

**Chief Executive**

2 Franklin Street  
BELFAST  
BT2 8DQ

Tel: 028 9536 3863

Email: [FOI.BSO@hscni.net](mailto:FOI.BSO@hscni.net)

**22<sup>ND</sup> May 2022**

**BY EMAIL**

**Our Ref: FOI 1701**

Dear [REDACTED],

Your request for information was received on 25<sup>th</sup> March 2022 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 selection process for recruitment requisition reference [REDACTED]

Please accept my apologies for the delay in procuring this information on your behalf.

Please find this information attached. Please note that some information has been exempted in accordance with Section 40 of the Freedom of Information Act 2000 ('Personal Information').

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**  
Acting Chief Executive

Enc

1: A copy of the marking structure used for each criterion used in the selection process.

In the HSC the selection process does not include a marking structure at shortlisting stage. Shortlisting of candidates is a joint decision reached by the panel and must be done in a disciplined and systematic way that is both efficient and fair. Only those applicants who meet the criteria, as demonstrated on the form, will be shortlisted and called to the next stage of the selection process.

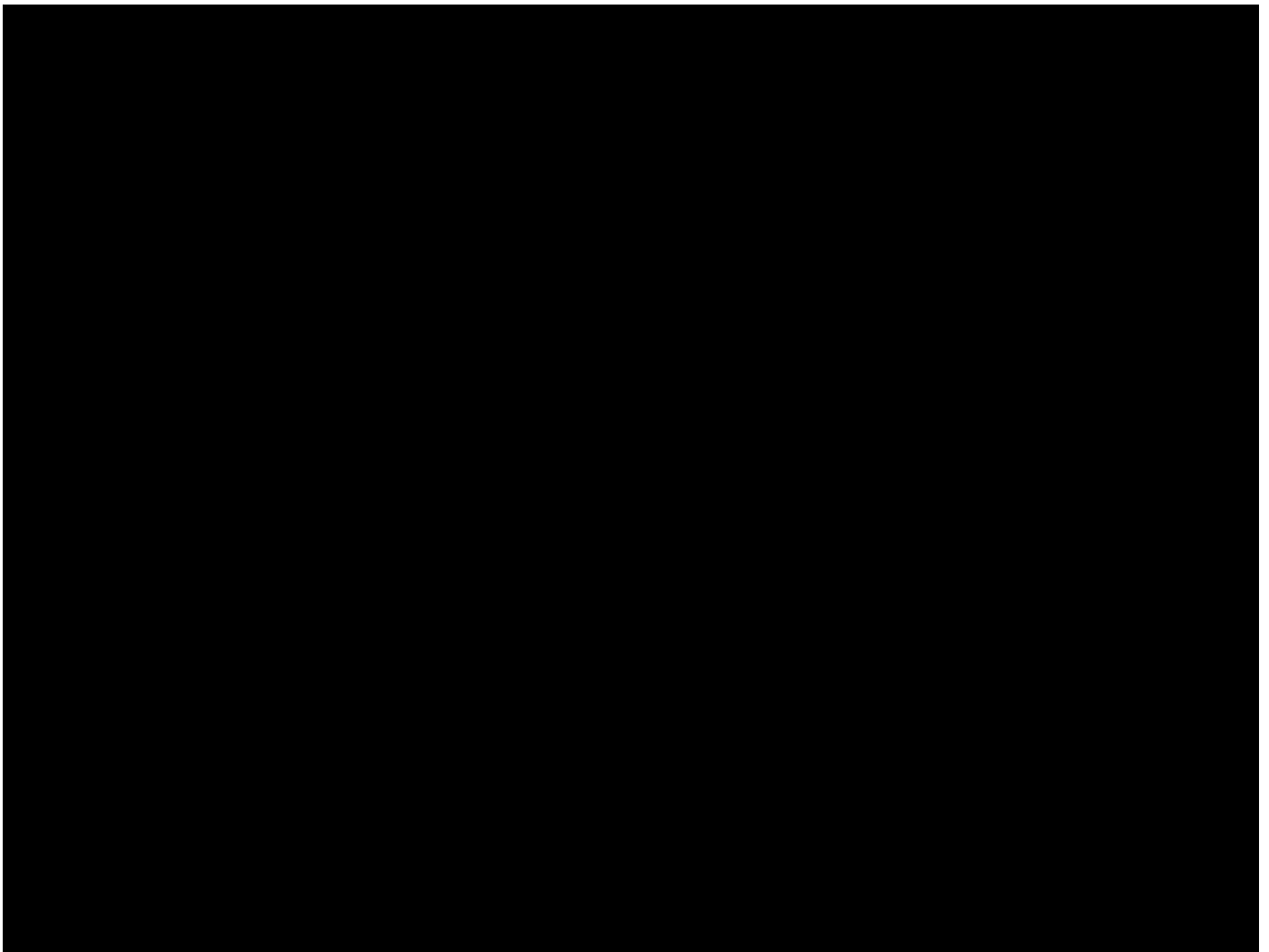
There were 11 criteria for this post. Unfortunately, you were not shortlisted for interview as the panel did not feel that you demonstrated sufficient information in your application form in relation to the following;



2: A copy of each of the panel's marks for the above post.

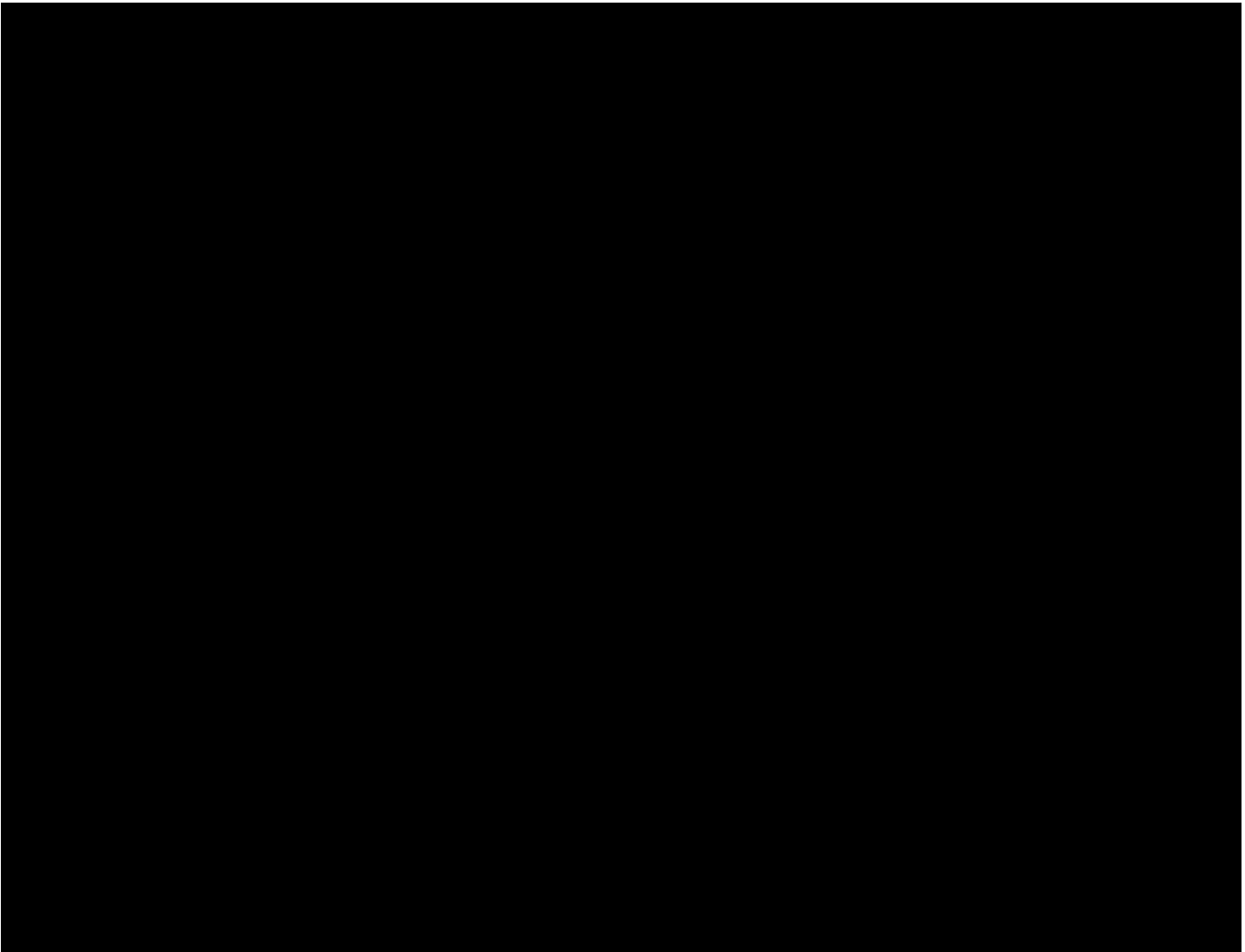
Below are the shortlisting outcomes submitted through our eRecruitment system by each panel member which shows the criteria the panel felt you did/did not meet

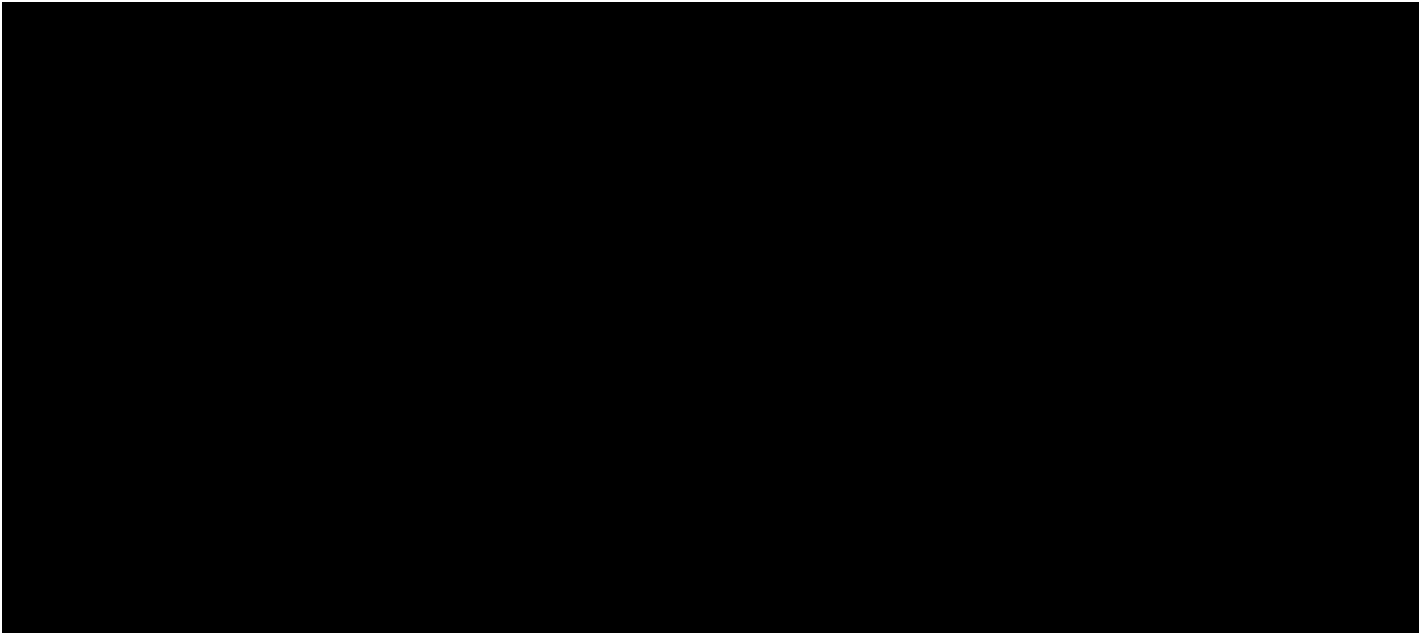
*Panel member 1:*



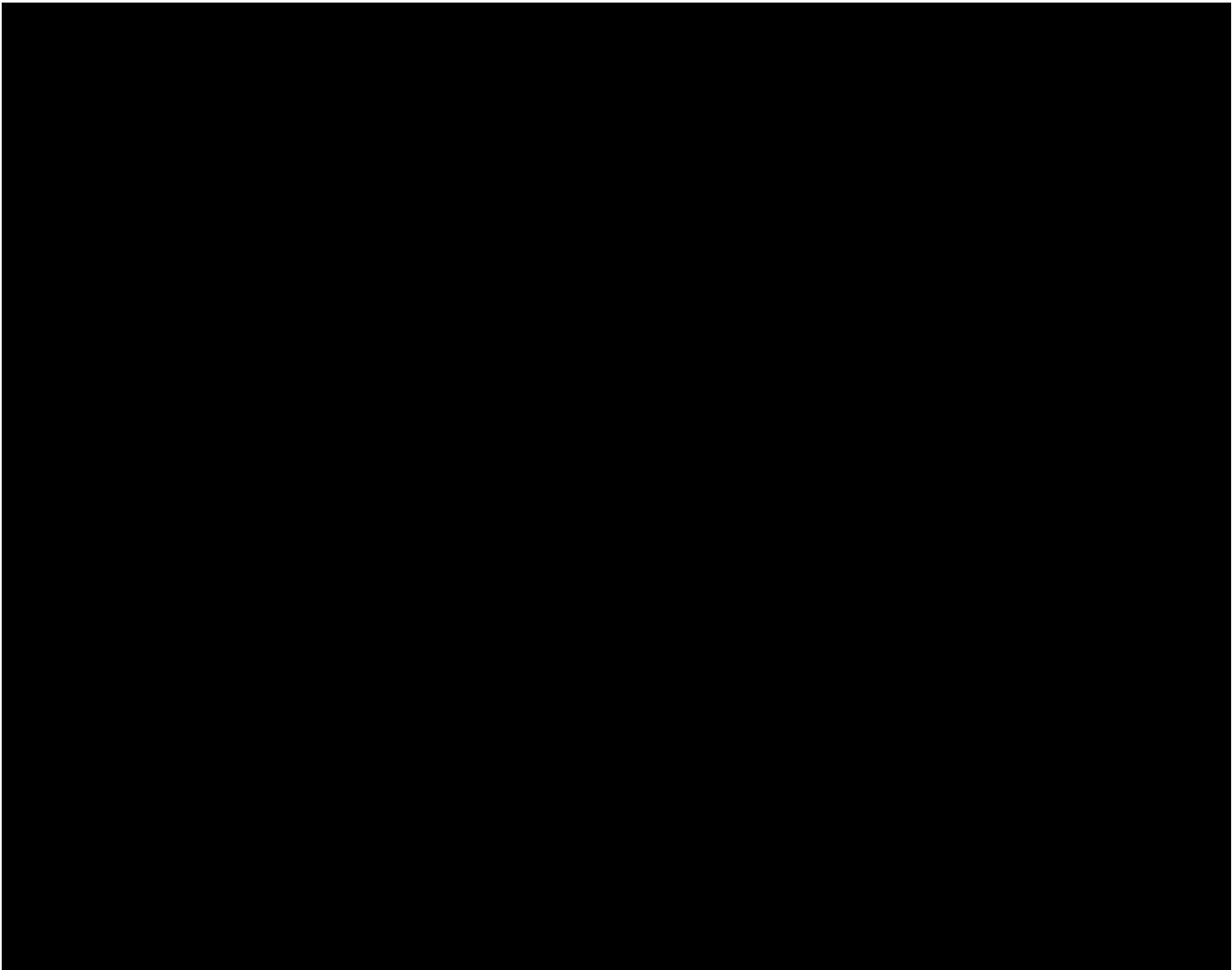


*Panel member 2:*





*Panel member 3:*



3: A copy of the chair's final decision.

Provided below is a snip of the chair's final decision submitted through our eRecruitment system

Due On: *		Created by:	
Created On:		Changed by:	
Changed On:		First Completed By:	
First Completed On:			
Note:			
Attachments:	<a href="#">Add</a>		
<b>Status Reason</b>			
Reason:	Applicant not shortlisted ▼		