



**Ministry
of Defence**

**Air Command Secretariat
Spitfire Block
Headquarters Air Command
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE**

Ref: 2017/04042

[REDACTED]

28 April 2017

Dear [REDACTED]

Thank you for your e-mail of 28 March 2017, which has been considered to be a request for information under the Freedom of Information Act 2000 (FOIA).

In your e-mail you requested the following:

Over the last 12 months (April 16 – March 17) how many days has CESO Air Cadets spent at HQ Air Cadets?

What is HQ ACO policy on home working?

This letter is to inform you that the Ministry of Defence (MOD) holds information relating to your request.

In accordance with the Data Protection Act, under S40(2) of FOIA (third party personal data), information relating to the number of days CESO Air Cadets has spent at HQ Air Cadets is withheld as exempt information. This is an Absolute Exemption and not subject to the Public Interest Test.

With regards to the HQ Air Cadet Organisation (ACO) policy on home working, the ACO does not have a specific Homeworking Policy but falls under the Ministry of Defence's (MOD) Main Policy. Under the MOD Main Policy employees can make a formal or informal request to work from home. An informal homeworking arrangement may be one where the employee works from home occasionally; however this does not change their principle place of work. A formal homeworking arrangement is one where the employee's home is contractually recognised as their place of work and they are therefore entitled to be supplied with all necessary equipment. In both cases security and health and

safety regulations must be followed. MOD offers a range of working patterns to support the overall work/life balance of its employees, including working from alternative locations on the Defence Estate. All employees have a legal right to request flexible working under the 2014 Children and Families Act. All requests are considered in line with business need and any approval is subject to the business's ability to accommodate the working pattern.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Air Command Secretariat