

Justine Eades

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To reply please contact:

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Date: 17 August 2010

Dear Justine,

Re: - Request for Information – Reference Number:

Thank you for your request for information, which was received by Manchester City Council on 29 June 2010 and has been considered under the provisions of the Freedom of Information Act 2000.

The information requested is below:-

Please find below a FOIA Request for Information which was received on 28th June 2010 from Justine Eades who is seeking:

copies of any internal information you have about the selection, interviewing and use of agency workers.

Also provide a copy of your internal policy or guidance on how long you retain the following:

A: For agency workers who are selected and start working within your Council.

Copies of their CV or Job application and interview notes, record or score sheets, completed exercises or assessments.

B: For agency workers who are interviewed but not selected.

Copies of their CV or Job application and interview notes, record or score sheets, completed exercises or assessments.

- 1: If you do retain both A and B candidate information, please explain why this is and how it meets your Equality and Anti-Discriminatory duties.
- 2: If you only retain candidate B information, please explain why this is and how it meets your Equality and Anti-Discriminatory duties.
- 3) If you retain candidate information but destroy B candidate information, immediately it is decided they are not selected, please explain why this is and how it meets your Equality and Anti-Discriminatory duties.
- 4) If you do destroy candidate B information at any time, please advise when this takes place and why.
- 5) If you do destroy candidate information at any time, please advise when this takes place and why.
- 6) If you do destroy candidate B, more or less after an interview, please explain how you can ensure that candidate A was selected on the basis of merit as you will not have anything to compare candidate A with any other candidate Bs who had not been selected. Please explain why this is and how it meets your Equality and Anti-Discriminatory duties and complies with your own internal policy.

The response to your request is that the Council does not select Agency Workers as these are supplied via a Framework Agreement with a number of external suppliers. Therefore the selection process is with the supplier not the Council.

This information may be subject to copyright. Freedom of Information does not give you an automatic right to re-use this information in a way that would infringe copyright, for example, by publishing the information or making multiple copies.

Please note if you are not satisfied with this response you may ask for an internal review. If you wish to complain you should contact me in the first instance.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

Please remember to quote the reference number above in any future communications.

Yours sincerely



Interim Head of Personnel