

Our Ref: 2017-131

Date: November 2017

**Subject: Agency Workers & Disability Policy**

This request asked:

Please send answer me the following questions:

Agency Workers

1. A breakdown of current staff numbers to show perm vs contract vs agency worker – detailed by grade.
2. The SFO’s approved list of reasons or terms of reference for when you may use of agency staff instead of permanent hires.
3. The shortest and longest completed contract length recorded to date.
4. The average length of a completed agency worker’s contract.

Disability Confident Employer

1. A breakdown of employees who have declared a disability by grade, department.
2. A list of the type’s disabilities that have been declared by staff.

Agency Workers

Grade	Perm FTE	Fixed Term Contract FTE	Agency
SCS	10.92	0	0
G6	51.11	1	10
G7	82.4	10	5
SEO	71.47	4	26
HEO	78.94	8.5	72
EO	60.64	1	4
AO	14.41	1	0
AA	0	1	1
Total	369.89	26.5	118

“FTE” = Full Time Equivalent

2. We do not hold an approved list of reasons. In the event temporary staff are required, a business case must be submitted and approved. Temporary staff are taken on either as a short term measure to fill a permanent vacancy or are used by operational case teams as an additional resource to undertake tasks to help progress cases more quickly.
3. The SFO's record of temporary agency workers extends back to July 2013. The longest assignment was 6.5 years the shortest was 1 day.
4. 0.89 years.

#### Disability Confident Employer

1. We have 15 staff with a declared disability.
2. Staff are not asked to declare a type of disability. The central record only registers whether staff have declared themselves as being disabled.