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| [REDACTED] | Area G-G  OAG  Victoria Quay  Edinburgh EH6 6QQ  Date 27 May 2015 |

Dear [REDACTED]

**Freedom of Information Request**

Thank you for your email of 30 April 2015 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

“Could you please provide me with information that shows the cost per head of hiring each new member of staff in the Advocate General office from outside of the Civil Service in the most recent financial year (2014/15)? Could you please also provide me with a breakdown of how these costs are incurred? The breakdown of costs might include - but not be limited to - the following areas:

* Cost of advertising and use of external recruitment agencies.
* Cost of sifting applicants and carrying out interviews.
* Performing pre-employment screening including:
  + Basic security check, verification of identity, immigration status and criminal record.
* Supplying equipment to new member of staff, including:
  + Security pass, IT and mobile phone provision.

I am writing to confirm that we do not hold the information you have requested. The Office of the Advocate General does not directly employ staff. All our permanent staff are on secondment from other Government departments, primarily the Scottish Government and the Ministry of Justice. When we have employed temporary agency staff, the costs for performing security checks, verification of identity, security passes etc are met by these departments. There are not normally any additional IT or mobile phone costs, or additional costs for sifting and interviewing applicants. Any further enquiries relating to costs of hiring temporary agency staff from outside the Civil Service should be made to the Scottish Government or the Ministry of Justice. Their email addresses for FOI requests are:

[ceu@scotland.gsi.gov.uk](mailto:ceu@scotland.gsi.gov.uk)

<https://www.justice.gov.uk/information-access-rights/foi-requests/make-an-foi-request-online>

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

[REDACTED]