



2 June 2016

**FREEDOM OF INFORMATION REQUEST**

**Request No:** AD-IG-01(2)-2016-45 (C)  
**Key Word:** JAQs  
**Subject:** JAQS  
**Request:** **Date Received:** 01/06/2016  
**Monitoring Date:** 02/06/2016  
**Date of Response:** 02/06/2016

Thank you for your request for information received on 1 June 2016 and which was dealt with under the terms of the Freedom of Information Act 2000. We would also inform you that Northern Ireland Ambulance Service (NIAS) Health and Social Care Trust has now completed its search for the information you requested and which is detailed below and attached for your attention.

**Question 1**

Could you please supply me with the:

- Job Description
- Person Specification
- Job Analysis Questionnaire (completed and evaluated)

for your EMT'S, PARAMEDICS AND RRV PARAMEDICS

**Answer 1**

Please find attached the Job Description and Person Specification for the post of EMT, Paramedic and RRV Paramedic. They have been attached and labelled separately for your ease. In relation to the Job Analysis Questionnaire (completed and evaluated, please see below).

I can confirm that the Trust holds information relating to the Job Analysis Questionnaire, however, at this time we will not releasing same to you as it is exempt from disclosure because it is intended for future publication. You may be aware that banding process for posts of Emergency Medical Technician, Paramedic and RRV Paramedic were referred to DHSSPS in August 2013 and therefore they are holding the JAQ on the Trust's behalf.

We are not obliged to provide information that is intended for future publication (Section 22 of the Act). In line with the terms of this exemption in the Freedom of Information Act, we have considered whether it would be in the public interest for us to provide you with the information ahead of publication, despite the exemption being applicable. In this case, I have considered that the public interest favours withholding the information.

When assessing whether or not it was in the public interest to disclose the information to you, we took into account the following factors:



## **Public Interest Considerations Favouring Release of Information**

There is a public interest in public sector organisations providing information they hold that falls within the scope of an FOI request as quickly as possible and to be open and transparent.

## **Public Interest Considerations Favouring Withholding the Information**

We considered that the process is still ongoing at present as it is being undertaken by DHSSPS and still confidential in nature. Whilst an update has been received by the Trust on the completed and evaluated JAQs, providing the JAQ in the public domain and to all people at the same time would be of greater benefit to the public at large. The exemption under Section 22 FOI, recognises that it must be reasonable to withhold the information until the date of publication. Given the necessary preparation and administration involved in publishing the information, which includes liaison with other organisations and collation and submission of information to Health Minister etc we consider our publication timetable is reasonable.

We have therefore concluded that the public interest in withholding this information outweighs the public interest in releasing it.

I hope the above and attached assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. Please note that, under the Re-use of Public Sector Information Regulations, if you wish to publish or otherwise use this information besides for your own means, you will need to seek our permission to do so.

In the event that you require a review to be undertaken, you can do so by writing to the Finance and ICT Director, Northern Ireland Ambulance Service (NIAS) HSC Trust, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG.

If following an internal review, carried out by an independent decision maker, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the Trust has complied with the terms of the Freedom of Information Act.

You can write to the Information Commissioner at:

**Website:** [ni@ico.org.uk](mailto:ni@ico.org.uk)  
**Post:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, CHESHIRE SK9 5AF  
**Telephone:** 028 9027 8757 or 0303 123 1114 (Belfast based Office)

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion. Please be advised that NIAS replies under Freedom of Information may be released into the public domain via our website @ <http://www.niamb.co.uk>. Personal details in respect of your request will have, where applicable, been removed to protect confidentiality.

**EXPLANATION OF FOIA - SECTION 22 –**  
**INFORMATION FOR FUTURE PUBLICATION**

We have provided below additional information about Section 22 of the Freedom of Information Act. We have included some extracts from the legislation, as well as some of the guidance we use when applying it. We hope you find this information useful.

**The legislation**

**Section 1: Right of Access to information held by Public Authorities**

- (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.

**Section 22: Information intended for future publication**

- (1) Information is exempt information if—
- (a) The information is held by the public authority with a view to its publication, by the authority or any other person, at some future date (whether determined or not),
  - (b) The information was already held with a view to such publication at the time when the request for information was made, and
  - (c) It is reasonable in all the circumstances that the information should be withheld from disclosure until the date referred to in paragraph (a).
- (2) The duty to confirm or deny does not arise if, or to the extent that, compliance with section 1(1)(a) would involve the disclosure of any information (whether or not already recorded) which falls within subsection (1).

**Guidance**

Section 22 exempts information requested by an applicant if it is intended for future publication. It encourages public authorities to place information in the public domain proactively.

The Freedom of Information Act recognises the desirability of information being freely available in its own right, but section 22 also acknowledges that public authorities must have freedom to be able to determine their own publication timetables.

This allows them to deal with the necessary preparation, administration and context of publication. Where information is intended to be made available, individual requests for information should not determine the publication timetables of public authorities. This protection is afforded whether it is the public authority itself or another person which intends to publish – whether an individual, a company or another public authority.

The starting point for section 22 is that it exempts information which is held by a public authority with a view to its publication, by the authority or any other person, at some future date. The exact date, however, does not necessarily have to be decided already. When using the section 22 exemption, you should consider whether it is possible and appropriate to disclose the expected publication date.

Section 22 is subject to two important qualifications:

- It must be reasonable in all the circumstances to withhold the information until the date of publication
- The public interest test must be satisfied

These qualifications recognise that sometimes there will be an overriding public interest in the information being released prior to the intended publication date. Public authorities should not be able to avoid putting information in the public domain by adopting unreasonable publication timetables or an 'intention' to publish where there is little prospect of that happening within a reasonable timescale.