


Our ref: 714111
Your ref:

via email


Highways Agency
The Cube
199 Wharfside
Birmingham
B1 1RN

Direct Line: 

December 2014

Dear Ms 

FREEDOM OF INFORMATION REQUEST

Thank you for your e-mail Freedom of Information request regarding special leave for study. You originally requested (25 November 2014):

I would like to know how many individual staff members have been granted and denied study leave in the Traffic Officer service and the rest of the HA, and for what courses (GCSE, A level, Degree).

This was later refined (30 November) to:

I would like the disclosure to cover the last seven years, I would like it to co-inside with academic years September to July as it will adversely affect the data provided, if given over the time periods you suggest.

Since you have no details of refused leave requests then I would like to know how many advice emails to refuse study leave have been advised, as managers invariably request advice prior to refusal.

I want numbers of staff refused and granted against the level of course and this to be split between on road Traffic Officers, RCC staff and the rest of the HA.

Please see the separate document for the list of instances of special leave undertaken for study. It is not possible to provide the list of actual courses undertaken where study leave was granted as our recording systems do not align the two elements.

Please note:

1. The Highways Agency's response is provided back to the year 2009. The Highways Agency migrated to a new data recording system, Shared Services Centre, in 2009 and data prior to this is not considered sufficiently robust.

Safe roads, reliable journeys, informed travellers

2. For study leave, the data is provided by the number of instances per month.

The Department for Transport's HR Advice Line, The Highways Agency's Leadership & Capability Group and the Highway's Agency's HR Reward & Performance Team all confirm that they have no record of emails having been raised in relation to study leave.

In keeping with the spirit and effect of the legislation, all information is assumed to be releasable to the public unless exempt. We may therefore be publishing the information you requested, together with any related information that will provide a key to its wider context, via our website: <http://www.highways.gov.uk/>

If you are unhappy with the way we have handled your request you may ask for an internal review. Our internal review process is available at <http://www.highways.gov.uk/foiresponses/FOIresponses/8024.aspx>.

If you require a print copy, please phone the Highways Agency Information Line on 0300 123 5000; or e-mail ha_info@highways.gsi.gov.uk . You should contact me if you wish to complain.

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

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely


Email: 