



Foreign &
Commonwealth
Office

Human Resources Directorate
Foreign and Commonwealth Office
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10 February 2015

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0032-15

Thank you for your email of 13 January 2015 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

Dear Sir/Madam

Please provide a response to the following Freedom of Information requests. Please consider these questions as three separate requests.

- *How many people are employed by the Foreign & Commonwealth Office to work in Greater London on zero-hours contracts? Please break this figure down by (a) occupation and (b) pay grade.*
- *How many workers are employed by the Foreign & Commonwealth Office to work in Greater London on an employment contract where the employer is not obliged to provide the worker with any minimum working hours, and the worker is not obliged to accept any of the hours offered? Please break this figure down by (a) occupation and (b) pay grade.*
- *How many people does the Foreign & Commonwealth Office employ in Greater London?*

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 below the information that the FCO can release to you.

The FCO defines zero hours contracts as a contract of employment which does not specify a fixed number of hours per week, and has no guaranteed minimum number of hours. These contracts are granted on the agreement that an employee will work a number of days or hours agreed with the hiring manager although not specifically stated in the contract. They do not preclude employees from taking secondary employment.

The FCO uses this type of contract to carry out functions that require specialist expertise but have a fluctuating workload, for example arranging significant one-off events such as the NATO summit or reviewing historic documents for public release.

The number of such contracts as a proportion of our overall staff numbers is very low. We only use them for exceptional roles where they represent the best value for the taxpayer and terms are mutually agreed with the employee.

In answer to your questions:

- *How many people are employed by the Foreign & Commonwealth Office to work in Greater London on zero-hours contracts? Please break this figure down by (a) occupation and (b) pay grade.*

44 workers are currently employed by the FCO on zero hours contracts in (Greater) London. Of these:

19 officers work at Civil Service Grade 7 & 6 (FCO Band D) as sensitivity reviewers on material to be considered for release on an ad hoc basis (all previously retired FCO officers), protocol officers and in Human Resources.

11 officers work as Executive Officers (EO) (FCO Band B) in Protocol, a role that is dependent on inward visit to the UK.

14 officers work as Admin Assistants (AO) (FCO Band A) in Protocol and Parliamentary Relations

- *How many workers are employed by the Foreign & Commonwealth Office to work in Greater London on an employment contract where the employer is not obliged to provide the worker with any minimum working hours, and the worker is not obliged to accept any of the hours offered? Please break this figure down by (a) occupation and (b) pay grade.*

None.

- *How many people does the Foreign & Commonwealth Office employ in Greater London?*

The overall number of staff currently employed by the Foreign and Commonwealth Office (FCO) in Greater London is 2461. This figure, from our centrally held records, reflects individuals active and working (and therefore paid) in any given month ('employment' as defined by the Office of National Statistics).

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

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Yours sincerely,

Human Resources Directorate



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