Dear Requester

REQUEST FOR INFORMATION ON THE NUMBER OF CLERKS BETWEEN 2000 AND 2019

We acknowledge your request dated 7 August 2019 for the following information:

I have a query about staff numbers. I have read the scottish parliamentary statistics for the past few years. These break staff numbers down by offices. But this doesn’t tell us numbers by type of staff.

In particular, I’m interested in the number of clerks (headcount or FTE). Is it possibly to get a breakdown of the number of clerks over time, between 2000 and 2019?

Your request has been handled in accordance with the Freedom of Information (Scotland) Act 2002 (FOI(S)A).

Since 2009, the Scottish Parliament has provided Statistical Reports with information about staff numbers by business area. The reports give a generic figure for staff numbers working for the Committee Office and the Chamber Office which is inclusive of clerk team leaders, senior assistant clerks and assistant clerks as well as admin staff, office managers and personal assistants to the Heads of Group. The Statistical Reports are available for the years 2009/2010 to 2018/2019 and can be accessed on the Scottish Parliament website at the following link:


The figures provided do not give a breakdown of the different roles undertaken by staff within each business area as there is no business need for the parliament to retain this information.
Statistical information, as described above, is only available since 2009. Prior to that date the information is held manually and is not compiled in the same way.

As this information is not held we have provided a notice in terms of the technical requirements under FOI(S)A.

In keeping with our FOI procedures, this information may also be posted on the Parliament's disclosure log (usually within 24 hours). For further details on the Parliament's Disclosure Log and the information released under FOI, visit:
https://www.parliament.scot/aboutthe(parliament/17700.aspx

The supply of information under FOI does not constitute permission for its use in a way that would infringe copyright http://www.parliament.scot/help/13591.aspx

We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance at The Scottish Parliament, Edinburgh, EH99 1SP or by e-mail at foi.officer@parliament.scot

Please find below Annex A, which explains how we handle FOI requests and reviews.

Yours sincerely

Robin Davidson
Information Compliance Officer
REQUESTS MADE UNDER
THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

How we handle FOI requests

Information on how we handle FOI requests is available on the Parliament’s website at:

Alternatively, please contact the Public Information & Publication Team to request a copy.
http://www.parliament.scot/visitandlearn/25072.aspx

Review

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance:

Post: Head of Information Governance
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 6913 (Calls using the Text Relay service are welcome.)
E-mail: foi.officer@parliament.scot

Application to the Scottish Information Commissioner

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Email: www.itsspublicknowledge.info/Appeal

Telephone: 01334 464610
Fax: 01334 464611
Website: www.itsspublicknowledge.info
A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

**Copyright in relation to information provided**

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**Feedback or comment**

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

**Data Protection**

If you wish to find out more about how we use your personal data then you can access our Privacy Notice at the following link:

[https://www.parliament.scot/abouttheparliament/108320.aspx](https://www.parliament.scot/abouttheparliament/108320.aspx)

**Complaints**

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with the Head of Information Governance.

**How to contact us**

Post: The Scottish Parliament

Edinburgh

EH99 1SP

Telephone: 0131 348 5000

0800 092 7500 (Public Enquiries)

0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service.

E-mail: sp.info@parliament.scot