

9 February 2015
Reference: F0002194

Dear XXXX

I am writing in respect of your recent request of 12 January 2015, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

How many people are employed by the Civil Aviation Authority to work in Greater London on zero-hours contracts. Please break this figure down by (a) occupation and (b) pay grade.

How many workers are employed by the Civil Aviation Authority to work in Greater London on an employment contract where the employer is not obliged to provide the worker with any minimum working hours, and the worker is not obliged to accept any of the hours offered? Please break this figure down by (a) occupation and (b) pay grade.

How many people does the Civil Aviation Authority employ in Greater London?

Our response:

Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are able to provide the information below.

The CAA does not employ any workers in Greater London on zero-hours contracts i.e. contracts where there is no expectation that working hours offered would be worked or no obligation to work them.

The CAA employs 287 staff in the Greater London area.

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:

Caroline Chalk
Head of External Information Services
Civil Aviation Authority
Aviation House
Gatwick Airport South
Gatwick
RH6 0YR

caroline.chalk@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 in the attachment.

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

www.ico.gov.uk/complaints.aspx

If you wish to request further information from the CAA, please use the form on the CAA website at <http://www.caa.co.uk/application.aspx?catid=286&pagetype=65&appid=24>.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Caroline Chalk', with a long horizontal flourish underneath.

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.