

October 23rd 2018**BY EMAIL**
[REDACTED]Tel: 028 9536 3863
Email: FOI.BSO@hscni.net**Our Ref: FOI 945**

Dear [REDACTED]

Your request for information was received on September 13th 2018 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 BSO's Organisational Structure.

The below table outlines the salary grades and a descriptor of the role in each salary grade

Specific job titles have not been provided as these could result in individual staff being identified.

Salary grade and descriptor of role
Band 1
WAREHOUSE OPERATIVE (1) X001
Band 2
ADMIN & CLERICAL (2) X002
WAREHOUSE OPERATIVE (2) X002
Band 3
ADMIN & CLERICAL (3) X003
PERSONAL SECRETARY (3) X003
WAREHOUSE OPERATIVE (3) X003
Band 4
ADMIN & CLERICAL (4) X004
PERSONAL SECRETARY (4) X004
SOLICITOR APPRENTICE (4) X004
WAREHOUSE OPERATIVE (4) X004
Band 5
ADMIN & CLERICAL (5) X005
WAREHOUSE OPERATIVE (5) X005
Band 6
ADMIN & CLERICAL (6) X006



SOLICITOR JUNIOR (6) X006
WAREHOUSE OPERATIVE (6) X006
PHYSIOTHERAPIST (6) X006
Band 7
ADMIN & CLERICAL (7) X007
TEACHER/TRAINER (7) X007
Band 8A
ADMIN & CLERICAL (8A) X008
TEACHER/TRAINER (8A) X008
PODIATRIST (8A) X008
Band 8B
ADMIN & CLERICAL (8B) X009
SOLICITOR (8B) X009
TEACHER/TRAINER (8B) X009
Band 8C
ADMIN & CLERICAL (8C) X010
SOLICITOR (8C) X010
Band 8D
ADMIN & CLERICAL (8D) X011
Senior executive
DIRECTOR
CHIEF EXECUTIVE
Northern Ireland Civil Service (NICS)
GRADE 2
GRADE 3
GRADE 4
GRADE 5
GRADE 6
GRADE 7

Salary scales for Agenda For Change and NI Civil Service have not been provided as these are publically available. Links to these pay scales can located at:
<https://www.hscrecruit.com/Home/Paybands>

NICS payscales can be located at:
<https://www.financeni.gov.uk/sites/default/files/publications/dfp/2017%202018%20Pay%20Scales%20AA%20to%20Grade%206.pdf> .

Please note that BSO does not recruit on behalf of the NICS. Instead, BSO has a small number of staff who transferred in 2009 and are still on NICS terms and conditions.

Due to the size of the BSO and its individual Directorates, a complete organisational structure is not practical to provide; however, a high-level structure is attached for your reference. Please refer to Appendix 1.

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
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,



Liam McIvor
Chief Executive

Appendix 1 : Organisational Structure

