



Attorney General's Office

Attorney General's Office
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Lisa Hobson
By Email

20 April 2015

Our Ref: FOI|73|15

Dear Ms Hobson,

Thank you for your email dated Sunday 19th April 2015, in which you made a request under the Freedom of Information Act.

The detail of your request is copied below, with answers:

1. "Which department/person(s) deals with Employment References at your company (or the name of company if outsourced)?"
2. "What is the average annual salary of the person(s) dealing with Job References? (If outsourced, how much do you pay annually for this service?)"
3. "How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax)"
4. "How are Employment References completed for ex-employees (email/telephone/postal service/fax)?"
5. "How many hours (on average) does your company (or the outsourced company) spend, each month, requesting and chasing employment references for new starters?"
6. "How many hours (on average) does your company spend (or the outsourced company), each month, completing employment references for leavers?"

We do not hold the information requested in questions 1 - 6. The Attorney General's Office does not have an in house human resources function and instead makes use of a shared service provided by the Government Legal Department. The contact details for the Government Legal Department is:

Freedom of Information Officer
Government Legal Department
One Kemble Street
London
WC2B 4TS
Email: foi@governmentlegal.gov.uk

7. "How many leavers (on average) does your company have per month?"
8. "How many starters (on average) does your company have per month?"


From the available recorded data, the Attorney General's Office has averaged 1.6 leavers and 2 starters per month over the last financial year.

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 letter and should be addressed to: Rowena Collins Rice at the

above address. 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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Hollands', followed by a long horizontal line extending to the right.

Craig Hollands
Freedom of Information Officer
correspondence@attorneygeneral.gsi.gov.uk