



Foreign &  
Commonwealth  
Office



**Wilton Park**  
Harnessing the power of dialogue

18 December 2014

#### **FREEDOM OF INFORMATION ACT 2000 REQUEST REF: FOI 1110-14**

I am writing in response to your email of 6 December asking for information under the Freedom of Information Act (FOIA) 2000. You specifically asked:

*I would like to request the following information regarding Wilton Park Executive Agency:*

- (1) Please identify the status of your organisation (for example, Ministerial department, non-ministerial department, executive agency).*
- (2) If concerns raised regarding alleged breaches of the Civil Service Code are handled by, or referred to, another body (for example a sponsoring department) please indicate this.*
- (3) Please identify the number of departmental nominated officers in your organisation; please also indicate the level of seniority or grade of the individual(s). If this question is not relevant to your organisation please indicate this.*
- (4) If the nominated officer(s) have another role within the organisation, please provide a general indication of what this role is (for example welfare or pastoral).*
- (5) Whether concerns raised regarding alleged breaches of the Civil Service Code to a person in the management chain are tracked/ monitored/ recorded by your organisation, if so please identify whether this information is held centrally.*
- (6) Whether concerns raised regarding alleged breaches of the Civil Service Code to departmental nominated officers are tracked/ monitored/ recorded by your organisation, if so please identify whether this information is held centrally.*
- (7) Please provide details of the number of individuals who have raised concerns regarding alleged breaches of the Civil Service Code in your organisation between 10/01/2010-31/12/2013, in particular:*
  - i. Please provide details of whether each individual raised the concern on an anonymous, confidential, or self-identified basis.*
  - ii. Please indicate whether the concern was raised to a line manager or nominated officer.*
  - iii. Please provide a brief summary of the types of concerns raised.*

- iv. *Please indicate whether or not the matter complained of was subsequently referred to the Civil Service Commission or a regulatory or enforcement organisation.*
- v. *Please identify (if appropriate) whether any subsequent action was taken.*

I am writing to confirm that we have now completed the search for the information which you requested. I can confirm that Wilton Park does hold information relevant to your request as follows.

*(1) Please identify the status of your organisation (for example, Ministerial department, non-ministerial department, executive agency).*

**Wilton Park is an executive agency of the Foreign and Commonwealth Office.**

*(2) If concerns raised regarding alleged breaches of the Civil Service Code are handled by, or referred to, another body (for example a sponsoring department) please indicate this.*

**Wilton Park would initially handle any alleged breaches of the Civil Service Code, but if more complex, we would seek advice from the Foreign and Commonwealth Office.**

*(3) Please identify the number of departmental nominated officers in your organisation; please also indicate the level of seniority or grade of the individual(s). If this question is not relevant to your organisation please indicate this.*

**Wilton Park currently has one nominated officer (grade D6).**

*(4) If the nominated officer(s) have another role within the organisation, please provide a general indication of what this role is (for example welfare or pastoral).*

**The current nominated officer at Wilton Park is also Finance & Human Resources (HR) Director.**

*(5) Whether concerns raised regarding alleged breaches of the Civil Service Code to a person in the management chain are tracked/ monitored/ recorded by your organisation, if so please identify whether this information is held centrally.*

**Wilton Park records alleged breaches of the Civil Service Code and the records are held centrally in our HR department.**

*(6) Whether concerns raised regarding alleged breaches of the Civil Service Code to departmental nominated officers are tracked/ monitored/ recorded by your organisation, if so please identify whether this information is held centrally.*

**Alleged breaches of the Civil Service Code are recorded by the nominated officer and this information is held centrally in our HR department.**

(7) Please provide details of the number of individuals who have raised concerns regarding alleged breaches of the Civil Service Code in your organisation between 10/01/2010-31/12/2013, in particular:

- i. Please provide details of whether each individual raised the concern on an anonymous, confidential, or self-identified basis.
- ii. Please indicate whether the concern was raised to a line manager or nominated officer.
- iii. Please provide a brief summary of the types of concerns raised.
- iv. Please indicate whether or not the matter complained of was subsequently referred to the Civil Service Commission or a regulatory or enforcement organisation.
- v. Please identify (if appropriate) whether any subsequent action was taken.

The information you have requested with reference to the number of individuals who have raised concerns regarding alleged breaches of the Civil Service Code in your organisation between 10/01/2010-31/12/2013 is however, personal data relating to third parties, the disclosure of which would contravene one of the data protection principles. In such circumstances sections 40(2) and (3) of the Freedom of Information Act apply. In this case, our view is that disclosure would breach the first data protection principle. This states that personal data should be processed fairly and lawfully. It is the fairness aspect of this principle which, in our view, would be breached by disclosure. In such circumstances section 40 confers an absolute exemption on disclosure. There is, therefore, no public interest test to apply.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder. Most documents supplied by the FCO will have been produced by government officials and will be protected by Crown Copyright. To re-use Crown Copyright documents please consult the [Open Government Licence v3](#) on the National Archives website.

Information you receive which is not subject to Crown Copyright continues to be protected by the copyright of the person, or organisation, from which the information originated. You must ensure that you gain their permission before reproducing any third party (non-Crown Copyright) information.

Yours sincerely

**Director of Operations**



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities