

20th June 2023

BY EMAIL

Our Ref: FOI 1973

Dear 

Your request for information was received on 22nd May 2023 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 recruitment process for requisition number 53635460.

Please find this information below:

Can you confirm nos of applications forms and a break down male / female, community background, age, internal versus external please and same for short listed candidates

The BSO Recruitment Shared Services Centre (RSSC) have advised that a total of 15 candidates applied. Of these applications, 11 were external and 4 were internal.

There were 8 candidates shortlisted. 5 were external and 3 were internal.

Please find below table that shows the breakdown of applicants and shortlisted applicants against the criteria requested above:



		Applications	Shortlisted
Gender	Female	10	7
	Male	5	1
Age Range	Not assigned	1	1
	31 - 40	3	
	41 - 50	4	3
	51 - 60	6	3
	61 - 70	1	1
Comm Background	Neither	4	1
	Not assigned	1	1
	Protestant	4	2
	Roman Catholic	6	4
	Internal	4	3
	External	11	5

Can you advise when the decision was made to use desirable criteria, i.e. before applications forms were issued to panel or if panel had sight of applicants and then made the decision to use desirable

The BSO RSSC have advised that this procedure is contained within the HSC Recruitment and Selection Framework October 2018:

“Prior to the commencement of shortlisting the panel may decide to use the desirable criteria, as stated in the personnel specification, at the shortlisting stage. This decision must be taken and recorded before any of the application forms are viewed by the panel members”

As such, any further information in relation to the use of desirable criteria for this post would need to be sought from the Chair of the recruitment panel, as it was the decision of the recruitment panel.

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
Phone: 0303 123 1113
Email: 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