



I am writing to request information about the recruitment process for the following roles within Wigan Council:

*Information Governance Officer and Senior Information Governance Officer/Manager*

My request relates to recruitment exercises conducted between January 2025 and the present date. Please provide the following:

*After reviewing our recruitment activity during the timeframe specified, we can confirm the following:*

*The Council has only advertised the Information Governance Officer role during the period January 2025 to the date of your request.*

*The Council does not have a Senior Information Governance Officer position.*

*The Information Governance Manager post has not been advertised since 2021, which falls outside the scope of your request.*

*Accordingly, this response relates solely to the Information Governance Officer recruitment exercise(s).*

## **Interview materials**

1. A copy of the interview questions used for these roles.

## **Interview materials**

Disclosure of the interview questions is exempt under **section 36(2)(c)**, as releasing them would be likely to prejudice the effective conduct of public affairs. A Qualified Person (under s36(5)(o)(ii)) has issued a reasonable opinion that disclosure of the withheld information would be likely to have this prejudicial effect. Interview questions form part of the Council's internal recruitment assessment framework. If disclosed, candidates could rehearse responses or tailor their preparation to known questions, gaining an unfair advantage. This would undermine the integrity, fairness and effectiveness of future recruitment exercises and impair the Council's ability to run robust, impartial selection processes. While we recognise the public interest in transparency and promoting openness, on balance, the public interest favours maintaining the exemption.

2. The scoring matrix or marking scheme used by the panel to evaluate candidate responses, including what constitutes each score level

Disclosure of the detailed scoring matrix and descriptors is exempt under **section 36(2)(c)**, as releasing them would be likely to prejudice the effective conduct of public affairs. A Qualified Person (under s36(5)(o)(ii)) has issued a reasonable opinion that disclosure of the withheld information would be likely to have this prejudicial effect. The matrix forms part of the Council's internal recruitment assessment framework, setting out how panel members evaluate the quality of candidate responses. If made public, applicants could tailor their

answers to align with the scoring expectations, obtaining artificially high scores regardless of genuine capability. This would undermine the fairness, robustness and integrity of recruitment exercises and impair the Council's ability to run effective, impartial selection processes. While we recognise the public interest in transparency and promoting openness, on balance, the public interest favours maintaining the exemption.

3. Any model answers, indicative responses, or key points provided to the interview panel.
4. If applicable, copies of any written tests, case studies, or presentation briefs given to candidates during the assessment stage.

Information not held Under section 1(1)(a) of the Freedom of Information Act 2000, we can confirm that we do not hold the information requested

N/A

### Shortlisting and selection procedures

1. A copy of the blank scoring sheet or matrix used to grade applications and supporting statements.

### Shortlisting and selection procedures

Disclosure of the panel scoring sheet and instructions is exempt under **section 36(2)(c)**, as releasing them would likely prejudice the effective conduct of public affairs. A Qualified Person (under s36(5)(o)(ii)) has issued a reasonable opinion that disclosure of the withheld information would be likely to have this prejudicial effect. The material sets out the scoring methodology, scale, expectations and checks for discrepancies, as well as the operation of the Guaranteed Assessment Scheme. Making this public would allow applicants to tailor submissions to maximise scores or exploit internal processes, undermining the fairness, robustness and integrity of recruitment. While we recognise the public interest in transparency and promoting openness, on balance, the public interest favours maintaining the exemption.

2. Any guidance for hiring managers or shortlisting instructions that outline how to evaluate supporting statements against the person specification.

The Council does not hold any stand-alone guidance specific to supporting statements. The general CV shortlisting guidance that is held is exempt under **section 36(2)(c)**, as disclosure would likely prejudice the effective conduct of public affairs. A Qualified Person (under s36(5)(o)(ii)) has issued a reasonable opinion that disclosure of the withheld information would be likely to have this prejudicial effect. Releasing it would reveal how managers assess criteria and evidence, allowing applicants to game the process, undermining fair recruitment and requiring the Council to redesign its approach. While we recognise the public interest in transparency and promoting openness, on balance, the public interest favours maintaining the exemption.

3. Any documents listing positive indicators or desirable evidence that the panel looks for when reviewing experience in data protection and Information Governance.
4. Details on whether certain criteria in the person specification are weighted more heavily during the initial shortlisting, such as professional qualifications versus practical experience.
5. Information on whether the council uses blind shortlisting and, if so, how supporting statements are scored under this approach.
6. Information on whether the council uses generative AI in recruitment.

Information not held

We can confirm that no additional weighting was applied beyond what is already presented in the publicly available person specification for the Information Governance Officer role.

Therefore, this part of the request is satisfied.

We do use blind shortlisting through our applicant tracking system. However, if the application route is CV and Supporting Statement, candidates do sometimes leave this on. We do include a strapline on adverts that are CV route to advise to remove all personally identifiable data from CV's and Supporting Statements.

The Council does not use generative AI tools to score, shortlist, or evaluate applications or interview responses.