



**MANCHESTER
CITY COUNCIL**

HR/OD Service

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Z Hussain

By email via : request-67588-0d5d1782@whatdotheyknow.com

Date: 4 July 2011

Our Ref: CEX/8GJHRY

Dear Mr Hussain,

Re: - Request for Information – Job Vacancies - Reference Number: CEX/8GJHRY

Thank you for your follow-up request of 4 May 2011 regarding the Council's response to your request for information dated 5 April 2011. This has been treated as a request for clarification, rather than a request for an internal review. Should you in fact require the latter please notify me of this.

You requested clarification as to the Council's estimate of the time it would take to provide the information requested. As outlined in the Council's response on 28 April 2011, the information concerned is not held centrally and the Council does not have the reporting functionality within its Recruitment Services to electronically retrieve the data. The required information would therefore have to be manually collated by an officer who had knowledge of the recruitment process and the manual records that are used therein.

Having considered your original request, and in view of the period of time requested, namely the last two fiscal years, it was estimated that it would take in excess of 10.5 days to provide the requested information.

As was explained in the Council's response to you, it was estimated that the statutory cost limit of £450 (which is calculated as being 2.5 days of a council officer's time to determine whether the Council holds the information and to locate, retrieve and extract the information) would have been exceeded if the Council supplied the information concerned. If you require further information, the Council's Fees and Charges Policy is available on the Council's web site at: www.manchester.gov.uk/freedom/pdf/feescharges.pdf

You have also asked for estimates of the time that would be required to provide a response in respect of each sub-question within your request. However, the Council's estimate of chargeable time was based on consideration of your request as a whole. It is not possible to simply divide the total estimated time of 10.5 hours between your sub-questions, as the answering of later sub-questions is contingent on the answering of

earlier sub-questions (i.e. the questions are not "free-standing" and there is overlap in the work involved in respect of each).

In your 4 May 2011 email, you suggest that if any sub-questions individually would take less than 2.5 days for the Council to provide a response, you would submit separate requests in order to obtain the information requested. However, the rules pertaining to the calculation of costs act to prevent the splitting of requests in this way (i.e. when this would subvert the statutory cost limit) and the Council would be entitled to aggregate the estimated time for individual requests (received within any given 60 working day timeframe) and base its determination as to whether the cost limit had been exceeded on the total estimated time taken across all requests. The relevant provision providing for the aggregation of costs is Regulation 5 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

To assist you in your request, I can provide pdf copies of the Council's "Jobs Update" for the last two fiscal years which detail jobs advertised externally. For those years, unless exceptional circumstances applied, externally advertised vacant posts would have been included within the Jobs Update, which had a wide circulation within and beyond the Council. We are confident that this publication included nearly all (if not all) the vacancies externally advertised by the Council during the period concerned. This information can be provided within the cost limit and may assist in answering your enquiry as to the number of vacancies that were externally advertised.

I hope that the above is of assistance. Please remember to quote the reference number above in any future communications.

Yours sincerely

Mallicka Mandal

Employee Relations Manager