



Foreign &
Commonwealth
Office

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

14 April 2015

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

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: FOI 0301-15

Thank you for your email of 20 March asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

hereby I would like to request access to these documents:

- 1) *FCO Staff Conduct for full time staff and*
- 2) *Misconduct procedures for full time staff*

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. Please find attached a copy of the FCO's Misconduct procedure. These apply to all FCO UK Based employees. Staff from other government departments are bound by their parent department's procedures.

Locally Employed staff are bound by local misconduct procedures which must follow local employment law and are held separately by each diplomatic mission. It would take us over the cost limit to collate that information. 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 a particular region or post in order to narrow its scope to bring it within the appropriate limit.

Under section 21 of the Act, we are not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested on staff conduct is contained in the Civil Service Code and the Diplomatic and Home Service Regulations (DSRs & HSRs). All are available on the gov.uk website

The Civil Service Code is available here:

<https://www.gov.uk/government/publications/civil-service-code>

DSRs and HSRs are here:

<https://www.gov.uk/government/publications/diplomatic-and-home-service-regulations>

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Yours sincerely,

Human Resources Directorate



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