



Department  
for Work &  
Pensions

DWP Central Freedom of  
Information Team  
Caxton House  
6-12 Tothill Street  
London  
SW1H 9NA

[freedom-of-information-  
request@dwp.gov.uk](mailto:freedom-of-information-request@dwp.gov.uk)

[DWP Website](#)

Our Ref: FOI2024/58197

27 August 2024

Dear [REDACTED],

Thank you for your Freedom of Information (Fol) request received on 26 July. You wrote:

“Please can you provide the department’s headquarters occupancy data for the following weeks (all 2024):

- Week commencing 1st July
- Week commencing 8th July
- Week commencing 15th July
- Week commencing 22nd July

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.”

**DWP Response**

We confirm that we hold the information you have requested, and this is provided in the table below:

Caxton House	
Week Commencing	DWP Occupancy
01/07/2024	59%
08/07/2024	60%
15/07/2024	63%
22/07/2024	66%

Whilst Caxton House is the headquarters of DWP, the department is not the sole occupier and as such the numbers above do not represent the total number of staff attending the site.

The dates requested are during the peak summer leave period and will not include staff who have attended meetings but not logged on. The overall percentage data will include people who attended the office whether based there or not.

If you have any queries about this letter, please contact us quoting the reference number above.

Yours sincerely,

DWP Central Freedom of Information Team  
Department for Work and Pensions

---

### **Your right to complain under the Freedom of Information Act**

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-request@dwp.gov.uk](mailto:freedom-of-information-request@dwp.gov.uk) or by writing to: DWP Central Fol Team, Caxton House, 6-12 Tothill Street, London, SW1H 9NA.

Any request for an internal review must be received by us within 40 working days of the date of this letter. Please note we are not obliged to provide a review if it is requested after more than 40 working days.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner's Office for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Website: [ICO FOI and EIR complaints](#) or telephone 0303 123 1113