

Cyngor Sir CEREDIGION County Council

Alun Williams

Swyddog Arweiniol Corfforaethol : Polisi a Pherfformiad
Corporate Lead Officer : Policy and Performance

Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron. SA46 0PA
www.ceredigion.gov.uk



By e-mail only: request-490532-c50aa920@whatdotheyknow.com

Dyddiad Date	31 st August 2018
Gofynnwch am Please ask for	Mr Alun Williams
Llinell uniongyrchol Direct line	01545 574151
Fy nghyf My ref	AW/AD/13811
Eich cyf Your ref	
Ebost Email	Alun.williams2@ceredigion.gov.uk

Dear Mrs O'Reilly,

Re: Freedom of Information request – Internal Review (ID: 13811)

I write in response to your request dated 16th July 2018 for an internal review following the handling of your request made under the Freedom of Information Act 2000 (FOIA) on account that you do not agree that the Council does not hold any other form of Organisational Chart for the Local Education Authority (LEA). Please accept my sincere apologies for the delay in responding to your request.

Your original request dated 11th June 2018 was:

Please provide an organisational chart for the LEA that shows the structure of the organisation and the relationships and relative ranks of its parts and positions/jobs. Please include names of the staff members, job titles, email addresses and pay band information for each position.

Please provide this information for the period before the recent restructuring/reorganisation and the up to date information as well.

The Council's response was:

Please see attached spreadsheets.

Please note that the pay grades of staff have been provided. The value of each pay grade can be found within the Council's Pay Policy, which can be found at the following link:

<https://ceri.ceredigion.gov.uk/net/wp-content/uploads/2018/04/Ceredigion-Pay-Policy-2018-19.pdf>

Please also note that the names of non-senior staff have been withheld under S.40(2) of the Freedom of Information Act 2000 (FOIA). A refusal notice is attached for your information.

Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg. Cewch ateb Cymraeg i bob gohebiaeth Gymraeg ac ateb Saesneg i bob gohebiaeth Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome correspondence in Welsh and English. Correspondence received in Welsh will be answered in Welsh and correspondence in English will be answered in English. Corresponding in Welsh will not involve any delay.

Prif Weithredwr / Chief Executive :
Cyfarwyddwyr Corfforaethol / Corporate Directors :

Eifion Evans
Sue Darnbrook
Barry Rees

I note that a further response was sent to you on the 12th July 2018, following a telephone enquiry from Mr O'Reilly:

Further to your telephone call yesterday, we can confirm that we do not hold an 'organisational chart' for the local education authority. The information that we sent to you is what we hold, and is the only format that shows the job roles and their relative positions (e.g. job titles indicate level of position in the form of officer or manager etc.). We hope this addresses your query.

Your Internal Review request dated 16th July 2018 was:

I am writing to request an internal review of Ceredigion Council's handling of my FOI request 'Organisational chart for Ceredigion LEA including pay band information etc'.

We believe that the chart we requested is held by the Council but may not have the name of "organisational chart". The list that was provided does not show the relationship between different positions. The LEA must have a way of showing new staff or interested parties the structure of the organisation and who line manages who and who has responsibility for certain areas of the organisation. Please provide us the organisational chart as soon as possible.

Organisational chart templates are available on the internet that may be of use to you, if your organisation really doesn't use them.

We do not believe that all the members of staff on the list you provided share the same email address and we do not believe that staff's work email addresses are personal information. The genuine email addresses of staff members should have been provided to us but were not. Please provide this information to us as soon as possible.

We accept your reasons for not providing pay band information for junior staff but we do not accept that the names of staff working for the LEA along with their job title is personal information. This information should have been provided to us but was withheld, the information requested was information about staff members work lives and not their private lives. The ICO has some useful information on their website about this subject which may be of help to you. Please provide this information requested as soon as possible.

I have made enquiries with the relevant service and am assured that the information you have requested does not exist as there is no organisational chart that meets your definition as outlined in your Internal Review request. However, a chart exists which outlines the responsibilities of certain individuals within the service for the 2016-17 financial year. This is attached for your information.

Following Local Authority reorganisation in April 2018, work is currently being undertaken to create a new organisational structure chart for the new Schools service. This organisational structure will be made available once finalised following a period of consultation with staff.

Having considered your request that the Local Authority should provide you with the names of staff working for the LEA along with their job title, I have decided that some of this information should be released to you. The names of staff who earn below grade 7 however have been withheld. This is because these members of staff have a reasonable expectation that their names will not be disclosed as they are not senior members of staff. In conjunction with section 40(3)(a)(i) of the FOIA, this section allows a public authority to withhold information when the information requested is personal data relating to someone other than the requestor and its disclosure would contravene one of the data protection principles contained in Schedule 1 of the Data Protection Act 1998 (Data Protection Act 2018 as of 25th May 2018).

For information, I have also included the Soulbury pay policy which was omitted from your original request as some staff groups within this service are on this policy rather than the Local Authority pay policy.

You have also requested the work e-mail addresses of all staff within the Schools Service. Having considered this issue carefully, I am of the view that this information is exempt for disclosure under S.43(2) of the Freedom of the FOIA. A refusal notice is attached for your information.

If you remain dissatisfied with the way the Authority has dealt with your request you may refer the matter to the Information Commissioner's Office (ICO).

Their details are as follows:

The Information Commissioner's Office can be contacted at:
Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Kind regards.

Yours sincerely,

A handwritten signature in cursive script that reads "Alun Williams".

Alun Williams
Corporate Lead Officer: Policy & Performance

Encs.

Refusal Notice – Section 43(1)(2)(3) Freedom of Information Act 2000

Section 43(2) of the Freedom of Information Act 2000 provides that:

“(2) Information is exempt information if its disclosure under this Act would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it)”.

The Local Authority has recently undertaken a restructure of services. This includes the implementation of a new centralised customer contact centre, which has been created to deal with all customer enquiries, thus freeing up other members of staff to carry out their duties. Releasing the e-mail addresses of individual staff members would therefore go against the principles of having a dedicated customer contact centre, and go against the commercial interests of the Authority. As a result, we are refusing this element of your request under section 43(2) of the Freedom of Information Act 2000.

This exemption is subject to the public interest test.

Public Interest Test

There is an inherent public interest in ensuring that there is openness and transparency within the Authority.

Having said this, disclosure of the individual staff members e-mail addresses could prejudice the Authority's commercial interests due to the investment in implementing the new customer contact centre. It is important for the Authority to ensure that its investment in the new customer service is cost effective for all services.

After considering the arguments outlined above, it has been determined that the information requested should be withheld.

You have the right to appeal to the Information Commissioner's Office; details of how to do this are provided in the letter that accompanies this refusal notice.

31st August 2018