



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

Dear James,

Reference Number: **RI1800**.

Thank you for your request for information under the Freedom of Information Act 2000.

Please find the answers to your questions below:

**1. Copy of the People Strategic Plan**

This information is exempt from disclosure under the Freedom of Information Act (FOIA) Section 22(1)(a). This exemption states:

*22 Information intended for future publication.*

*(1) Information is exempt information if—*

*(a) the information is held by the public authority with a view to its publication, by the authority or any other person, at some future date (whether determined or not).*

The People Strategic Plan is due to be published in Spring 2021.

**2. Copies of job descriptions for: Deputy Director People Services (Specialist), Deputy Director People Services (Strategy, Partnerships & Organisational Development), Head of People Operations**

Please find job descriptions attached.

**3. Copy of the intended organisational chart including all positions being recruited for in February 2021**

Please find the organisational chart attached.

**4. The total salary costs for the HR department for academic years 2017/18, 2018/19, 2019/20**

The total salary costs for HR by year are as follows:

2017/18	£957k
2018/19	£964k
2019/20	£954k

**5. The total amount spent on severance packages for individuals in HR in 2017/18, 2018/19, 2019/20 and current year 2020/Feb 2021**

The University is invoking Section 40(2) of the Freedom of Information Act 2000 because to provide this information would risk disclosure of personal data. Owing to a very low number of staff who received severance packages, the amount of the severance package is at risk of disclosure, together with the identification of the staff member(s).

**6. The proposed salary cost for the new People Services structure including current staff and prospective recruits (at lowest band point is fine)**

This information is exempt from disclosure under Freedom of Information Act Section 36(2)(b)(ii).

This exemption states:

*36.—(2) Information to which this section applies is exempt information if in the reasonable opinion of a qualified person disclosure of the information under this Act— (b) would, or would be likely to, inhibit— (ii) the free and frank exchange of views for the purposes of deliberation.*

Please note that this exemption is about the processes that may be inhibited as well as potentially compromising confidential information about the University's business operations. The proposed People Services structure and salaries have not yet been finalised and communicated to staff members and, by disclosing this information, we would compromise the University's confidential deliberations and plans.

If you are unhappy with the way in which your request has been dealt with or with the outcome of the consideration given to your request, you may ask for an Internal Review. 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. Our procedure for carrying out Internal Reviews can be found under the 'Complaint' section of [this document](#).

If you have any queries about this response or would like any further information about your request, or the Freedom of Information Act in general, please do not hesitate to contact us again by e-mail ([freedomofinfo@cardiffmet.ac.uk](mailto:freedomofinfo@cardiffmet.ac.uk)).

Yours sincerely,

**Esther Steele**

**Governance and Compliance Advisor / Ymgynghorydd Llywodraethu a Chydymffurfiaeth**

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**Mae Met Caerdydd yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.**

**Cardiff Met welcomes correspondence in English and Welsh and we will ensure that we communicate with you in the language of your choice, whether that's English, Welsh or bilingual as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.**

