

[REDACTED]

Date: 21 September 2022
Reference: F0005860

Dear [REDACTED]

Thank you for your request of 31 August 2022, for the release of information held by the Civil Aviation Authority (CAA). For reference your original enquiry was as follows:

This is an information request relating to the number of staff who are contractual home workers.

Please include the following information:

-The number of staff that currently work employed by the organisation that are contractual home workers

Please also include the following information:

-The number of contractual home workers employed by the organisation in each of the last three financial years: 2019-20, 2020-21, 2021-22

By "the department" I mean the core department

By "contractual home workers" I mean employees who have it written into their contracts that their normal working arrangements are to work from home.

Your request has been considered in line with the provisions of the Freedom of Information Act 2000 (FOIA). I can confirm that the CAA holds information relevant to your request. The find below the table which contains information for the period August 2019 to August 2022. The table includes colleagues on permanent, fixed-term and casual employment contracts

	Home Worker	
	Number	% of employed workforce
31/08/2022	10	0.63%
31/08/2021	10	0.71%
31/08/2020	8	0.57%
31/08/2019	Fewer than 5	Fewer than 5

As you can see in order to facilitate this information release some entries within the above table are supplied in the format 'fewer than 5'. Information is being supplied in this format as

Civil Aviation Authority

Aviation House, Beehive Ring Road, Crawley, West Sussex RH6 0YR. www.caa.co.uk

Email: foi.requests@caa.co.uk

the release of the actual figure is likely, if placed within the public domain, offer sufficient contextual information which could, in the hands of skilled committed researchers, when combined with other sources of information, lead to the identification of individuals the present format – *fewer than 5* – is designed to protect.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

FOI.Requests@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set out below. A request for an internal review should be submitted within 40 working days of the date of this letter.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at <http://publicapps.caa.co.uk/modalapplication.aspx?appid=24>.

Yours sincerely

Freedom of Information Team
Information Rights Specialist

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;

- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.