

<b>Report to:</b>	MSMTM
<b>Report by:</b>	Helen Gardner-Swift, Head of Corporate Services (HOCS)
<b>Meeting Date:</b>	13 September 2022
<b>Subject/ Title:</b> (and VC no)	Recruitment of Freedom of Information Officers (Enforcement) and Freedom of Information Officer (Policy and Information) VC174925
<b>Attached Papers</b> (title and VC no)	None

## Purpose of report

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1. The purpose of this Committee Report (CR) is to provide an update :
  - on the report from the Head of Enforcement (HOE) submitted to the Senior Management Team (SMT) on 29 March 2022 (VC166394) regarding the recruitment of two Freedom of Information Officers (Enforcement) (FOIO(E)s) and
  - the recruitment of a Freedom of Information Officer (Policy and Information) (P and I).

## Recommendation and actions

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2. I recommend that the SMT:
  - (i) approve the appointment of three full-time, permanent FOIO(E)s.
  - (ii) approve the appointment of a full-time permanent FOIO (P and I)
  - (iii) agree the publication of this report as set out in paragraph 15.

## Executive summary

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3. Following the approval of the recruitment for two FOIO(E)s, the following happened:
  - an additional vacancy for one FOIO(E) arose during the summer due to a member of staff transferring to the Policy and Information team
  - a full-time vacancy for a FOIO (P and I) arose during the summer

### Recruitment exercise for FOIO(E)s

4. Given, the increase in the caseload and so as to provide additional case work capability and resilience in the Enforcement Team, the Commissioner agreed that it would be appropriate to recruit three FOIO(E)s.

### Vacancy - FOIO (P and I)

5. Given the vacancy that arose during the summer, and, in the event a suitable candidate arose from the recruitment exercise for the FOIO(E)s, the Commissioner agreed that it would be appropriate to recruit to the full-time vacancy for FOIO (P and I).

## Risk impact

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6. Failure to recruit to the four posts is likely to have a negative impact on both strategic and operational risk and may lead to external criticism.

## **Equalities impact**

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7. All four posts will be full time but be open to flexible working arrangements, including job share in line with the Commissioner's employment policies.

## **Privacy impact**

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8. There will be no direct impact. We have policies and procedures in place to ensure that personal information related to employment and selection and appointment processes is held in a fair and proper way and processed appropriately

## **Resources impact**

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9. The four posts fall within the current staff complement and can therefore be met from within current resources.
10. The recruitment exercise has had an impact on the work of both the Enforcement and Corporate Services Teams.
11. There will be an additional resource impact relating to the appointment and recruitment processes.

## **Operational/ strategic plan impact**

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12. Failure to recruit to the FOIO(E) and FOIO (P and I) posts would affect our ability to deliver commitments in the Strategic Plan 2020-24 and the Operational Plans 2022-23.

## **Records management impact (including any key documents actions)**

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13. None

## **Consultation and Communication**

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14. Consultation has taken place with the Commissioner and the HOCS.

## **Publication**

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15. I recommend that this CR is published in full.