

14 August 2023

## **Job Description and Banding Review for Support Services Supervisor Post**

I am submitting a Freedom of Information (FOI) request into the Support Services Supervisor Job Description & Banding Review within Belfast Trust. This new Job Description was concluded on 19/05/22, and was passed to Human Resources on 16/06/22 by Senior PCSS Management Team to be banded. I would like all data from the review, dates of when it has passed each stage, scores from the matching panel, minutes from any meetings between senior PCSS management, HR and Staff Side on this issue going back 3 years. Emails between senior PCSS management, HR & Staff Side around this job description banding going 3 years.

### **Dates of when it has passed each stage:**

<b>Date</b>	<b>Action</b>
16 June 2022	Changed job documents received from Co-Director
01 July 2022	Outstanding documents requested from Co-Director
22 August 2022	Second request for outstanding documents
23 August 2022	Full documents required were received
24 January 2023	Post matched by a panel
03 May 2023	Consistency checked and referred to recall panel
08 June 2023	Local advisor questions agreed by matching panel
13 June 2023	Local advisor questions issued
31 July 2023	Draft response to local advisor questions received.

### **Scores from the matching panel:**

The process has not yet been concluded; therefore, scores from the matching panel cannot be shared at this stage.

### **Minutes from any meetings between Senior PCSS Management, Human Resources and Staff Side on this issue going back 3 years:**

There are no minutes from meetings between Senior PCSS Management, Human Resources and Staff Side.

### **Emails between Senior PCSS Management, Human Resources & Staff Side around this JD banding going back 3 years:**

Emails attached in separate documents, i.e. attachments 1 to 4.

You will note that some staff details have been redacted, as we are not able to provide personal information under the Freedom of Information Act. This information is subject to Section 40(2) of the FOI Act 2000 – Personal information relating to a third party. This is deemed personal information about another individual and disclosure would breach one or more of the principles of the Data Protection Act.

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It is the protocol of Belfast Trust, where possible, to make public the names of employees of a senior standing, i.e. Band 8A and above. Those who fall below that band are exempt and so their names have been redacted.

Given the general principle under FOI that disclosure of information is to the world at large, we have removed signatures on documents to help protect individuals from potential identity theft.

The Trust has made contact with the Region Trade Union Side Job Evaluation lead for Agenda for Change to confirm that the Trust will be sharing this information under FOI.