

Dear \*\*\*\*\*

I am writing in reply to your request for details of sick absences in VOSA during 2003 and 2004. I apologise for the delay in responding.

The number of days lost due to sick absence, and the reasons given, are detailed in the attached spreadsheet.



F0000194 Edited.xls

Please note:

1. VOSA was formed on 1 April 2003, when the Traffic Area Network (TAN) was merged with the Vehicle Inspectorate. The 2003 figures include data for TAN staff from 1 April onwards. Sick absence between 1 January and 31 March 2003 will have been included in the Department for Transport returns.
2. Sick absence for part time staff has been included on a pro rata basis, which accounts for the fractions.

In my email dated \*\*\*\*\*, I mentioned that we were taking advice to ensure that the format in which the data is presented would not allow personal information to be identified (Section 40 of the Freedom of Information Act 2000). Figures for illnesses where the total absence amounts to less than 250 days (the number of working days in a year) have been aggregated together under the heading "Other" to ensure individual absences are anonymous. The list of illnesses included under this heading for each year is appended to the spreadsheets.

### **Appeals**

If you are unhappy with our decision, you may ask for an internal review. To request a review, please write to: \*\*\*\*\* giving the reasons for your dissatisfaction.

If you do not agree with the outcome of the internal review, you may lodge an appeal with the Information Commissioner ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)). The Information Commissioner is an independent official appointed by the Crown to oversee the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

The Information Commissioner can consider complaints about any aspect of the way in which requests for information have been handled. Please note: the Information Commissioner would be unlikely to consider your complaint if you have not first requested an internal review.

You can write to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

If you have any queries about this email, please contact me, quoting reference  
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Yours sincerely

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