



Homes
England

Date: 14 June 2023

Our Ref: RFI4338

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

██████████
By Email Only

Information Governance Team
Homes England
Windsor House
6th Floor
42-50 Victoria Street
London
SW1H 0TL
United Kingdom

Dear ██████████

RE: Request for Information – RFI4338

Thank you for your request for information which was processed in accordance with the Freedom of Information Act 2000 (FOIA).

You requested the following information:

"I write regarding the below Job advertisement issued by Homes England in Summer 2022. I write to request under the Freedom of Information Act for the following information related to this Job advertisement as I am interested in how the grading of posts is arrived at:

- 1. A copy of the grading analysis carried out which set the grade of the post as Assistant Director.*
- 2. A copy of the business case raised and the approval document signed for issue of the advertisement of the job.*
- 3. A copy of the organisational chart for the Business Area concerned.*
- 4. Given the "leveling up" agenda. I write to ask for the geographic location to which the successful candidate was appointed to the post, namely either: Bristol, Coventry, Leeds, Liverpool, Manchester, Newcastle or Northstowe.*

....

*Governance Assistant Director
(F1300N)*

Homes England

Apply before 11:55 pm on Wednesday 17th August 2022 Reference number : 227057 Salary : £73,165 - £86,077

Grade: Other

Contract type : Permanent

OFFICIAL



Homes England

Date: 14 June 2023

Our Ref: RFI4338

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

Type of role : Governance, Senior leadership Location : Bristol, Coventry, Leeds, Liverpool, Manchester, Newcastle or Northstowe

Summary

As Governance Assistant Director, reporting to the General Counsel, you will be the lead governance professional at Homes England, leading the programme of work to strengthen the Homes England Board function and the role of its Executive Leadership Team. You will enable and support effective decision making at all levels of the organisation, ensuring there is rigorous challenge at Board and Executive meetings to evidence public body transparency and accountability.

Job description

The Governance Assistant Director will lead two teams of governance professionals, including the Board Secretariat team, and ensure that Board and Committee meetings proceed smoothly. You'll have overall responsibility for agenda planning and production, minute taking and action logs. You will contribute to the transformation of governance in line with Homes England's new operating model, implement the Decision Making Framework, support the implementation of HM Treasury's Five Case Model and maintain the Homes England Governance Manual, which sets out Board and Committee standing orders and Terms of Reference)."

Response

We can confirm that we do hold some of the requested information. We will address each question in turn.

1. A copy of the grading analysis carried out which set the grade of the post as Assistant Director.

We can confirm that we do hold a scoring outcome for this job role. Homes England uses Korn Ferry Hay methodology for job evaluation.



**Homes
England**

Date: 14 June 2023

Our Ref: RFI4338

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

Factor	Dimensions			Score			
Know – How	Practical & Technical knowledge	Planning Organisation & Integrating	Communication & Influence	400		Points	
	F	ii	3				
Problem Solving	Thinking environment		Thinking challenge	43	%	175	Points
	E		4				
Accountability	Freedom to Act	Magnitude	Nature of Impact	200		Points	
	E	4	Contributory				
Total points	775 points						
Grade Level	Level 19-20						

2. A copy of the business case raised and the approval document signed for issue of the advertisement of the job.

We can confirm that Homes England does not hold the information detailed in your request.

To conclude that the information is not held, we have searched with our Human Resources team who would have the requested information if held.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that business cases relating to job roles are only raised if a role is to be offered at a salary point above mid-point in the band. We can confirm that approval for this role was provided by all required authorisers, including Director of Finance and General Counsel.



Homes
England

Date: 14 June 2023

Our Ref: RFI4338

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

3. A copy of the organisational chart for the Business Area concerned.

Please find enclosed with this response Annex A, the organisational chart for Governance.

4. Given the "leveling up" agenda. I write to ask for the geographic location to which the successful candidate was appointed to the post, namely either: Bristol, Coventry, Leeds, Liverpool, Manchester, Newcastle or Northstowe.

We can confirm that the successful candidate is based out of Homes England's Newcastle office.

Right to Appeal

If you are not happy with the information that has been provided or the way in which your request has been handled, you may request an internal review. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Email: infogov@homesengland.gov.uk

Information Governance Team
Homes England
Windsor House
6th Floor
42-50 Victoria Street
London
SW1H 0TL
United Kingdom

Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

You may also complain to the Information Commissioner's Office (ICO) however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>



Homes
England

Date: 14 June 2023

Our Ref: RFI4338

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

The Information Governance Team

For Homes England

