



**MANCHESTER
CITY COUNCIL**

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**Human Resources and
Organisational Development**

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Date: 02 February 2016

Dear Sir,

**Re: - Request for Information – Freedom of Information request - Personnel
Department and procedures**

Thank you for your request for information, which was received by Manchester City Council on 18 January 2016 and has been considered under the provisions of the Freedom of Information Act 2000.

You have requested:

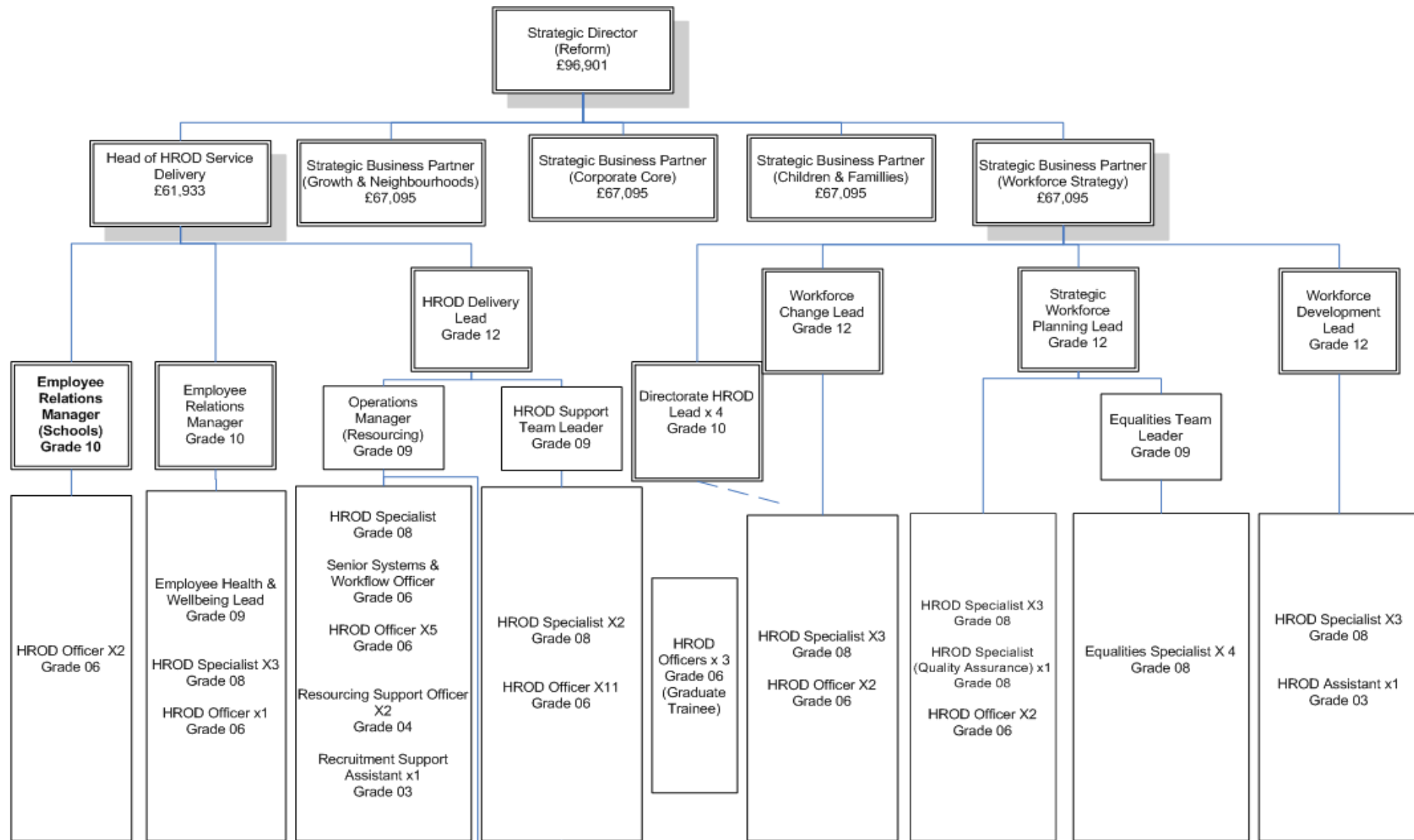
- 1) The documents 'How to Guide – Job Descriptions and Person Specifications' and 'How to Guide - Best Practice Assessment Methods' described in the 'Recruitment and Selection guide' published on your website
- 2) An organisation chart for your Personnel Departments including both Corporate Personnel and Departmental Personnel if separate. Please include reporting lines and job positions (names are not required) as well as the number of heads in each job position.
- 3) For each job position on the Personnel organisation chart's please could you advise the pay scale for each job position where applicable.

In response to your questions:

1) The documents in relation to 'How to Guides' – Job Description, Person Specification, Best Practice Assessment Methods described in the Recruitment and Selection guide, are currently being reviewed and once formally approved will be published via the Council website.

2 and 3) Please see a copy of the HROD structure chart below depicting both job titles and pay scales.

HROD Structure



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If you are not satisfied with this response you may ask for an internal review. If you wish to complain you should contact the Information Governance Manager, whose address is Democratic Services, Town Hall, Albert Square, Manchester, M60 2LA and email informationcompliance@manchester.gov.uk

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.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Please remember to quote the reference number above in any future communications.

Yours sincerely

Nicholas Morgan
Employee Relations Officer