

**23<sup>rd</sup> April 2024**

**BY EMAIL**

**Our Ref: FOI 2156**

Dear 

Your request for information was received on 4<sup>th</sup> March 2024 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 in relation to Warehouse Staff.

Please see below responses to the information requested. Please note that information below is based on position of headcount, WTE, Contract Type (Perm/Temp), sickness absence, recruitment agency workers as at 31<sup>st</sup> March 2024. Please also note that to ensure the identity of individuals is not compromised in any way, we have had to combine some of the bands where numbers are too low that may identify individuals.



Please see table below providing breakdown by Warehouse/location/Band/Head count/WTE of funded staff complement

<b>Work Location</b>	<b>Job</b>	<b>Headcount</b>	<b>WTE</b>
<b>ALTNAGELVIN</b>	WAREHOUSE OPERATIVE – BAND 2	7	7
	WAREHOUSE OPERATIVE – BAND 3, 4 & 5	5	5
<b>BCH</b>	WAREHOUSE OPERATIVE – BAND 2, 3, 4 & 5	8	8
<b>BOUCHER</b>	ADMIN & CLERICAL – BAND 2, 3 & 5	7	7
	ADMIN & CLERICAL – BAND 4	10	10
	ADMIN & CLERICAL – BAND 6, 7, 8A, 8C & 8D	9	9
	WAREHOUSE OPERATIVE – BAND 2	41	37.13
	WAREHOUSE OPERATIVE – BAND 3	12	10.25
	WAREHOUSE OPERATIVE - BAND 4, 5 & 6	13	13
<b>CAMPSIE</b>	ADMIN & CLERICAL – BAND 3, 4, 6 & 8A	8	8
	4T42 WAREHOUSE OPERATIVE (2) X002	25	25
	WAREHOUSE OPERATIVE – BAND 3, 4 & 5	11	11
<b>DOWNPATRICK &amp; SWAH</b>	WAREHOUSE OPERATIVE – VARIOUS GRADES	6	6
<b>LISSUE</b>	ADMIN & CLERICAL – BAND 3	8	7.4
	ADMIN & CLERICAL - BAND 4, 5 & 6	9	8.6
	WAREHOUSE OPERATIVE - BAND 2, 3 & 5	19	18.85
<b>CARRICKFERGUS</b>	ADMIN & CLERICAL/WAREHOUSE OPERATIVES – BAND 2, 3, 4, 5 & 7	6	5.42
<b>RVH</b>	WAREHOUSE OPERATIVE – BAND 2, 3, 4 & 5	7	7
<b>ULSTER HOSPITAL</b>	WAREHOUSE OPERATIVE – BAND 2, 3, 4 & 5	5	5
<b>To Be Confirmed</b>	2A15 ADMIN & CLERICAL (5) X005	1	1
<b>Grand Total</b>		<b>218</b>	<b>210.66</b>

Please find table below breakdown by Warehouse location/Band/Head count/WTE of substantive vacancies

Location	Grade/Band	No	Comments
<b>Boucher</b>	Warehouse Operative Band 2	3	Recruitment Process Underway
<b>Lissue</b>	Warehouse Band 2	4	Recruitment Process Underway
	Admin & Clerical Band 3	3	Recruitment Process Underway
	Admin & Clerical Band 4	1	Recruitment Process Underway
<b>Campsie</b>	Admin & Clerical Band 3	1	To be recruited to

Please see below breakdown by Warehouse location/Band/Head count/WTE of current absences e.g. sickness, secondments, career break etc. Unfortunately, due to the small numbers involved, we are unable to provide details of band and location as this additional information may contribute to identifying these individuals. As at 31/03/2024

- 2 employees currently on a career break
- 9 employees currently on secondment
- 7 employees currently on long term sick

Breakdown by Warehouse location/Band/Head count/WTE of agency workers including details of the reason for their presence e.g. covering substantive vacancy, long terms absence etc

Location	Grade/Band	Headcount	Reason for Assignment
BCH, Campsie, Carrick, SWAH, RVH	Band 2 Admin & Clerical/Warehouse Operative	7	Covering for additional workload, vacancies until recruitment process is complete and sickness
Lissue	Admin & Clerical Band 3 and Warehouse Operatives Band 2	6	Covering for additional workload, vacancies until recruitment process is complete and sickness
Boucher	Warehouse Operatives Band 2 & 5	13	Covering for additional workload, vacancies until recruitment process is complete and sickness
		26 (24 WTE)	

Please see table below for a breakdown by Warehouse location/Band/Head count/WTE of permanent employees and temporary employees.

<b>Work Location</b>	<b>Job</b>	<b>Perm HC</b>	<b>Perm WTE</b>	<b>Temp HC</b>	<b>Temp WTE</b>
<b>ALTNAGELVIN</b>	WAREHOUSE OPERATIVE – BAND 2	7	7		
	WAREHOUSE OPERATIVE – BAND 3, 4 & 5	5	5		
<b>BCH</b>	WAREHOUSE OPERATIVE – BAND 2, 3, 4 & 5	8	8		
<b>BOUCHER</b>	ADMIN & CLERICAL – BAND 2, 3 & 5	6	6	1	1
	ADMIN & CLERICAL – BAND 4	9	9	1	1
	ADMIN & CLERICAL – BAND 6, 7, 8A, 8C & 8D	9	9		
	WAREHOUSE OPERATIVE – BAND 2	36	32.13	5	5
	WAREHOUSE OPERATIVE – BAND 3	10	8.83	2	1.43
	WAREHOUSE OPERATIVE - BAND 4, 5 & 6	13	13		
<b>CAMPSIE</b>	ADMIN & CLERICAL – BAND 3, 4, 6 & 8A	8	8		
	4T42 WAREHOUSE OPERATIVE (2) X002	24	24	1	1
	WAREHOUSE OPERATIVE – BAND 3, 4 & 5	11	11		
<b>DOWNPATRICK &amp; SWAH</b>	WAREHOUSE OPERATIVE – VARIOUS GRADES	6	6		
<b>LISSUE</b>	ADMIN & CLERICAL – BAND 3	6	5.4	2	2
	ADMIN & CLERICAL - BAND 4, 5 & 6	9	8.6		
	WAREHOUSE OPERATIVE - BAND 2, 3 & 5	19	18.85		
<b>CARRICKFERGUS</b>	ADMIN & CLERICAL/WAREHOUSE OPERATIVES – BAND 2, 3, 4, 5 & 7	5	5	2	1.42
<b>RVH</b>	WAREHOUSE OPERATIVE – BAND 2, 3, 4 & 5	7	7		
<b>ULSTER HOSPITAL</b>	WAREHOUSE OPERATIVE – BAND 2, 3, 4 & 5	5	5		
<b>To Be Confirmed</b>	2A15 ADMIN & CLERICAL (5) X005	1	1		
<b>Grand Total</b>		<b>204</b>	<b>197.81</b>	<b>14</b>	<b>12.85</b>

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, as the BSO, along with all other public authorities are not obliged to accept internal review requests after this period has lapsed.

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,

A handwritten signature in cursive script that reads "Karen Bailey".

**Karen Bailey**  
Chief Executive