

Louis James  
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data.access@justice.gov.uk

November 2019

Dear Louis James,

**Freedom of Information Act (FOIA) Request – 191030027**

Thank you for your request dated 25 October in which you asked for the following information from the Ministry of Justice (MoJ):

**Dear Official Solicitor and Public Trustee,**

**Please could you provide the following information:**

1. How many employees are working for your organisation, including full-time, part-time, and contracted staff?
2. What is your annual intranet budget?
3. What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)
4. How long have you been using this solution, and when does your contract expire?
5. Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?
6. Which team/individual is responsible for managing your intranet internally?
7. Which other organisations have access to your intranet?
8. Do you share IT services with other organisations?
9. Are you using the Office 365 suite? If so, which applications from the suite are in use?
10. Who is responsible for your intranet's procurement within the organisation?
11. Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?
12. Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)

If possible, please could you present the information via a Microsoft Word or Excel document, sent to me via email. I understand that under the act, I should be entitled to a response within 20 days and therefore I would appreciate if you could confirm receipt of my request.

Your request has been handled under the FOIA.

- 1. How many employees are working for your organisation, including full-time, part-time, and contracted staff?**
- 10. Who is responsible for your intranet's procurement within the organisation?**

I can confirm that the MoJ holds the information that you have requested. However, the information is exempt from disclosure under section 21 of the FOIA, because it is reasonably accessible to you.

The information can be accessed via the following link

(<https://www.gov.uk/government/publications/workforce-management-information-moj>). This information includes employees and contracted staff broken down by salary band.

Information on the Ministry of Justice's procurement activity can be accessed via the following link: <https://www.gov.uk/government/organisations/ministry-of-justice/about/procurement>

- 2. What is your annual intranet budget?**
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- 12. Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)**

I can confirm that the MoJ holds the information that you have requested and I have provided it below.

The Ministry of Justice (MoJ) annual intranet budget is £5000, this covers licenses for intranet instances. There is an estimate of staff time costing £84,500 per annum, this covers maintenance and developments of the intranet instances.

Our current solution is WordPress, this has been used since 2014, it is not contracted. We do not work with an external partner, all work is developed internally.

Intranet content is managed by the content editors in communication teams, with the service itself being owned by a product team in the digital and technology function. This version of the intranet covers Official Solicitor and Public Trustee, Civil Procedure Rule Committee, Ministry of Justice HQ, Criminal Investigations and Compensation Authority, HMCTS, Judicial Appointments Commission, Judicial Office, Law Commission, Legal Aid Agency, Office for the Public Guardian, The Parole Board.

MoJ shares a number of IT services with other organisations, these services cover finance, HR and business as usual functions.

The Ministry of Justice uses the Office 365 suite. Applications that are supported are Outlook, Powerpoint, Excel, Word and Skype for Business and OneDrive. There is also access to Teams and Sharepoint, these are online version only which we don't currently package or support as standard.

MoJ uses Microsoft Active Directory to manage user account data. This is currently configured in a hybrid between on-premises services and Azure Active Directory in the cloud.

The Ministry of Justice uses, amongst others, the following software as service: Trello, Slack, Yammer, Jira, Confluence and Github. This is not a complete list but covers those that are used most widely. Additional information may not be held, or would most likely be exempt under section 12(2) of the FOIA if the estimates the cost of complying would exceed the appropriate limit to do so.

## **Appeal Rights**

If you are not satisfied with this response you have the right to request an internal review by responding in writing to one of the addresses below within two months of the date of this response.

[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)

Disclosure Team, Ministry of Justice, 10.38, 102 Petty France, London, SW1H 9AJ

You do have the right to ask the Information Commissioner's Office (ICO) to investigate any aspect of your complaint. However, please note that the ICO is likely to expect internal complaints procedures to have been exhausted before beginning their investigation.

Yours sincerely

MoJ Digital and Technology