

FOI DOF/2025-0625

Request

Please provide any internal guidance, policy documents, circulars, or advice notes currently in use (or used in the past five years) that concern dismissal of Civil Service staff, including but not limited to:

1. Procedures or internal advice on dismissal for misconduct, performance, or redundancy;
2. Any internal guidance circulated to HR teams, line managers, or disciplinary panels;
3. Documents explaining how dismissals should be approved, recorded, or reviewed;
4. Any updates, amendments, or internal communications that revise or clarify such advice.

I am not requesting personal data about individuals, only official guidance or policy materials.

If parts of the information are exempt, please release the remainder and indicate which exemptions have been applied and why.

I would prefer to receive the information in electronic format (PDF or Word).

DoF Response

I can confirm the Department holds some of the information requested.

From the information you have requested policy documents are exempt under section 21(1) of the Freedom of Information Act. Section 21 exempts information if this information is reasonably accessible to the applicant by other means. Section 21 is an absolute exemption, and the Department is not required to consider whether the public interest favours disclosure of this information.

All policies including:

[2.01 Voluntary Redundancy and Compulsory Redundancy](#)

[2.05 Notice](#)

[2.07 Civil Service Appeal Board](#)

[6.03 Discipline](#)

[6.06 Inefficiency Sickness Absence](#)

[10.01 Performance management](#)

are available on the Department of Finance's website:

[DoF Northern Ireland Civil Service Handbook](#)

In addition procedural documents [Recruitment Policy and Procedures Manual - Version 21](#) and [Guaranteed Interview Scheme](#) can be accessed via the NICS Recruitment Website:

[NICS Recruitment Website](#)

Question 1

Documents held by the Department outlining procedures or internal advice on dismissal for misconduct, performance, or redundancy are attached at **Annexes A to T**.

Question 2

No further information is held.

Question 3

No further information is held.

Question 4

No further information is held.