Reference: IR775

Date issued: 29 April 2021

Unproductive time during the pandemic

I am writing in response to your request for information dated 31 March 2021 in which you requested information regarding the use of "a timesheet code in response to the pandemic, for your staff to record time that they were under contract but were unproductive".

We do not have a timesheet code that fully meets this description, but it seems that you are referring to "NAT99 – COVID-19 Emergency – For use by staff to record non-chargeable time". Please note that as many work functions are funded by supply rather than fees, non-chargeable time is not necessarily unproductive time.

I have answered your questions (reproduced below in bold) on this basis:

1. **Would you be able to provide me with the total time charged to that code, month by month, from April to July 2020 please?**

Please see table below.

Time charged to NAT99 code (in hours)

2020	Financial audit	Total
April	1,300.8	2,595.1
May	717.8	1,868.1
June	433.8	1,383.6
July	283.5	883.4

2. **If the information is available and it's not excessive work for you to compile, could you provide the figures for your organisation as a whole and financial audit as a group please? I'm not looking for information that identifies any individuals.**

Please see table above.

3. If your organisation used any other timesheet codes for your staff to record time when they were available for work but not used, please could you provide the totals charged to those codes for the same time period please?

Unless you are referring to such codes as those for absence or TOIL, we do not hold information that meets this description.

If you have any queries, or questions about my handling of your request, please do not hesitate to contact me.

Yours sincerely,

Information Officer