



Government Legal Department

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Mr D Chaplin

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By E-mail

Your ref:
Our ref: RM/110/18

11 January 2019

Dear Mr Chaplin

Re: Your Freedom of Information Act request

On 11 December the Government legal Department (GLD) received the following request for information from you:

The GLD response is in **bold typeface**.

In April 2017 Government introduced new rules into the public sector called the off-payroll reforms, commonly referred to as "IR35".

<https://www.gov.uk/guidance/off-payroll-working-in-the-public-sector-reform-of-intermediaries-legislation>

We understand you may (or may not) have planned for this and developed a set of internal guidelines to be used when on boarding flexible workers, or contractors.

Please can you:

1. Tell us if you are familiar with these reforms – yes or no?
Yes
2. send us a copy of your internal guidelines used for any internal guidance,
The attached document outlines GLD's internal guidance.
3. send us any policies you use surrounding the reforms.
GLD does not have a policy document relating to this reform.
4. send us any documents you use to explain your policies to agencies who supply workers to you.
GLD worked closely with agencies contracted to supply workers to us to manage and implement the change. Attached is a matrix provided to the agency which provides an overview of roles and scope for IR35.
5. Send us your internal guidance explaining how you assess the status for each contractor
This information can be found on the attached document which outlines GLD's internal guidance.

If you are unhappy with the level of service you have received in relation to your request you may ask for an internal review within two months of the receipt of this response. If you wish to do this you should contact me at the above address. It will help ensure that your complaint is properly considered if when requesting an internal review you also set out the reasons why you are unhappy with the service you have received.



If you are not content with the outcome of an 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

If you have any queries about this letter, please contact me. Please remember to quote the reference number in any future communications.

Yours sincerely

Paul Woods
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