



Ministry of Justice

MoJ HR Correspondence
HR Directorate
Ministry of Justice
102 Petty France
London
SW1H 9AJ

www.gov.uk

Miss Claire Webb
request-327391-62e7fa32@whatdotheyknow.com

Our Reference: 104540

25 April 2016

Freedom of Information Request

Dear Miss Webb,

Thank you for your email of 9 April, in which you asked for the following information from the Ministry of Justice (MoJ):

1. *Do you offer any sort of childcare voucher to staff.*
If yes, who do you contract with to provide this service, when is the contract next due for renewal, and what is the value of the contract.
2. *What is the maximum amount a member of staff can receive each month (assuming they joined the scheme before 6 April 2011).*
3. *Is the amount the staff member receives deducted from salary or paid in addition to it.*
4. *What policy, if any, do you have on the deduction of childcare vouchers from statutory maternity pay.*

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

I can confirm that the department holds information that you have asked for, and I am pleased to provide this to you.

The MoJ includes staff from MoJ headquarters, HM Courts and Tribunals Service (HMCTS), Legal Aid Agency (LAA), Office of the Public Guardian (OPG) and the National Offender Management Service (NOMS). For clarity, I have answered your questions in turn.

Question 1

The MoJ operates a salary sacrifice scheme for childcare vouchers. The scheme is currently administered by Fideliti Ltd and is due for renewal in May 2016. The annual contract value for MoJ is currently £21,561.47.

Question 2

If staff have joined the scheme on or before midnight on 5 April 2011, the maximum amount a member of staff can receive is £55 per week or £243 per month, as well as

the associated level of tax savings until they leave the scheme or are no longer eligible. As childcare vouchers are free from tax and National Insurance contributions (NICs) employees who use the scheme will make a saving on their childcare costs.

Question 3

The amount the staff member will receive is deducted from their salary in the form of Childcare Vouchers (called Salary Sacrifice). The vouchers can be used for care of children up to 15 years, or 16 if disabled.

Question 4

If an employee goes on maternity leave while a member of the scheme, they can decide to either leave the scheme, stop receiving childcare vouchers, or change the value of vouchers they receive. If they stay in the scheme, they will continue to receive Childcare Vouchers. While on paid maternity leave, their salary will continue to be paid as per their maternity pay entitlement with a portion of it being paid in Childcare Vouchers.

You can also find more information by reading the full text of the Act (available at <http://www.legislation.gov.uk/ukpga/2000/36/contents>).

You have the right to appeal our decision if you think it is incorrect. Details can be found in the 'How to Appeal' section attached at the end of this letter.

Disclosure Log

You can also view information that the Ministry of Justice has disclosed in response to previous Freedom of Information requests. Responses are anonymised and published on our on-line disclosure log which can be found on the MoJ website: <https://www.gov.uk/government/organisations/ministry-of-justice/series/freedom-of-information-disclosure-log>

Yours sincerely

MoJ HR Correspondence

How to Appeal

Internal Review

If you are not satisfied with this response, you have the right to an internal review. The handling of your request will be looked at by someone who was not responsible for the original case, and they will make a decision as to whether we answered your request correctly.

If you would like to request a review, please write or send an email **within two months of the date of this letter** to the Data Access and Compliance Unit at the following address:

Data Access and Compliance Unit (10.34),
Information & Communications Directorate,
Ministry of Justice,
102 Petty France,
London
SW1H 9AJ

E-mail: data.access@justice.gsi.gov.uk

Information Commissioner's Office

If you remain dissatisfied after an internal review decision, you have the right to apply to the Information Commissioner's Office. The Commissioner is an independent regulator who has the power to direct us to respond to your request differently, if he considers that we have handled it incorrectly.

You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF
Internet address: <http://www.ico.org.uk/>