

FOI DOF/2026-0386

Request

I am writing to request information under the Freedom of Information Act 2000. Please provide the figures held by NICSHR for **2023/24, 2024/25, or the most up-to-date figures available**, showing the number of NICSHR staff at the following grades:

- Grade 7;
- Grade 6;
- Senior Civil Servant / Grade 5 and above;

Please provide the figures in a simple format, for example:

- Grade 7 – 125
- Grade 6 – 20
- Senior Civil Servant / Grade 5 and above – 10

Please also confirm the date or reporting period to which the figures relate.

DoF response

I can confirm the department holds the information requested.

NICSHR sits within the Department of Finance to provide operational HR advice and services to help support the NICS Board and the nine Executive departments. As at the end of June 2026 (the most recent figures available at the time of request), the headcount of NICSHR permanent staff at the substantive grades specified is as follows:

- Grade 7 – **32**
- Grade 6 – **8**
- Senior Civil Servant / Grade 5 and above – **5**

The staffing figures for the substantive grades specified at the end of March 2024, and end of March 2025, have also been provided in the table below.

Table: NICSHR Permanent Staffing (Headcount)

Substantive Grade	March 2024	March 2025
Grade 7	15	25
Grade 6	7	10
Grade 5 and above	3	3
Total	25	38

Source: HR Connect

ANNEX B – INTERNAL REVIEWS

An Internal Review request examines the response based on applied exemptions, search adequacy, or response timeliness.

It is not the following, which will be treated as specified:

- Questions asking for clarification on information provided: Will be treated as part of the original FOI request.
- Additional questions about the information in the response: Will be treated as a new FOI request.
- Questions about the subject not related to the original request: Will be treated as new FOI request.
- Questions regarding how a service operates or why a decision was made: Will be treated as normal business and responded to accordingly.
- Complaints or concerns raised in response to information provided: Will be treated in line with relevant complaints procedure.

To make an Internal Review request:

- **Clearly state:** That you want an internal review of a previous FOI response and provide the necessary details.
- **Follow the timeline:** Be sure to submit your request within 40 working days of receiving the original response. If the Department has not responded at all, you have 40 working days after the original 20-day response period has passed.
- **Wait for a response:** The review is typically completed within 20 working days but can take up to 40 working days in exceptional circumstances. The Department should inform you of any delays.

What the review includes

- A fresh decision based on a reconsideration of all relevant factors.
- An assessment of whether the request was handled correctly and if exemptions were applied appropriately.
- The review will be conducted by someone who was not involved in the original decision.

If you wish to request an internal review, please email foi@finance-ni.gov.uk or write to FOI/EIR Team, Department of Finance, 2nd Floor, Craigantlet Buildings, Stoney Road, Belfast, BT4 3SX.