

Environmental Standards Scotland
Ìrean Àrainneachdail na h-Alba

ENVIRONMENTAL
Standards Scotland
Ìrean Àrainneachdail na h-Alba

[REDACTED]
Freedom of Information Officer
foi@environmentalstandards.scot
0808 1964000

[REDACTED]
17 August 2026

Dear [REDACTED],

Response to information request – partial release - ESS.IR.040

I am writing in response to your email of 17 July 2026, requesting information under the Freedom of Information (Scotland) Act 2002 (FOISA). The information you requested is as follows:

“Please provide me with information pertaining to Environmental Standards Scotland’s target or any other type of benchmark relating to employee headcount, whether directed by Scottish Government or decided internally. By this I mean, the number of employees your organisation is expected to employ.

I am interested in any correspondence dating from between 1 January 2025 and now.

Specifically, can you provide:

- a) Any correspondence, including letters, e-mails, or app messages, from your SG sponsor team, Ministers, or other SG officials, directing your organisation to meet or not exceed a specified headcount, or to reduce headcount by a specified amount.

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enquiries@environmentalstandards.scot

Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD
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- b) Any correspondence similar to the above which does not specify a particular headcount but which provides other direction in terms of savings or efficiency expectations, e.g. to paybill.
- c) The employee headcount your organisation is aiming to meet or maintain at or by 1 April 2027, whether that number was set by SG or internally.
- d) Whether this number represents individuals or Full Time Equivalent.
- e) Whether this number is inclusive or exclusive of staff on fixed term contracts, secondees, agency workers, and workers of other irregular status.
- f) If available, a breakdown of this headcount by grade.”

Our response

- a) Environmental Standards Scotland (ESS) does not hold any correspondence from our SG Sponsor team, Ministers, or other SG Officials, directing ESS to meet or exceed a specified headcount, or to reduce headcount by a specified amount. Accordingly, this is a notice, under section 17 of the Freedom of Information (Scotland) Act 2002 (FOISA), that the information is not held.
- b) ESS does not hold any correspondence similar to the above which provides ESS specific direction in terms of savings or efficiency expectations. Accordingly, this is a notice, under section 17 of the Freedom of Information (Scotland) Act 2002 (FOISA), that the information is not held.
- c) The employee headcount ESS is aiming to meet by 1 April 2027 is 45. This number has been set by ESS.
- d) This number represents individuals.
- e) This number is inclusive of staff on fixed term contracts, secondees, agency workers, and workers of other irregular status.
- f) See table on the next page for breakdown by grade.

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Grade	Number of staff at this grade
B1	2
B2	5
B3	23
C1	10
C2	4
SCS	1
Total	45

Right to seek a review

While we believe we have complied with your information request in full, if you are unhappy with this response to your request under FOISA, you may ask us to carry out an internal review of the response by writing to:

Mark Roberts
Chief Executive Officer
Environmental Standards Scotland
Thistle House
91 Haymarket Terrace Edinburgh
EH12 5HD
Email: foi@environmentalstandards.scot

Your review request should explain why you are dissatisfied with this response and should be made within 40 working days from the date when you received this letter.

We will issue a full response to your request for review within 20 working days of receiving it.

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Yours sincerely,



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