

**8th November 2021**

**BY EMAIL**

**Our Ref: FOI 1577**

Dear 

Your request for information was received on 5<sup>th</sup> October 2021 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to The HSC Leadership Centre Associates.

Please find this information below and attached.

**1) How many Associates are employed by the Leadership Centre?**

202

**2) Provide names of all Associates employed by the Leadership Centre?**

I wish to advise that disclosure of Associate Details is considered exempt from disclosure under Section 40 of the Freedom of Information Act 2000 ('Personal Information'). The information you seek is considered personal data, as defined within data protection legislation. Furthermore, the BSO processes this personal data for a specific purpose (namely, their statutory function), as set out within BSO's privacy notice:

[https://hscbusiness.hscni.net/pdf/Privacy\\_Notice\\_Combined.pdf](https://hscbusiness.hscni.net/pdf/Privacy_Notice_Combined.pdf)

Although some associates involved in a specific piece of work may be named on relevant published reports, associates are not employees and there is no guarantee of work. There is thus no expectation that this personal data would be released into the public domain, and doing so would contravene at least one data protection principle.



You should note that Section 40 is an absolute exemption and is therefore not subject to a public interest test.

**3) How much has the Leadership Centre paid to Associates in 2018 , 2019 and 2020?**

2018	£409,582.60
2019	£790,857.78
2020	£1,470,222.58

**4) Breakdown payment for every Associate**

I wish to advise that disclosure of Associate Details is considered exempt from disclosure under Section 40 of the Freedom of Information Act 2000 ('Personal Information'). The information you seek is considered personal data, as defined within data protection legislation, and disclosure would contravene at least one data protection principle as there is no expectation that this personal data would be released into the public domain.

You should note that Section 40 is an absolute exemption and is therefore not subject to a public interest test.

**5) How many times in 2018, 2019 and 2020 did an Associate of the Leadership Centre act as a disciplinary or grievance chair or panel member for a health trust?**

2018	not recorded
2019	records held from Nov 19 – 2 cases
2020	13 cases

**6) How much did this cost the Leadership Centre?**

This was not a cost for the HSC Leadership Centre as all costs are recharged to the relevant HSC organisation requesting the service.

**7) Does the Leadership Centre bill the health trust?**

The HSC Leadership Centre recharges the HSC organisation that has requested the service.

**8) What part of a health trust disciplinary or grievance policy allows for an Associate of the Leadership Centre to be a chair or panel member?**

Trust grievance policies are not a matter for BSO to comment upon. This information would need to be requested via the requisite Trusts.

**9) Provide job description and terms and conditions of employment for an Associate of Leadership Centre.**

You should note that as associates are not employees there is no Job Description; rather, associates are asked in their application form for entry onto the Select List to outline their skills under a number of headings to determine relevance to the work of the HSC Leadership Centre. As they are not employees they do not enjoy Terms and Conditions in line with employees on permanent, temporary, bank or agency contracts.

However, in the interest of transparency, I attach a copy of the latest Associate Information Pack.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,  
2 Franklin Street,  
Belfast,  
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)  
**Phone:** 0303 123 1113  
**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)  
**Post:** Information Commissioner's Office  
3rd Floor, 14 Cromac Place  
Belfast  
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,



**Karen Bailey**  
Acting Chief Executive