

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

Please can you provide the following information:

The job analysis questionnaire, job description and person specification for the following

posts:

Strategic Service Partner post

Pay and Workforce Advisor post

Copy of assimilation exercises undertaken to determine/establish new post status for the

following posts detailed in the draft business for Strategic HR Service:

05744 Senior HR Strategy and Planning Adviser

05773 HR Policy and Performance Adviser

Response

Attached are the JAQ's and JD's for Pay and Workforce Strategic Advisor and Strategic HR Service Provider

Person Specs and JAQs have not been produced to date within the review for Senior HR Strategy and Planning Adviser and HR Policy and Performance Adviser. The Council is awaiting the end of the consultation process before final decisions about this can be made. You may be interested to know how indicative grades were reached without a JAQ. The answer is that desktop evaluation exercises took place.

Therefore I am writing to advise you that, I have established that the information you requested is not held by Leicester City Council. Therefore, this letter acts as a refusal notice under section 17.1 of the Freedom of Information Act 2000 because, in accordance with this section of the Act, this information is not held.

The legislation allows you to use the information 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 Head of Information Governance using the details below.

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

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

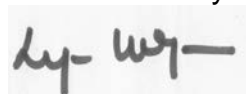
Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

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 Head of Information Governance before contacting the Commissioner.

Yours sincerely



Lynn Wyeth
Head of Information Governance