

18 September 2018

**Our Ref:** RFI 24797

Dear

**Access to Interview Questions – Litigation Assistant**

Your request for interview questions for the Litigation Assistant post has now been considered and unfortunately the requested information is exempt from disclosure.

The exemption that applies to withholding the information is s36 (2) ( c ) of the Freedom of Information Act 2000 – to release the requested information would prejudice or would be likely to prejudice the effective conduct of public affairs.

The release of the information requested would likely prejudice the effective conduct of the Trust's recruitment and selection process in the future. The reasons for withholding the information can be outlined as follows:

- (1) To ensure equity to other applicants
- (2) Detriment to service as it would be difficult to determine the substance of applicant's knowledge
- (3) The questions must be based around the key competencies derived from the job description which remains static over time such as demonstration of the required level of administrative knowledge and experience. This dictates the formulation of questions. Therefore releasing expected answers around these key competencies does provide an unfair advantage over other applicants
- (4) The Trust undertakes a high volume of recruitment and key competencies will not change significantly over a substantial timeframe
- (5) It is important to set a consistent standard of questions and expected responses.

In line with requirements of this exemption the Trust has carried out a public interest test and has found that the public interest in withholding this information outweighs the public interest in releasing the information.

In accordance with the Freedom of Information Act 2000 this letter acts as a Refusal Notice. Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me.  
Please remember to quote the reference number above in any future communications.

Yours sincerely

---

**V Smith (Miss)**  
**Information Governance Assistant**