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By email: [Redacted]

Our ref: FOI2023/14491
3 August 2023

Dear [Redacted] ,

REQUEST FOR INFORMATION: Home Working Contracts

Thank you for your request for information of 20 July 2023 about home working contracts. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Your information request and our response are set out below.

- a) *total amount of employees within DEFRA*
- b) *the total amount of employees within DEFRA who have a home working contract (an employee specifically not linked to an office or DEFRA base location), this disclosure should be presented as a number and as a percentage*
- c) *any guidance/policies currently used by DEFRA to determine eligibility of an employee for a Home Working Contract*

In relation to parts a) and b). there were 6,308 permanent payroll employees in DEFRA as of 30 June 2023. There were 448 permanent payroll employees based at home, making up 7.1% of all permanent payroll employees, as of 30 June 2023.

In relation to part c), in line with current policy, all employees are eligible to apply for flexible working once they have worked continuously for Defra for at least 26 weeks at the time of the application.

Contractual homeworking is permitted by exception where there is a clear, permanent and role related business requirement, or is part of a reasonable adjustment. However, each case will be considered on its own merits, in accordance with the ACAS code of practice for considering flexible working requests.

Information disclosed in response to this FOIA request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on GOV.UK, together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

We attach Annex A, explaining the copyright that applies to the information being released to you, and Annex B giving contact details should you be unhappy with the service you have received.



If you have any queries about this letter please contact me.

Yours sincerely

[Redacted]

Information Rights Team

InformationRequests@defra.gov.uk

Annex A

Copyright

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs or logos) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

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Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 11 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to ^[Redacted] Head of Information Rights via email at InformationRequests@defra.gov.uk and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our website.

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner's Office (ICO) for a decision. Please note that generally the ICO cannot make a decision unless you have first exhausted Defra's own complaints procedure.

The ICO can be contacted using the following link:

<https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>