



Ministry of JUSTICE

Sam Murray

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MoJ HR Correspondence
HR Directorate
Ministry of Justice
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Our Reference: 102192

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Freedom of Information Request

Dear Mr Murray,

Thank you for your email of 22 December 2015, in which you asked for the following information from the Ministry of Justice (MoJ), specifically HM Courts and Tribunals Service (HMCTS):

- *The number of staff at HMCTS who disclosed a disability in the years 2010 – 2015*
- *The category of disability disclosed (e.g. mobility, learning, communication)*
- *A list of reasonable adjustments made for staff in the years 2010 - 2015*

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

I can confirm that the Ministry of Justice holds information that you have asked for. However, because the cost of complying with your request would exceed the limit set by the Freedom of Information Act, therefore on this occasion I'm afraid I will not be taking your request further.

The law allows us to decline to answer FOI requests when we estimate it would cost us more than £600 (equivalent to 3½ working days' worth of work, calculated at £25 per hour) to identify, locate, extract, and then provide the information that has been asked for.

It may be helpful if I first explain that a record of all reasonable adjustments made within the department is not recorded centrally and will be held locally by individuals and their line managers. In this instance to provide you with all the information requested we would be required to contact the line manager of each member of HMCTS staff who have self-declared a disability to extract and collate a list of all reasonable adjustments made in the past 5 years. An exercise of this nature would exceed the £600 cost limit.

You can find out more about Section 12(1) by reading the extract from the Act and some guidance points we consider when applying this exemption, attached at the end of this letter.

You can also find more information by reading the full text of the Act, available at <http://www.legislation.gov.uk/ukpga/2000/36/section/12>.

Although we cannot answer your request at the moment, we might be able to answer a refined request within the cost limit. You may wish to consider, for example, shortening the timeframe of your request or narrowing the scope to a particular court

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location or business area within HMCTS. Please be aware that we cannot guarantee at this stage that a refined request will fall within the FOIA cost limit.

Outside the Act and on a discretionary basis, you may be interested to know that the MoJ publishes an annual report providing diversity data for all staff within the Ministry of Justice including HM Courts and Tribunals Service, National Offender Management Service (NOMS), Legal Aid Agency, Criminal Injuries Compensation Authority and Office of the Public Guardian. This can be accessed at:
<https://www.gov.uk/government/publications/diversity-report-2013-to-2014>

Further publications can be found by entering the search terms “equality” and/or “diversity” on the .Gov website publication page.

I am sorry that on this occasion I have not been able to answer your request. 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

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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 to the Data Access and Compliance Unit within two months of the date of this letter, 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: https://www.ico.gov.uk/Global/contact_us.aspx

ADDITIONAL INFORMATION ABOUT SECTION 12(1)

We have provided below additional information about Section 12 of the Freedom of Information Act. We have included some extracts from the legislation, as well as some of the guidance we use when applying it. We hope you find this information useful.

The legislation

Section 1: Right of Access to information held by public authorities

- (1) Any person making a request for information to a public authority is entitled—
- (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
 - (b) if that is the case, to have that information communicated to him.

Section 12: Cost of compliance exceeds appropriate limit

- (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.
- (2) Subsection (1) does not exempt the public authority from its obligation to comply with paragraph (a) of section 1(1) unless the estimated cost of complying with that paragraph alone would exceed the appropriate limit.
- (3) In subsections (1) and (2) “the appropriate limit” means such amount as may be prescribed, and different amounts may be prescribed in relation to different cases.
- (4) The Secretary of State may by regulations provide that, in such circumstances as may be prescribed, where two or more requests for information are made to a public authority—
- (a) by one person, or
 - (b) by different persons who appear to the public authority to be acting in concert or in pursuance of a campaign,

the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with all of them.

- (5) The Secretary of State may by regulations make provision for the purposes of this section as to the costs to be estimated and as to the manner in which they are to be estimated.

Guidance

The appropriate limit

The 'appropriate limit', for the purposes of section 12 of the Freedom of Information Act has been set at:

- £600 for central government and Parliament.
- The hourly rate is set at £25 per person per hour.

The following activities may be taken into account when public authorities are estimating whether the appropriate limit has been exceeded.

- determining whether it holds the information requested

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- locating the information or documents containing the information
- retrieving such information or documents
- extracting the information from the document containing it.

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