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| [REDACTED] | Area G-G  OAG  Victoria Quay  Edinburgh EH6 6QQ  Date 27 May 2015 |

Dear [REDACTED]

**Freedom of Information Request**

Thank you for your email of 01 May 2015 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

“Could you please tell me how many working days have been lost to sickness absence in the department in every one of the five financial years since 2010/11, with a breakdown by occupational grade (e.g., EO, HEO, SCS1)?

Could you please tell me the staff turnover rate for the department in every financial year since 2010/11? For this request, staff turnover refers to the number of employees who have left as a proportion of the total number of people employed in the department. Could you please also tell me the reasons for staff leaving the department in each of these years? Reasons for departure might include - but not be limited to - the following:

* + Moving outside the public sector;
  + Moving to another government department;
  + Compulsory redundancy;
  + Voluntary redundancy;
  + Dismissal (for inefficiency, misconduct or failed probation);
  + Retirement.

Could you please tell me how many civil servants have been made surplus by the department in every financial year since 2010/11? Could you also please tell me how many civil servants are currently surplus in the department? For this request, a surplus employee is a civil servant whose job has been identified as surplus to business requirements but wishes to avoid compulsory redundancy and awaits redeployment to another business unit or department within the civil service.”

I am writing to confirm that we do not hold the information you have requested. The Office of the Advocate General does not directly employ staff. All our staff are on secondment from other Government departments, primarily the Scottish Government and the Ministry of Justice and therefore any requests for information on sick absences, staff turnover or surplus staff should be made directly to them. Their email addresses for FOI requests are:

[ceu@scotland.gsi.gov.uk](mailto:ceu@scotland.gsi.gov.uk)

<https://www.justice.gov.uk/information-access-rights/foi-requests/make-an-foi-request-online>

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

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