



Mr Hussain

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

Date: 01 September 2011

Our Ref: CEX/8GJHRY/1

Dear Mr Hussain,

Re: - Request for Interview Review – Job Vacancies

I am writing in response to your request for an internal review, submitted on 10 July 2011, in relation to the handling of the above Freedom of Information Request. I would like to apologise for the delay in responding.

Your Freedom of Information request was as follows:

For the last 2 fiscal years:

1. How many jobs were advertised just externally? Just Internally? Both?
2. How many new posts were taken up?
3. How many advertised jobs were filled by internal applicants? External Applicants?
4. What was the ratio of applicants to jobs advertised?

The response to your request was sent to you on 3 May 2011 was as follows:

I can advise that this information is not held centrally and we do not have the reporting functionality within our Recruitment Services to electronically retrieve this data. The required data would therefore have to be manually collated which would require considerable officer time in locating, retrieving and compiling this information.

The reasons you have provided for requesting a review are summarised as follows:

- (a) clarification of the reasons that HR data is not readily available
- (b) concern at the timescale taken to respond

I have undertaken an internal review of the above and in response my findings are:

Response to question (a)

The Recruitment Team do not have the facility to produce reports from the E Recruitment infotype on SAP; therefore to retrieve and collate the data would require a manual exercise.

A review of the PDF copies of the Council's jobs bulletin 'Jobs Update' sent to you on 4 July 2011, indicates that there are at least 10 external advertisements per issue. As there were 19 publications sent to you covering a previous two year period, this indicates that there were at least 190 external adverts over that period. It would take approximately 10 minutes per advert to manually retrieve and collate the requested data, and this would amount to a minimum of 31.66 hours. There are 7 hours in a working day, therefore to manually collate the information for external applications alone would take a minimum of 4.5 working days.

This estimated figure does not take into account the time that would need to be allocated to reviewing and retrieving the relevant information for each internal advert. The Council currently operates a practice of minimum external recruitment, with the majority of recruitment taking place internally. Therefore to review both internal and external advertisements, would take in excess of 10.5 days of officer time to provide the information.

In response to question 2, I am able to confirm that there were 1,262 FTE were recruited externally over the last 2 years. This is broken down as follows:

Timescale	FTE Recruited externally
July 09 - March 10	792
April 10 - March 11	416
April 11 - July 11	53

In response to (b), my findings are:

You submitted the Freedom of Information Request on 5 April 2011, and the initial response was provided to you by the Council 17 working days later on 3 May 2011.

On 4 May 2011, you replied by email asking for clarification in relation to how the cost limit had been applied. The Council provided a response 44 working days later on 4 July 2011.

Between 4 May 2011 and 4 July 2011 options were being explored to provide you with at least some of the data requested. As a result of this, PDF copies of all Jobs Updates for the previous 2 year period were retrieved from the Communications Team and were made available to be sent to you on request.

My conclusion in relation to (a) and (b) is therefore as follows:

To summarise, the Council currently does not have any readily available means by which to produce the requested information, in so far as that falls within or outside of the time period requested. There is no readily identifiable source from which such information can be ascertained apart from manually reviewing each and every internal and external advert and reviewing how many posts were filled, by whom and calculating the ratio of internal to external applicants. I have provided an explanation that highlights that the timescale in providing this information for external adverts alone would be in excess of 4.5 works days.

I am therefore satisfied that the task of reviewing above both internal and external advertisements would be one that would fall significantly outside of the Fees Regulations. It is 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, locate, retrieve and extract the information) will be exceeded if the Council supplied the requested information. 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

In relation to (b), I have concluded that the initial response to your Freedom of Information Request was provided within the statutory time limit for responding to requests. However I agree that that your follow up email requesting further clarification could have been responded to more quickly. This was due to an unusually high volume of activity taking place at that time within the Human Resources team in supporting the organisation to implement the staffing implications resulting from the Comprehensive Spending Review. I realise that this is not an acceptable reason and that a response should have been provided to you sooner therefore I would also like to take the opportunity to apologise for the delay.

If you are not satisfied with this response, you may ask for a second internal review. Please contact me in the first instance.

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

The Information Commissioner can be contacted at:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

Pat Fetherstone
Head of Service Delivery
HR & OD