

**Ref:** IG-10003  
**Contact:** Information Management Services  
**Email:** [InformationRights@nottinghamcity.gov.uk](mailto:InformationRights@nottinghamcity.gov.uk)



**Nottingham**  
**City Council**

**Information Management Services**

Development & Growth  
4<sup>th</sup> Floor  
Loxley House  
Station Street  
Nottingham  
NG2 3NG

**Tel:** 0115 876 4376

**Email:** [InformationRights@nottinghamcity.gov.uk](mailto:InformationRights@nottinghamcity.gov.uk)  
[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

Requester

At contact address specified for request number above

6 November 2017

Dear Requester

**Request under the Freedom of Information Act 2000 (the Act)**

The council has considered your requests, which we received on 9 October 2017.

Under Section 5 (2) of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, requests can be aggregated where (a) the two or more requests relate, to any extent, to the same or similar information, and (b) those requests are received by the public authority within any period of sixty consecutive working days. Your two requests have therefore been aggregated into one as they relate to the same or similar information and were received within five working days of one another.

Our response to your question(s) is shown below:

- 1. Please provide an organisational chart of your Adults Services Department from Director down to Team Managers providing the names of current postholders as appropriate (Director down to Service Manager would be excellent including Heads of Service, Principal Officers).*

Please find a structure chart attached entitled "**10003 - Children + Adults Structure Chart - Redacted**". This contains details of all heads of service and directors within the Childrens and Adults Directorate. All employees can be contacted by calling the main switchboard on 0115 915 5555. Due to the ever-changing nature of the council, it cannot be guaranteed that the structure chart is up to date. Under section 1 of the act the council are not obliged to create new information. The council intends to publish an up to date Children and Adults structure chart annually in January.

Parts of the attached documents have been redacted in accordance with section 40(2) of the Act.

The names of employees below the level of Head of Service are not being disclosed in accordance with section 40(2) of the Act. The personal information about identifiable living individuals is exempt if disclosure to a third party would breach one

or more principles in the Data Protection Act 1998 (the DPA). The Information Commissioner's guidance states 'It is reasonable to expect that a public authority would disclose more information relating to senior employees than more junior ones...the disclosure must not cause unwarranted interference with the rights, freedoms and legitimate interests of the employee'.

The individuals concerned would not expect their names and job titles to be disclosed to a third party, as it is the council's general guidance not to do so for staff below the level of Head of Service.

Section 40(2) of the Act sets out the exemption for third party data and subject to one of two conditions being met. The council considered that the disclosure of the information to you otherwise than under the Act would contravene one of the data protection principles as set out in section 40(3)(a)(i) (first data protection principle – information processed fairly and lawfully).

When determining the privacy rights of the other individual (third party) the council considered that it would be unfair to disclose the personal data of the other individuals.

As the council is withholding the information as detailed above under section 40(2) please accept this letter as a partial refusal notice issued in accordance with section 17 of the Act.

In accordance with Section 16(1) of the Act, the council has a duty to provide advice and assistance to you, as far as it is reasonable to do so. The council can advise Nottingham City Council does not respond to unsolicited requests regarding sales, procurement and commissioning. Departments must follow a strict procedure as the council has a responsibility to spend public money to achieve the best possible value and outcomes for its citizens whilst maximising the wider social, economic and environmental aims. The council can direct you to the council's website pages for procurement opportunities, events and how to sell to the council, where you can also find the contact details for the Procurement Team including an email address and phone number:

<http://www.nottinghamcity.gov.uk/business-information-and-support/doing-business-with-nottingham-city-council/>

2. *Please identify who within Adults Services and your Human Resources Department takes lead responsibility on social worker recruitment and retention.*

In accordance with section 1(1) of the Act the council has a duty to confirm whether it holds the information of the description specified in the request, and if that is the case, to have the information communicated to the requester.

Names of employees below the level of head of services have been withheld. In accordance with section 40(2) of the Act, the personal information about identifiable living individuals is exempt if disclosure to a third party would breach one or more principles in the Data Protection Act 1998 (the DPA). The Information Commissioner's guidance states 'It is reasonable to expect that a public authority would disclose more information relating to senior employees than more junior ones...the disclosure must not cause unwarranted interference with the rights, freedoms and legitimate interests

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*3. What steps if any have you taken or intend to take to incentivise social worker retention?*

In relation to children's social worker retention, Nottingham City's work on recruitment and retention for social workers is encompassed within a number of work streams, which are monitored monthly. These work streams include the development of a regional memorandum of cooperation to reduce the differential between agency pay and permanent positions, introducing a market supplement to retain experienced social workers, an Assessed and Supported Year in Employment recruitment programme. The council will shortly be launching a Grow Our Own scheme to support colleagues already working for the Council to train as social workers.

In relation to adults social services Nottingham City Council Adult Social Care maintains close working links with the two local universities in Nottingham who offer undergraduate and postgraduate qualifications in Social Work. Colleagues from Workforce Development and Performance have previously been invited to address final year students, and give details on vacancies and opportunities for a career with Nottingham City; these final year students were then encouraged to apply for positions within the department when they complete their studies. We offer a comprehensive Assessed and Supported Year in Employment programme, which can be completed by both full time and part time Newly Qualified Social Workers, as well as subsequent post-qualifying accreditation such as Best Interest Assessor, Approved Mental Health Practitioner and Practise Educator courses. Approved Mental Health Practitioner also attract an additional market supplement to their salary, to recognise the additional responsibility that they undertake on top of their substantive roles. We have a well-established progression route that supports social workers to develop in line with the professional capabilities framework and offer a range of training and development opportunities to support this.

Adult Social Care also runs a rotation programme, whereby social workers can apply to rotate into a different team for their professional development and growth, to become an accomplished practitioner with experience of many different client groups. Finally, we have recently introduced an initiative for unqualified colleagues within the department to commence a Social Work qualification through Nottingham City Council, thereby encouraging current colleagues to not only remain within the department but progress within their career and achieve their potential for improving vulnerable citizens' lives.

*4. Please provide me with an up to date Organisational Structure chart  
For the Children Services including all manager NAMES,  
Contact details and job titles.*

Please see answer to question 1.

You are free to use any information supplied for your own personal use. However, any other type of re-use, for example, by publishing the information or issuing copies to the public will require the permission of the copyright owner. If the copyright is owned by Nottingham City Council details of the conditions on re-use can be obtained by contacting this office.

If you are unhappy with the response provided or with the handling of your request, you can ask for an internal review by email: [informationrights@nottinghamcity.gov.uk](mailto:informationrights@nottinghamcity.gov.uk) or writing to the **Information Governance Specialist, Information Management Services, 4<sup>th</sup> Floor, Loxley House, Station Street, Nottingham, NG2 3NG** by stating the reasons for your dissatisfaction. Your request for an internal review should be made to the council within forty working days of the date of this letter. Please quote reference IG-10003 in all communications.

If you remain unhappy after receiving the response to your initial complaint you can request an independent review from the Information Commissioner's Office at **FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF**. You may also contact the Information Commissioner's Office by telephone on 01625 545745 or by email at [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk).

Yours sincerely

Information Rights & Insight Team  
Information Management Services  
Development & Growth