

02/04/2015

**BY EMAIL**

Tel: 028 9536 3863  
Email: FOI.BSO@hscni.net

Our Ref: FOI 28-2015

Dear Ms [REDACTED],

Your request for information was received on March 12<sup>th</sup> 2015 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to the advertisement for Programme Support Officer Band 5 – Transforming Your Care. Please see below your specific queries and the relevant response.

**1. Is this post as advertised, open only to HSCNI employees and HSCB Recruitment agency workers?**

Yes, when this post was advertised, it was only open to HSCNI employees and HSCB Recruitment Agency workers.

**2. If external candidates are excluded from applying for this post, explain in detail why they cannot apply for it.**

Restricted recruitment exercises are part of a normal well established managerial response when an organisation is facing financial or workforce reduction challenges. This approach assists in mitigating against any potential risk of having to make permanent staff redundant and is considered to be good HR practice.

**3. Why is the post fixed term limited initially to March 2016? Will the post be extended beyond that timeframe?**

The post is fixed term to cover maternity leave and as such may not be extended beyond March 2016.



**4. Who carried out the shortlisting for the post? Detail the process.**

The shortlisting/interview panel are as follows:

- Emma Holden (Chairperson)
- Conor Curran
- Kim Archibald

The panel will agree the shortlisting criteria from the requirements listed in the personnel specification before considering any of the application forms. Once they have been agreed, the panel will shortlist according to who does or does not meet the agreed shortlisting criteria.

**5. How many HSCNI employees applied for the post? Indicate their respective gender/age/community background.**

There were 9 HSCNI employees who applied for this position. The information broken down by age and gender cannot be provided under our normal procedures as it could lead to the identity of individuals being revealed.

**6. How many HSCB Recruitment agency workers applied for the post? Indicate their respective gender/age/community background.**

No Recruitment Agency workers placed within HSCB applied for this post.

**7. How many HSCNI employees were shortlisted for interview? Indicate their respective age/gender/community background?**

There were 6 applicants who were shortlisted for interview. The information broken down by age and gender cannot be provided under our normal procedures as it could lead to the identity of individuals being revealed.

**8. How many HSCB Recruitment agency workers were short listed for interview? Indicate their respective age/gender/community background.**

No Recruitment Agency workers placed in HSCB applied for this post, as such there were no Recruitment Agency workers placed in HSCB shortlisted.

**9. From which employer group was the successful appointee selected? Specify precisely either from within HSCNI groups e.g. Public Health Agency etc. or HSCB Recruitment agency.**

We are unable to supply this information at this time as no appointment has been made.

**10. Who were the members of the selection/interview panel? How were they determined?**

The shortlisting/interview panel is as follows:

- Emma Holden (Chairperson)
- Conor Curran
- Kim Archibald

The above panel members were selected due to their grade, management responsibility of the post being recruited and experience in the area that the post is being recruited to.

**11. Indicate the age/gender/community background of the successful appointee**

We are unable to supply this information at this time as no appointment has been made.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Administrative Services Manager,  
2 Franklin Street,  
Belfast,  
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Phone:** 0303 123 1113

**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Post:** Information Commissioner's Office, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

**David Bingham**  
Chief Executive