



Jason Gothard

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Human Resources and  
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Date: 01/03/2016

Dear Mr Gothard,

**Re: Internal Review –Personnel Department and Procedures– Reference  
CEX/A6ALDG- IR**

I refer to your request for an Internal Review in respect of the Council's response to your FOI request which was received by Manchester City Council on 5<sup>th</sup> February 2016 and was considered under the provisions of the Freedom of Information Act 2000 ("the FOIA").

You had requested information as follows:

- 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.*

You were dissatisfied with this response and requested an internal review on 8<sup>th</sup> February 2016, stating:

*"I requested '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". You have replied "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. Please can you provide the most current approved version of each of the documents I requested? Please can you also specify in pounds the pay scales for the Personnel positions associated with grade remuneration?"*

I have undertaken an internal review of the above and can confirm that this was originally rejected under **Section 22 – Information Intended for Future**

**Publication**, due to the review of the requested documents and procedures which is being undertaken currently. However, in response to your request for the existing approved versions I find that these should have been disclosed in response to your request. Therefore, please find attached the current '*How to Guide – Job Descriptions and Person Specifications*' and '*How to Guide - Best Practice Assessment Methods*'.

In regards to your request to specify in pounds the pay scales for the Personnel positions associated with grade remuneration, I find that this did not form part of your original FOI request and therefore should be regarded as a new request. A response in this regard will be issued to you, under separate cover, within the required timescales.

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,

Pat Fetherstone  
Head of Service Delivery