



Government Legal Department

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Ref No: **FOI 24_497**

6 March 2024

Dear

Thank you for your email of 12 February 2024 which contained your request for information. The Government Legal Department ("GLD") have processed your request for information under the Freedom of Information Act 2000 ("the Act").

Our responses to your numbered questions are as follows:

1. *Is workforce planning* on the organisation's risk register?*

Workforce planning features on the organisational risk register, though not as a standalone risk but rather the elements that make up workforce planning (right people, right time, right place) are included under various other risks (management of vacancies, development and up-skilling of staff, and numbers of staff by location).

2. *What is the name and job title of the risk owner/ person responsible for managing this risk?*

Members on the Executive Committee have overall responsibility for GLD risk management, including any risks on workforce planning (directly or indirectly).

3. *What is the name, job title and email address of the HR Director/ Chief People Officer?*

Flora Huskisson, Head of People, Flora.Huskisson@governmentlegal.gov.uk

4. *What is the name, job title and email address of the Workforce planning lead or person responsible for workforce planning?*

Please see response to question 3.

5. *What software, if any, does the organisation use to support them with workforce planning?*

Workforce planning is tackled through a combination of formal and informal approaches that take place via conversations, meetings, and captured as necessary using Microsoft Office products.

6. *Please fill in the below based on the number of substantive and contracted workers the organisation employs?*

*Number of Substantive Employees***

as at 31st January 2024 there were 2,902 headcount (2,716 FTE) in GLD

*Number of Contracted Employees****

as at 31st January 2024 there were 419 headcount (415 FTE) agency workers in GLD

Total

3,321 headcount (3,131 FTE)

Your Rights

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original correspondence. Please use the contact details provided at the top of this letter in order to request an internal review relating to your original request.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ICO.org.uk

Yours sincerely,

Freedom of Information Team

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