

14 June 2019

Information Rights & Compliance Team  
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Our Ref: FOI/03258

Thank you for your request concerning Internal Adverts for Staff.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

I would like to request information under the freedom of information act relating to internal appointments (financial year 2018/19).

**1) How many posts have been advertised to internal staff only in 2018/19?**

There were 160 internal only adverts posted through our TRAC (electronic recruitment system) for the period of 2018/19.

**2) Of those, how many did not go via your electronic recruitment system (for example, were sent by email for an expression of interest)?**

None.

To clarify we do not keep a record of recruitment undertaken through expressions of interest<sup>1</sup>.

**3) How many people were appointed to a position without an interview? Please include posts that are substantive, secondment, acting up/ interim or development opportunities.**

There are no appointments made without a formal interview process.

Please note that the information provided refers to the recruitment of permanent vacancies.

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<sup>1</sup> Section 1 – we do not hold this Information

Section 1(1) Any person making a request for information to a public authority is entitled

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and  
(b) if that is the case, to have that information communicated to him.

- 4) **Does the organisation consider it's practice equal to all potential people who may be interested and suitable (for example, do people in different parts of the organisation see posts that do not go via your electronic recruitment system)?**

A full recruitment process is not mandatory where acting up or secondment arrangements are required to cover a short term gap. We do not hold a record of the number of these posts<sup>1</sup>.

All permanent posts afford an equal opportunity for interested and suitable candidates to apply as they are advertised through the electronic system.

- 5) **Please list, by staff group, staff that were successful for posts that did not go via your electronic recruitment system (for example 1 was nursing, 2 were allied health etc).**

We do not keep a record of this information<sup>1</sup>.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith  
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

