

|  |  |
| --- | --- |
| [REDACTED] | Area G-GOAGVictoria QuayEdinburgh EH6 6QQDate 27 May 2015 |

Dear [REDACTED]

**Freedom of Information Request**

Thank you for your email of 30 April 2015 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

“Could you please list the recorded changes to your departmental recruitment practices that have taken place in your department since May 2010? I am specifically interested in changes that affect the end-to-end recruitment process. Below are some examples of the types of changes that we would be interested in.

• Use of external recruiters for advertising and sifting applicants.

• Interview technique and method for sifting applicants.

• The number of working days vacancies should be advertised for.

• Terms and conditions for hiring external staff and also temporary appointments such as consultants and agency workers.

• Terms and conditions for staff changes between departments.”

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 either on secondment from other Government departments, primarily the Scottish Government and the Ministry of Justice or temporary staff recruited through Scottish Government approved agencies. Therefore any requests regarding recruitment practices since May 2010 should be made to them. Their email addresses for FOI requests are:

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

[REDACTED]