information	676	600	1,276
S(41) - Information provided in confidence	70	70	140
S(42) - Legal professional privilege	35	16	51
S(43) - Commercial interests	164	52	216
S(44) - Prohibitions on disclosure	47	161	208
Number of requests where each exception (listed in Part 3 of EIRs) was applied			
3(a) - Exempt personal data	23	40	63
4(b) - Manifestly unreasonable	19	1	20
4(c) - Too general	10	0	10
4(d) - Work in progress / incomplete data	10	3	13
4(e) - Internal communications	11	0	11
5(a) - Adverse effect on international relations, defence, national security, public safety	11	7	18
5(b) - Adverse effect on course of justice or conduct of enquiries	1	0	1
5(c) - Adverse effect on intellectual property rights	0	0	0
5(d) - Impinges on confidentiality of a public authority's work	0	0	0
5(e) - Impinges on confidentiality of commercial or industrial information	11	9	20
5(f) - Adverse effect on interests of person who provided the information	3	0	3
5(g) - Adverse effect on protection of environment to which information relates	0	0	0
Environmental Exceptions	99	60	159

Notes

1 - 'Exemptions' refers to the provisions in Part 2 of the Freedom of Information Act (and the similar 'exceptions' in Part 3 of the Environmental Information Regulations) which classify certain types of information as exempt from the release obligations. More than one exemption or exception can apply to a single information request.

2 - The exemption described in section 21 of the Act ('Information accessible ... by other means') is not listed here, because requests falling under this exemption do not meet the formal definition of a 'non-routine' request and therefore are not counted in these monitoring statistics.

3 - The exemption listed at section 39 of the Freedom of Information Act ('Environmental Information') effectively states that information requests which fall within the scope of the Environmental Information Regulations (EIRs) should be handled as these Regulations specify. Requests for environmental information which are refused should apply one of the EIR exceptions listed above.

Annex B: Note on the scope and consistency of the statistics

Defining the scope of Freedom of Information monitoring

Section 1 of the Freedom of Information Act 2000 (FOI) states that (subject to certain conditions):

‘Any person making a request for information to a public authority is entitled—

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and

(b) if that is the case, to have that information communicated to him’

Regulation 5 of the Environmental Information Regulations 2004 states that (subject to certain conditions):

‘A public authority that holds environmental information shall make it available on request.’

Following their introduction on 1 January 2005, the above provisions apply to all relevant requests for information made to public authorities, no matter how routine and straightforward they may be.

Government departments supply large amounts of information, both on request and proactively, as an established and routine part of their business. This includes information released in the form of leaflets, correspondence exchanges, reports and other published material, and through websites and departmental FOI Publication Schemes. All information released on request is covered by the Freedom of Information Act. However, it would be both uninformative and fundamentally unfeasible to count all such activity in departmental Freedom of Information monitoring returns.

The statistics in this bulletin therefore relate only to **the ‘non-routine’ information requests** that government departments have received. Essentially, this means that departments’ statistics should only count those requests where:

1. it was necessary to take a considered view on how to handle the request under the terms of the Freedom of Information Act, and
2. departmental Freedom of Information officer(s) were informed of the request and logged it in their case management systems.

Defining a request

The full definition of an 'information request' for the purposes of inclusion in the Ministry of Justice's monitoring returns is shown below. This definition was circulated to members of the central government 'Freedom of Information Practitioners' Group' in November 2004.

'[An information request for monitoring purposes is one ...]

1. *Which meets the criteria in section 8 of the Freedom of Information Act and if the request falls under the Environmental Information Regulations it includes requests made in any form or context, including oral requests; **and***
2. *Which is a request for information that is not already reasonably accessible to the applicant by other means; **and***
 - (i) Which results in the release of one or more documents (in any media) or inclusion of extracts of documents in the information released; **or***
 - (ii) Results in information being withheld under an exemption or exception from the right of access (either the Freedom of Information Act or the Environmental Information Regulations); **or***
 - (iii) The request is not processed because the department estimates the cost of complying would exceed the appropriate limit in accordance with section 12 of the Freedom of Information Act; **or***
 - (iv) The request is not processed because the department is relying on the provisions of section 14 of the Freedom of Information Act; **or***
 - (v) Where a search is made for information sought in the request and it is found that none is held.'*

Consistency of the statistics

It is necessary to apply a definition of this sort in order to set a clear boundary to the coverage of our monitoring, and thereby obtain meaningful information from the process. The definition shown above has been widely disseminated to Freedom of Information officers in government and we have tried to ensure that it is applied consistently across all monitored bodies.

However, there is considerable variation in the way these bodies are structured and managed, and in the mechanisms that they have put in place to meet their obligations under the Freedom of Information Act. For example, some bodies operate a centralised Freedom of Information secretariat that co-ordinates responses to all information requests received. Others give a greater degree of autonomy to individual work areas in the handling of information requests.

As a result of these differences, there could be a degree of inconsistency in the way in which bodies have interpreted and applied the definition of an 'information request' for monitoring purposes. However, the statistics

effectively count those requests which have been dealt with by each monitored body formally under the FOI Act. As such, the statistics report on how many such requests for information each monitored body has received and how they have implemented the Act's requirements in providing responses. Direct comparisons between the statistics for different monitored bodies can therefore be made on this basis.

In summary:

- (i) These statistics only cover 'non-routine' information requests, and do not give a representative picture of all requests for information received in government.**
- (ii) There is likely to be a degree of inconsistency between monitored bodies' interpretations of the definition of an 'information request' for monitoring purposes. This should be borne in mind when using these statistics.**

Users of the statistics

The main users of these statistics are departmental FOI teams responsible for coordinating responses and requests, Ministers and officials with responsibility for developing information access policy, and other non-governmental bodies and individuals with an interest in the accessibility of government information. The statistics are used to monitor the implementation of the FOI Act by central government, both as a whole and by each individual body included in the figures.

Annex C: Government bodies included in these statistics

The statistics in this bulletin have been derived from monitoring returns completed by Freedom of Information officers in government departments during April and May 2013. This is the latest set of quarterly Freedom of Information statistics to be published by the Ministry of Justice (MoJ), the government department which now has lead responsibility for the Freedom of Information Act 2000. The first eight bulletins in this series were published by the Department for Constitutional Affairs.

The formal monitoring work covers a total of 41 government bodies, including all major departments of state (i.e. ministerial departments).

The monitored bodies which are not departments of state nonetheless have significant policymaking, regulatory or information-handling functions. As far as possible while maintaining consistency, this list includes major non-Ministerial Government Departments (NMGDs) and excludes Executive Agencies, although these classifications are not mutually exclusive and periodic 'Machinery of Government' changes make it difficult to define the list precisely.

Coverage within the UK

The Freedom of Information Act 2000 applies in England, Wales and Northern Ireland. The Northern Ireland Office and the Wales Office are included in these statistics. However, we have not collected formal monitoring data from the National Assembly for Wales, or from the bodies that make up the Northern Ireland Civil Service.

The Freedom of Information (Scotland) Act 2002 applies in Scotland. This legislation lies outside the scope of the monitoring work on which this bulletin is based. However, the Scotland Office has been included here because, although it deals with matters relating to Scotland, it is based in England and hence falls under the scope of the Freedom of Information Act 2000 rather than the corresponding Scottish legislation.

The following is a full list of the bodies covered by the monitoring statistics in the second quarter of 2013.

Departments of State

- Attorney General's Office
- Cabinet Office
- Communities and Local Government
- Department for Business, Innovation and Skills
- Department for Culture, Media and Sport
- Department for Education
- Department for Environment, Food and Rural Affairs
- Department for International Development

Department for Transport
Department for Work and Pensions
Department of Energy and Climate Change
Department of Health
Export Credits Guarantee Department
Foreign and Commonwealth Office
HM Treasury
Home Office
Ministry of Defence
Ministry of Justice
Northern Ireland Office
Scotland Office
Wales Office

Other monitored bodies

Charity Commission
Crown Prosecution Service
Debt Management Office
Food Standards Agency
Health and Safety Executive
HM Land Registry
HM Revenue and Customs
National Archives
National Savings and Investments
Office for National Statistics
Office for Standards in Education (OFSTED)
Office of Fair Trading
Office of Gas and Electricity Markets (OFGEM)
Office of Rail Regulation
Ordnance Survey
Royal Mint
Rural Payments Agency
Serious Fraud Office
Treasury Solicitor's Department
Water Services Regulation Authority (OFWAT)

Notes

1. The following departmental changes occurred between the beginning of March 2011 and the end of June 2013, the period covered by the tables in this bulletin.

Since April 2012, the **Central Office of Information** has closed and all functions have been transferred to the Cabinet Office, and so from Q2 2012 onwards figures for requests received previously by the Central Office of Information have been included within the Cabinet Office's statistics.

The **Child Maintenance and Enforcement Commission (CMEC)** was abolished in July 2012 and its functions have been transferred to the Department for Work and Pensions. From Q3 2012 onwards

requests received previously by CMEC have been included within the Department for Work and Pensions' statistics.

2. The figures provided by a number of Departments of State and Non-Departmental Public Bodies count the non-routine information requests received by one or more of their agencies, as well as those received by the departments themselves. The departments and agencies affected are shown below.

Cabinet Office

Figures include requests received by the following:

Requests that were addressed to 10 Downing Street
Central Office of Information

Department for Education

Figures include requests received by the following agencies:

Standards and Testing Agency (STA)
Education Funding Agency (EFA)
Teaching Agency (TA)
National College for School Leadership (NCSL)

Department for Transport

Figures include requests received by the following agencies:

Driving Standards Agency
Driver and Vehicle Licensing Agency
Government Cars Despatch Agency
Highways Agency
Marine and Coastguard Agency
Vehicle Certification Agency
Vehicle and Operator Services Agency

Department for Work and Pensions

Figures include requests received by the following agencies:

Appeals Agency
Child Maintenance and Enforcement Commission
Disability and Carers' Service
Jobcentre plus
Pension Service
Rent Service

Health and Safety Executive

Figures include requests received by the following agencies:

Chemical Regulation Directorate (Formerly Pesticides Safety Directorate)
Health and Safety Laboratories
Office for Nuclear Regulation

HM Treasury

Figures include requests received by the Office for Budget Responsibility.

Home Office

Figures include requests received by the following agencies:

Criminal Records Bureau
Borders and Immigration Agency
Identity and Passport
National Fraud Authority (from 1 April 2011)
Government Equalities Office

Ministry of Defence

Figures include requests received by the following agencies:

Defence Support Group (DSG),
Defence Science and Technology Laboratory (DSTL)
UK Hydrographic Office (UKHO)

Ministry of Justice

Figures include requests received by the following agencies:

HM Courts and Tribunals Service (where they were referred to the department's Data Access and Compliance Unit)
Legal Aid Agency (from 1 April 2013)

Annex D: Correction to Previous Editions

Due to 'machinery of government' changes, it is difficult to maintain an accurate list of executive agencies covered by the statistics. The following mistakes have been identified:

- 1) The Met Office was a part of the Ministry of Defence and included in their FOI return until July 2011. After July 2011 responsibility moved to the Department for Business, Innovation and Skills but was not subsequently included in the BIS return, as the publication claimed.
- 2) The Health and Safety Executive has included requests sent to the following agencies:
 - I. Chemical Regulation Directorate (Formerly Pesticides Safety Directorate), since April 2008
 - II. Office for Nuclear Regulation, since April 2011
 - III. Health and Safety Laboratories, since January 2005

Annex E: Planned changes to Bulletin

We are planning to make some changes to this publication which are outlined below. If you would like to comment on either of these proposals or if you have any other feedback or questions about this statistical bulletin, or requests for further information, please direct them to the appropriate contact provided at the end of this report.

1. Requests exempt under section 21 (information readily accessible) of the FOI Act are currently excluded from the publication, as explained in Annex B. We are planning to include these requests from January 2014 in order to monitor the full use of the Act. Information about these requests will be presented in an additional separate section of the bulletin in order to make long term comparisons with historical data.
2. Percentages for timeliness and outcomes are not currently supplied when the number of requests is less than 20. However, the information to calculate the percentage is presented. We plan to provide these percentages directly.

There will be no loss of data from these changes. The changes are scheduled to apply to the Q1 (January-March) edition in 2014.

Annex F: Explanatory notes

The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics.

Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods, and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

The statistics in this bulletin relate to the handling by central government bodies of information requests received under the Freedom of Information Act 2000 (FOI Act) and the Environmental Information Regulations 2004 (EIRs). They are collected and published by the Ministry of Justice (MoJ), with assistance from Freedom of Information officers across central government.

The FOI Act received Royal Assent on 30 November 2000. Under the Act, anybody may request information from a public authority which has functions in England, Wales and/or Northern Ireland. The Act confers two statutory rights on applicants:

- To be told whether or not the public authority holds that information; and if so,
- To have that information communicated to them.

These statutory rights came into force on 1 January 2005. The MoJ is the lead department responsible for the FOI Act. Further information is available at:

www.justice.gov.uk/information-access-rights/foi-guidance-for-practitioners

The (amended) EIRs also came into force on 1 January 2005, to coincide with the FOI Act. They clarify and extend previous rights to environmental information held by public authorities. The Department for Environment, Food and Rural Affairs (Defra) is the lead department responsible for the EIRs. Further information is available from their website at:

archive.defra.gov.uk/corporate/policy/opengov/eir/

These statistics are derived from monitoring returns submitted to MoJ in April and May 2013. They relate to information requests received during the period 1 January to 31 March 2013. Thanks are due to FOI officers for their work in preparing these returns. The collection of monitoring data began on the 21st working day after the last day of this period (i.e. on 29th April 2013), since 20 working days is the statutory deadline for public authorities to respond to information requests under both the FOI Act and the EIRs.

Only 'non-routine' information requests are counted in these statistics. Important notes on the scope and consistency of these statistics are given in Annex B.

These statistics cover a total of 41 central government bodies. At the commencement of the Act in January 2005 there were 43 bodies covered by the monitoring statistics, but the precise number can change from time to time due to 'Machinery of Government' changes. A full list of the monitored bodies in Q2 2013 is shown in Annex C.

Contacts

Press enquires on the implementation of the Freedom of Information Act in a particular government body should be addressed to that body's Press Office.

Press enquiries on the contents of this bulletin should be directed to the Ministry of Justice press office:

Paul Halford

Tel: 020 3334 3546

Email: Paul.Halford@justice.gsi.gov.uk

Other enquiries about these statistics should be directed to:

Mike Elkins

Chief Statistician

Ministry of Justice

7th Floor

102 Petty France

London

SW1H 9AJ

Tel: 020 3334 2946

Email: statistics.enquiries@justice.gsi.gov.uk

Other queries about the Freedom of Information Act 2000 should be directed to:

Information Directorate

Ministry of Justice

6th Floor

102 Petty France

London

SW1H 9AJ

Tel: 020 3334 3625

Email: informationrights@justice.gsi.gov.uk

General enquiries about the statistical work of the Ministry of Justice can be e-mailed to: statistics.enquiries@justice.gsi.gov.uk

General information about the official statistics system of the UK is available from www.statistics.gov.uk

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