



The Scottish Parliament  
Pàrlamaid na h-Alba

Information Management and Governance  
Scottish Parliament  
Edinburgh  
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foi.officer@parliament.scot

1 December 2022

Dear Requester,

**REQUEST FOR INFORMATION: 2022-682219**

We acknowledge your request for information about the Pool of Administrators.

Your request was received on 20 October 2022 and has been handled in accordance with the Freedom of Information (Scotland) Act 2002 (FOI(S)A).

Responding to each part of your request in turn the position is as follows:

**1. Was the Pool of Administrators advert dating from December 2019 in relation to an already-open pool? If so, when did the pool open?**

No, this was the first time we advertised for a Pool of Administrators. We first advertised for the pool on 23/01/2020.

**2. If the pool is rolling, what is the intended 'ideal' ratio of pool members to projected vacancies arising, and how has this changed over the life of the pool, if at all?**

We aim to have around 40 candidates in the pool for an estimate of 10 fixed term vacancies arising per year, and 4-5 permanent vacancies.

Due to the Covid pandemic we had to change our recruitment strategy and concentrate on the redeployment of our staff, therefore we had to put the 2020 recruitment of the pool on hold. Once we were able to commence with external recruitment, we've successfully recruited a number of posts using the pool (details are listed below) and have been able to use it as intended.

- 3. If not intended to be rolling, what was the anticipated/planned shelf-life of the pool? How many fixed-term positions were anticipated to arise during the shelf-life of the pool? How many permanent positions were anticipated to arise during the shelf-life of the pool?**

The pool was intended to be ongoing so there was no shelf life. Candidates who have not secured positions are given the option to continue in the pool. As noted above, we expect around 10 fixed term vacancies per year and 4-5 permanent vacancies.

- 4. How many applicants to the pool have there been?**

2020: 409  
2022: 121  
2022: 247  
Total: 777

- 5. How many applicants have been successful (i.e. have been deemed to have passed the stages of initial forms, online testing, values-based statements, panel interview)?**

2020: 33  
2022: 20  
2022: 36  
Total: 89

- 6. How many successful applicants have passed the security checks?**

All applicants who have passed the interview stage are put through security clearance. Of those from our 2020 and early 2022 intakes, 22 candidates have passed the security checks. Our most recent pool candidates are currently undergoing security clearance. Please note however our retention policy for keeping candidate personal data is for 12 months therefore this figure does not include those who have requested to be removed from the pool.

- 7. How many fixed-term positions have been offered to candidates successful in joining the pool and passing security checks?**

2020: 5  
2022: 12  
Total: 17

- 8. How many fixed-term positions have been filled?**

2020 = 5  
2022 = 8  
Total = 13

**9. How many permanent positions have been offered to candidates successful in joining the pool and passing security checks?**

2020: 2

2022: 2

Total: 4

**10. How many permanent positions have been filled?**

2020: 2

2022: 2

Total: 4

**11. What has been / is the mean average length of time taken to fill vacancies arising using the candidate pool?**

The average time taken is 3 months for the 2020 intake and 3 months for the early 2022 intake. This is from the date the vacancy arose to the date the candidate started in the role.

**12. What has been / is the mean average length of time taken to fill comparable grade vacancies over the same period by means other than the candidate pool?**

A comparable Grade 2 Visitor Services Offices post which was advertised in February 2022 took 5 months to fill.

Comparable Grade 2 Security Officers recruitment, which was advertised in May 2022 took 3 months to fill.

The average for these posts is 4 months.

**13. What has been / is the mean average length of time that candidates sit in the candidate pool?**

For those candidates placed in posts the average length of time from joining the pool to being offered a post is 3.5 months.

**14. How many successful joiners of the pool have not to date been offered a position at the Scottish Parliament, including those who have since left the pool?**

2020: 26

2022: 7

2022: candidates currently going through security checks after interviews-no offers yet

**15. How many times and on which dates have adverts for Administrators, Pool of Administrators or for similar and**

**comparable administrative positions been published with the intention of using the same or comparable recruitment framework for admission into the pool?**

2020 on 23/01/2020

2022 on 09/12/2021

2022 on 10/08/2022

**16. What has been / is the mean average cost of filling positions using the pool, accounting for such as but not limited to Scottish Parliament person-hours relating to each application; systems and overhead costs for the duration; costs associated with online testing and other third-party companies; cost of security vetting; costs associated with or arising from vacancies awaiting occupation (such as staff overtime, or outsourcing costs); cost of ongoing administration of the pool including the cost associated with ongoing re-submission of values-based statements and further security checks etc.?**

This information is not held by the Scottish Parliament and therefore we cannot provide it to you.

**17. What has been / is the mean average cost of filling comparable grade vacancies over the same period by means other than the candidate pool?**

This information is not held by the Scottish Parliament and therefore we cannot provide it to you.

In line with the technical requirements of FOI(S)A we have provided a notice advising that the information you have requested in parts 16 and 17 of your request is not held by the Scottish Parliament.

In keeping with our FOI procedures, this information may also be posted on the Parliament's disclosure log (usually within 24 hours). For further details on the Parliament's Disclosure Log and the information released under FOI, visit: [FOI Request Disclosure Log | Scottish Parliament Website](#)

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We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance at [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

Please find below Annex A, which explains how we handle FOI requests and reviews.

**We are currently working remotely and so would ask you to contact us by email at [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)**

Yours sincerely,

Robin Davidson  
Head of Information Governance

## REQUESTS MADE UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

### How we handle FOI requests

Information on how we handle FOI requests is available on the Parliament's website at:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Alternatively, please contact the Public Information & Resources Team to request a copy.

<https://www.parliament.scot/contact-us>

### Review

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance:

Post: Head of Information Governance  
The Scottish Parliament  
Edinburgh  
EH99 1SP  
Telephone: 0131 348 5281

We welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

### Application to the Scottish Information Commissioner

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Email: [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

Telephone: 01334 464610

Fax: 01334 464611

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

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### **Feedback or comment**

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

### **Data Protection**

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[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

### **Complaints**

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with Public Information and Resources.

### **How to contact us**

Post: The Scottish Parliament  
Edinburgh  
EH99 1SP

Telephone: 0131 348 5000  
0800 092 7500 (Public Enquiries)  
0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: [info@parliament.scot](mailto:info@parliament.scot)