



Foreign &
Commonwealth
Office

Human Resources Directorate
Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

By e-mail to

Website: <https://www.gov.uk>

11 February 2014

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0051-14

Thank you for your email of 14 January asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

- a) *Can you please provide a list of all Current Job Titles, their associated Job Grades and Salary Bands?*
- b) *Could you please separately provide a list of Job Grades used, along with their terminology?*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

Some of the information which we hold and which is relevant to your request is, in our view, already reasonably accessible to you. Under Section 21 (Information Accessible by Other Means) of the FoI Act, we are not required to provide information in response to a request if it is already reasonably accessible to the applicant.

A list of Job Grades and Salary Bands can be found via the following link:

<https://www.gov.uk/government/publications/foreign-office-staff-and-salary-data>

However, we are unable to provide you with a list of all current Job Titles as this would exceed the appropriate cost limit

Section 12 of the Freedom of Information Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit. The limit has been specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. For central government the appropriate limit is set at £600. This represents the estimated cost of one or more persons spending 3 ½ working days in determining whether the Department holds the information, and locating, retrieving and extracting it. Your request as presently formulated is widely-framed and I estimate that it will take more than 3 ½ working days to locate, retrieve and extract this information. In these circumstances we are not obliged under the Act to comply with your request. You may therefore wish to refine your request to narrow its scope to bring it within the appropriate limit. You may wish to refine your request to staff within a particular Department within the FCO or post overseas.

I appreciate that this is not the reply you may have hoped for. If you wish to request a review on any aspect of our response, please write to the FOI and DPA Team, Foreign and Commonwealth Office, Room K4.10-13, King Charles Street, London, SW1A 2AH. E-mail: foi-dpa.imd@fco.gov.uk. You have 40 working days to do so from the date of this letter.

If you are not content with the outcome of your complaint, you may then apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the FCO. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

Human Resources Directorate



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.