

Data Protection and Information Compliance
Governance, Information and Legal Team
103 Borough Road
London SE1 0AA
Tel: +44 (0)20 7815 6170
Email: foi@lsbu.ac.uk

22 January 2019

Dear Mr Chaplin,

Freedom of Information Act 2000 - Information Request Ref FOI 18218

Further to your Freedom of Information request on 11 December 2018, London South Bank University (LSBU) has now considered your request and completed its search for the information requested. Our response is below, together with a copy of your request. Thank you for your patience in waiting for this response and we apologise for the delay.

You have the right to appeal against this response within 20 working days of the date of this letter. If you wish to appeal, please set out in writing your reasons for the appeal and send it to Mr James Stevenson, University Secretary and Clerk to the Board of Governors, London South Bank University, 103 Borough Road, London, SE1 0AA.

Yours sincerely,

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**London
South Bank
University**

EST 1892

Re: Freedom of Information Act 2000- Information Request Ref FOI 18218

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 planned for this and developed a set of internal guidelines to be used when on boarding flexible workers, or contractors.

Please can you:

- 1. send us a copy of your internal guidelines used for this, [Please see attached](#).*
- 2. send us any policies you use surrounding this. [N/A](#)*
- 3. send us any documents you use to explain your policies to agencies who supply workers. [Please see attached](#).*
- 4. Send us your internal guidance explaining how you assess the status for each contractor. [Please see attached](#).*