

John Walker
request-1492-7958c724@whatdotheyknow.com
By email:

Date 7 August 2008
Our reference 30-07-2008-114944-001

Dear Mr Walker

Freedom of Information requests

I refer to your two requests for information which have been handled under the Freedom of Information Act 2000.

“1. Copies of your organisation's policy documents relating to the selection of personnel for Common Purpose training.”

The LSC has undertaken a search and can advise that it does not hold any policy or guidance specific to the selection of LSC employees for Common Purpose training. The LSC does have a learning and development policy for all learning and development undertaken by staff. A copy of the document is attached to this email.

“2. Copies of ALL correspondence (email, letters, memos etc) relating to the selection of personnel for Common Purpose training.”

The LSC considers that it holds information which relates to the selection of an employee undertaking training with the organisation, Common Purpose, based on the fact that the LSC has identified money spent since 2001 on training provided by Common Purpose, and with the knowledge that the LSC managers might document information regarding the selection of an employee to undertake such training, as part of annual discussions between each employee and his or her line manager. Any information documenting selection for training would therefore almost certainly feature, as a result of these discussions, in the employee learning

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and development plan, which is personal to each employee, and is likely to be stored in individual employee and ex-employee files. It is possible, but considered much less likely that some information might feature in correspondence between the employee and line manager, such as emails, letters, memos etc, which you have specified in your request.

Irrespective of the format in which this information is held, the LSC estimates that to undertake a search to identify all such information held by the LSC would exceed the appropriate cost limit, as set out under section 12 of the Freedom of Information Act and the relevant Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004. Under section 12 of the Act, the LSC is not obliged to comply with a request where it estimates that the appropriate cost limit is exceeded, and on this occasion the LSC has decided not to comply with this request.

The LSC estimated the cost of the initial step necessary to identify the information requested was £1375 (representing 55 hours work based on £25 per hour), significantly exceeding the appropriate cost limit set for the LSC of £450.

We can also advise that information regarding selection of employees to attend training has not historically been stored on a computerised employee system. The LSC introduced such a system during the course of 2008, but it has not been populated with any historic data from learning and development plans, and it is not mandatory to describe the training provider on this system.

If you have not been satisfied with the handling of your request, the LSC maintains a complaint-handling procedure in accordance with section 50 of the Freedom of Information Act 2000. Details of the complaints procedure are available on the LSC website at:

<http://www.lsc.gov.uk/ComplaintsProcedure.htm>

If you complain to the LSC and remain dissatisfied with the outcome, you can write to the Information Commissioners Office (ICO). Full details of the Complaints Procedure are held on the ICO website at:

<http://www.ico.gov.uk/complaints.aspx>

Yours sincerely

Russel Bailey
Head of Records and Rights