



## Foreign & Commonwealth Office

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### **Your Freedom Of Information Request: 0513-17**

Thank you for your request for information which we received on 25 May 2017. In your request you asked for:

*I would like to request the copies of certain documents under the Freedom of Information Act. The documents I would like copies of show the recruitment method of hiring staff in overseas missions during the transition period when the FCO went from using UK Based Staff to Locally Engaged staff in certain roles. I am specifically (only) interested in the recruitment processes for the job role in the British Embassy in Budapest, Hungary, and the recruitment of the Senior Management Officer; a job role which was renamed Head of Corporate Services. The time period I am interested in is from 2010 to the present day. I would like documentation and internal emails showing the selection processes each time the job changed hands. Correspondence would exist between the British Embassy, Budapest and the HR hub which was centralised for Eastern Europe in the British Embassy, Prague. There will also be correspondence between Budapest and the main FCO in King Charles Street, London. I am looking for documentation regarding the bidding processes, including hand written notes and memos during the interview process. I would like documents showing any tests which might have been taken by the individual candidates showing their respective competences and scores, along with a qualitative explanation for the rationale behind the testing method and why some candidates might have been regarded to have scored higher than others. The nationality of the individuals applying for the job roles is of importance and as such request this data too. This should be possible without necessarily identifying the actual individuals. I would also like copies of the external and internal advertising of the job role; and for statistical purposes, the number of applicants at each transition period when a new officer was recruited for the job role. If you can include organograms and job role descriptions that would be useful. Please include copies of the Corporate Services Charter for Budapest showing how this changed with time (between 2010 to present day) I would be grateful if you would include the Country Business Plans (one for each year plus the Mid-Term Review) for Budapest during the period in question as it reflects the risk assessment in the decision making process. I believe the CBP (Country Business plan) has been renamed and now exists by another name. These are unclassified documents and should be archived*

*extant documents. Please include any more general documentation in your possession where the FCO Board identified risks regarding the process of localising the HCS role. This will be found in the Top Risk Register – it should indicate how the process of Localisation of the Head of Corporate Services job role generally went and lessons learned. I understand the Foreign Affairs Committee and TUS were key players during the transition stage at the time of Localisation; Localisation being an initiative taken by the FCO following the Spending Review 2010 (SP10). I would be grateful if you could include copies of Parliamentary proceedings between the Foreign and Commonwealth Office and the Foreign Affairs Committee.*

I can confirm that the Foreign and Commonwealth Office does hold information falling within the terms of your request. The majority of the documentation requested has been destroyed in line with FCO information management policy (documents relating to recruitment are destroyed six months after appointment and other HR related documents such as selection procedures are destroyed after three years). This is in line with our legal commitments on document retention. However, we still hold most of the Country Business Plans and their mid and end of year reviews dating back to 2010.

As you are aware, we were assessing whether redactions were required under section 27 (international relations) and section 35 (formulation of government policy). Sections 27 and 35 are qualified exemptions, and as such we have considered where the greater public interest lies. On this occasion we have decided to release to you a digest of the information within the Country Business Plans and their mid and end of year reviews which relate to the recruitment or localisation of Corporate Services staff in the British Embassy Budapest. This information is being released to you without redactions.

Yours sincerely,

Europe Directorate



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.