

Information Released under Freedom of Information Act

Subject: Information on the level of grade dealing with Freedom of Information and Data Protection requests in Companies House

Date Released: 12 March 2009

Summary of request: The enquirer requested information on the level of grade dealing with Freedom of Information and Data Protection requests in Companies House

Information released:

The grading structure at Companies House is different to the Intellectual Property Office so I should first explain that the Information Rights Team comprise of myself, 1 part time Band D, 1 full time Band C, and 1 part time band C. Band D is equivalent to the old Higher Executive Officer grade and Band C to the old Executive Officer grade.

The Band Cs deal with the day to day cases which can be requests made both under freedom of information and data protection legislation. They deal with all aspects of the case, which like yourself will be all the administration right through to internal review stage, liaison as necessary with Companies House senior staff and lawyers, Liaison as required with MoJ and our equivalent in BERR. They will also deal with the ICO as and when required. Like yourself, they will draft and issue responses in their names. For the first 4 years we dealt with an average of 104 freedom of information and 30 data protection cases per year. The cases are increasing year on year and are getting more complex, this year looks to be no different.

They also compile and maintain the Information Rights internal and external web pages, the Publication Scheme and Disclosure Log. (Both English and Welsh versions)

My role is to assist and advise with the more complex cases and to follow up with any policy issues that may arise from these cases. I also deal with all the policy issues around Information Rights for the whole organisation. For example, we have recently had a new Companies Act and I am involved in the implementation process and in the risk assessment of the impact this new legislation may have on information rights issues for Companies House. My role also covers training and awareness issues for the organisation though some of this will also be done by the Band Cs.

I report to a part-time Band E (equivalent to old Senior Executive Officer) who is also responsible for Fees, Copyright and Trading Fund issues. This role regarding information rights is to advise on cases or policy issues as required and to ensure that there is a senior voice within the organisation to pick up and highlight any potential information rights issues that need attention.

I have a colleague at the equivalent grade who works on her own and is responsible for all Records Management in Companies House (policy and administration) and although

we do not work under the same manager at the moment, we do work very closely together as obviously the two areas are closely linked in terms of information security and protective markings etc.