

We were asked:

Q1. How many of your staff work part-time and what was the number for each year since 2004?

Q2. How many employees work from home full-time and what was the number for each year since 2004?

Q3. Is there a formal flexible working policy within your department, and does it allow employees to work from the location of their choosing?

Q4. 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?

Q5. Are there any specific benefits available for those individuals with families in your department (e.g. childcare vouchers)?

Q6. 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?

We replied:

A1. The Wales Office is not an employer in its own right. The Department was part of the Ministry of Justice (MOJ) until 31 March 2011, and the MOJ remains the main employer of staff at the Wales Office. The Department holds staff data only for the last 5 financial years, which can be seen in the table below. You may wish to contact the MOJ for information prior to 2009-10.

Financial Year	Number of Staff Working Part-time
2009-10	2
2010-11	4
2011-12	3
2012-13	3
2013-14	2

A2. No staff have worked from home full time in the last five financial years. As outlined in question 1, data for the preceding years may be available from the MOJ.

A3. Staff at the Wales Office are subject to the MOJ flexible working policy. It enables staff to request home working or remote working arrangements.

A4. Yes - the Wales Office, through the MOJ, has the technical capability to enable employees to work flexibly. There are no restrictions on the level of staff able to work flexibly.

A5. The MOJ has a Childcare Vouchers and Play scheme policy which enables staff to access a salary sacrifice scheme to access local and convenient childcare and a limited number of subsidised play scheme places.

A6. As above, information is only available for the past five financial years. Since April 2009, four staff members have made formal applications to work flexibly on the basis of caring responsibilities and all were granted. Five other members of staff have been afforded local flexibilities as and when needs have arisen under the flexible working time, parental leave and special leave policies.