

Dear Shamir,

**RE: INFORMATION REQUEST DATED 3RD MARCH 2022
REQUEST FOR INTERNAL REVIEW RECEIVED 5TH APRIL 2022
REF: FOI-01020**

We write further to your email dated 5th April 2022, where you requested an internal review of our response to your Freedom of Information Request, dated 5th April 2022. We have now completed the internal review.

Review Request

I am writing to request an internal review of Birmingham City University's handling of my FOI request 'Parkside IT Help staffing levels'.

You have not answered the questions.

Is it true jobs do not get advertised and then an email is sent out to staff that certain individuals have moved to a different role or team ? Like Chrsitan Terrible ?

Background

Your original request dated 3rd March 2022 read as follows;

I am writing to find out when I was moved to Parkside in the form as an IT technician, why did SYed move to the team I was originally assigned to ?

What happened to SYed's replacement ?

When did SaEed get replaced ?

What happened to the temporary members of staff that were working there during the last six years ?

How many temporary members of staff were based on the front desk of Parkside level 2; outside the parkside IT office ?

How many permanent members of staff reside on the front desk ?

Who are responsible for hiring IT staff ?

Are fair interviews conducted with a fair panel ?

During the recruitment regarding the hiring of such staff, are the best staff picked based on experience, skills and educational background ?

What do the IT staff in parkside do ? Are they still in the kitchen or elsewhere ?

BCU responded on 5th April 2022 with the following;

Requests 1-3: Although we do hold this information, we are unable to provide this information as it is personal information belonging to another individual. Therefore, this is exempt information under s40(2) Freedom of Information Act 2000.

Request 4 & 5: We do not hold this information as it is not routinely recorded

Request 6: We do not hold this information as it is not recorded

Request 7: Please see attached Staff Resourcing Policy - Please refer to section 10 of the policy - "Selection panel" for this question.

The recruiting manager would normally be the line manager that the vacancy belongs to.

The recruiting manager must identify members of the selection panel and nominate a Chair of the Panel who will have specific responsibility for managing the selection process. A selection panel will comprise a minimum of two managers. A representative from Human Resources may also be present. At least one member of the selection panel will have received recruitment and selection training within the previous three years. Single sex (all men or all women) selection panels should only be convened in exceptional cases. All academic appointments and others, where appropriate, will involve representatives from the student body in the assessment process.

Request 8: This is not a request for recorded information as it is asking for comment rather than information likely to be held by BCU and therefore this is an invalid request.

Request 9: Please see section 8 of the attached policy - "Applications"

All applications received by the closing date for a post will be reviewed against the selection criteria for each post by a minimum of two managers. Those applicants who best meet the selection criteria will be put forward to the next stage of the selection process. Applicants who have declared a disability and meet the minimum essential criteria for a job will also be put forward to the next stage of the selection process.

and section 9 - "Selection Methods"

The University will adopt a range of selection methods at different stages of the recruitment and selection process. Selection methods may include, assessment centres, skills testing, psychometric and ability testing. The selection process will always involve an interview in person or via video conferencing. If selection tests are being used all candidates should be advised in writing in advance of the type of test and of any preparation required. Reasonable adjustments will be provided for disabled candidates attending interviews and undertaking selection tests.

The University will ensure that selection methods chosen are appropriate for the role being recruited to and not unfairly discriminatory or biased.

Request 10: They provide IT support to staff and students in Parkside. The IT team has access to a shared kitchen facility.

Your request for an internal review of the response that we provided was received by BCU on 5th April 2022.

Outcome

We have reviewed the original response that we sent to you and the individual questions again. Please see our conclusions below:

1. *Our original response is correct. The information requested is the personal data of a third party and is, therefore, exempt under Section 40(2) of the Freedom of Information Act 2000.*
2. *Our original response is correct. The information requested is the personal data of a third party and is, therefore, exempt under Section 40(2) of the Freedom of Information Act 2000.*
3. *Our original response is correct. The information requested is the personal data of a third party and is, therefore, exempt under Section 40(2) of the Freedom of Information Act 2000.*
4. *Our original response is correct. We do not hold this information as it is not routinely recorded and therefore, we have nothing to provide in response to this request.*
5. *Our original response is correct. We do not hold this information as it is not routinely recorded and therefore, we have nothing to provide in response to this request.*
6. *Our original response is correct. We do not hold this information as it is not routinely recorded and therefore, we have nothing to provide in response to this request.*
7. *Our original response is correct – our response was factual and based on the policy guidance. We are able to provide further information here to make it clearer as to who's responsibility it is - the recruiting manager is responsible for the vacancy. The recruiting manager is normally the line manager that the vacancy belongs to.*
8. *Our original response is correct. This answer to this request would be a matter of opinion and is not a question to be answered by an individual or organisation such as BCU and therefore, falls outside the scope of the Freedom of Information Act 2000.*
9. *Our original response is correct – our response was factual and based on the policy guidance.*
10. *The IT team are based in the IT Support Office located on the MP/Parkside bridge. The team has never been based in the kitchen.*

With regards to the following question contained in the email where you requested an internal review of our response to FOI-01020:

Is it true jobs do not get advertised and then an email is sent out to staff that certain individuals have moved to a different role or team ? Like Chrsitan Terrible ?

The University has a stringent and transparent recruitment process which recognises the central and crucial importance of ensuring it is able to meet its staff resourcing requirements. The University ensures that all staff, current or prospective, are treated at every stage of the recruitment and selection process solely on the basis of their merits, abilities and potential. For further information on the recruitment process and each individual stage, please refer to the Staff Resourcing Policy attached.

If you have any questions or concerns arising out of this response, please feel free to contact us in the first instance.

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. Please see <https://ico.org.uk/make-a-complaint/> for details of their procedure. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.