

FREEDOM OF INFORMATION ACT 2000

Your request for information has now been considered and the Council's response to your questions is shown below.

You asked:

We are investigating the way in which the ending of the default retirement age has changed the way that retirement decisions are made by public sector employees and their managers. Your responses to the following questions will enable us to identify national trends.

Please provide us with as much information as possible on the following questions. Please provide the following information for all public libraries in the Leicester City Council area.

Current staffing

- 1) Please state the number of people employed at the libraries (as of 30/12/13).**
- 2) Please give a breakdown of this total, giving the number of (a) men, (b) women.**
- 3) Please provide a breakdown of the total showing the following age categories: (a) under 20yrs; (b) 20-24yrs; (c) 25-29yrs; (d) 30-34yrs; (e) 35-39yrs; (f) 40-44yrs; (g) 45-49yrs; (h) 50-54yrs; (i) 55-59yrs; (j) 60-64yrs; (k) 65-69yrs; (l) 70yrs and over**
- 4) Please provide a breakdown of the figure by length of services in the categories: a) less than 6 months; b) 6 months to 1 year; c) 1 to 5yrs; d) 5 to 10yrs; e) 10 to 15yrs; f) 15 to 20yrs; g) 20+yrs**

ANSWER:

Please see the attached spreadsheet – Library Emps Tab for answers to questions 1 – 4.

Leavers

- 5) For each year from 2008 to 2013, please give the number of employees who have left.**
- 6) Please give a breakdown of this total, giving the number of (a) men, (b) women.**
- 7) Please provide a breakdown of the figures using the following age categories: (a) under 20yrs; (b) 20-24yrs; (c) 25-29yrs; (d) 30-34yrs; (e) 35-39yrs; (f) 40-44yrs; (g) 45-49yrs; (h) 50-54yrs; (i) 55-59yrs; (j) 60-64yrs; (k) 65-69yrs; (l) 70yrs and over**

- 8) Please provide a breakdown of the figure by length of services in the categories: a) less than 6 months; b) 6 months to 1 year; c) 1 to 5 years; d) 5 to 10 years; e) 10 to 15 years; f) 15 to 20 years; g) 20 years +**

- 9) Please state the number of employees who left between Jan 2008- Sept 2013 for the following reasons:**
 - (a) Health reasons**
 - (b) Redundancy**
 - (c) Temporary contract ended**
 - (d) Reasons related to performance or capability**
 - (e) Early retirement**
 - (f) Retirement at state pension age**
 - (g) Other reasons**

Please see the attached spreadsheet – Leavers Tab for answers to questions 5 – 9.

Managing older workers

- 10)Please state who is responsible for counselling older workers regarding retirement options (i.e. title or position, not name).**

Employees line manager.

- 11)Please state who is responsible for managing the performance of library staff (again title or position, not name).**

Employees line manager.

- 12)For each year (2008 to 2013) please state the number of performance appraisals carried out (if any).**

This information is not held centrally and would require us to contact individual managers to check through each of the employee's records to gather this information and this would exceed the 18 hour time limit.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for local government is set at £450. This represents the estimated cost of one person spending more than 18 hours in determining whether the department holds the information, locating, retrieving and extracting the information.

This is therefore a Refusal Notice under section 17.1 of the Freedom of Information Act, because under the provisions of section 12.1 of the Act, the Council estimates that to comply with your request in its current form will exceed the appropriate limit.

13)Has the policy regarding performance appraisals changed at some point since 2008? If so, please specify in what way it has changed.

No

14)Which of the following policies or provisions apply to employees who are approaching retirement

- (a) Performance appraisals;**
- (b) Informal discussion or counselling;**
- (c) None.**

Performance appraisals and Informal discussions or counselling apply to all employees. Employees who are approaching retirement can also attend a "Preparing for Retirement" course if they wish.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager
Information and Support
Leicester City Council
FREEPOST (LE985/33)
New Walk Centre
LEICESTER LE1 6ZG
e-mail: FOIA@leicester.gov.uk**

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow SK9 5AF
Telephone: 01625 545 700**

www.informationcommissioner.gov.uk

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.