

**Request Reference:** FOI/044/22  
**Published:** 16 March 2023

**Information requested:**

Who was the job advisor on the January 2022 panel (Follow up question relating to FOI/039/22)

**Response:**

The job advisor for the January 2022 Job Matching Panel regarding the role of Control Room Operator was the Deputy Physical Security Manager. They did not attend or answer any questions during the January 2022 Job Match Panel.

**Advice and Guidance**

The Freedom of Information (Scotland) Act 2002 (FOISA) is about recorded information held by a Scottish Public Authority, but it excludes information that is known to staff that is not recorded.

(i.e. The contents of a telephone call would be out of scope, but a written account or notes of the telephone call would be in scope.)

We would like to set out the search behind this response and that of FOI/039/22.

The process that the Job Matching Panel follows does not require a record of job advisors for panels to be kept, but it does require a record of any questions asked to a job advisor during a panel.

Therefore, we would expect a record for any questions asked, but not necessarily for who job advisors were.

The Human Resources staff know who the job advisors were for the panels in January 2022 and November 2022, even if The State Hospital does not hold a record of them. The information is used for a very short time and is easily remembered.

**For the January 2022 panel;** We hold an email that shows the agreement of the member of staff to attending if required and the member of staff consent to the disclosure of their job title, this is why we are able to provide the above response. We also hold an email inferring that the panel did not approach the job advisor for their views during the panel.

The State Hospital does not hold any record showing that a question was answered by a job advisor or that the panel sought the views of a job advisor.

**For the November 2022 panel;** We hold no emails/records that state who the job advisor was and therefore we do not hold this information in terms of the FOISA. The member of staff was asked verbally to be a job advisor.

The State Hospital does not hold any record showing that a question was answered by a job advisor or that the panel sought the views of a job advisor.

**For the 2010 panel;** The only record we hold relating to a job advisor answering a question regarding a Job Matching Panel about the role of Control Room Operator is from a panel in 2010. There is no record of who the job advisor was for the panel in 2010.

**FOI/039/22;**

Based on the information we found, we concluded that we could not provide the identity of the individual that answered questions at the November 2022 panel because;

- a) No questions were asked to a job advisor, because there are no records of them. Therefore, there is no one to identify.
- b) No record of the job advisor is held by The State Hospital, therefore no one can be identified.

The applicant's premise that questions were asked during the November 2022 panel appears based on an inaccurate Job Match report, which did not list each entry in the correct chronological order. The State Hospital has corrected this inaccuracy and reissued the report to those that originally received it, following FOI/039/22's completion.