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Name: [REDACTED]

REF: FOI2019/09752

05 September 2019

Dear [REDACTED]

Thank you for your email of 16 August 2019 requesting the following information:

"I hereby make a freedom of information request about the reasons for the "carefully considered" decision and the whether the shortlist was comprised of people with permanent roles elsewhere"

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found below, at annex A.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

UKHO Secretariat

Annex A:

In line with standard procedures all applications for roles are sifted by the recruiting manager and an independent chair. The interview members are gender diverse to reduce bias as far as possible and applications are anonymised by removing names and addresses.

In this case there was a strong candidate list. The candidates were selected based on the following criteria that appeared in the advert for the role.

- Studying towards or have achieved AAT or equivalent (e.g. CIMA level 1)
- Experience working in a finance team
- Experience working with spreadsheets and ability to design and maintain reports
- Working with others

All candidates were asked to provide the following

- Your CV saved in Word with as many examples of your experience as possible.

Using this criteria, all candidates are scored by the panel members independently and scores given and then compared to agree a final score and agree the candidates that will be interviewed.

In this case, there were a number of applications that provided detailed examples of their experience. The application for Dominic Ireland gave lots of statements about experience but did not give much detail about the experience in the relevant areas. It was not possible to establish the extent of the experience of 'working with others' from the CV, this was the main reason that the application was not progressed further.

All applications have been reviewed for this role to establish if there was any evidence of bias in terms of the shortlist and if this comprised of people with permanent roles. In all but two cases, it was not possible to establish if the roles described in CV's were permanent, fixed term or temporary roles, and would require speculation as to the nature of the appointment they were in. One of the shortlisted candidates was on a fixed term appointment.