

Request

I am writing to make a formal request for information under the Freedom of Information Act 2000.

This request concerns the use of Temporary Promotions (TP) to General Service Grade 6 roles within your Department, in the context of the active, centrally managed NICS Grade 6 recruitment competition (IRC306699).

Please provide the following information held by your Department:

1. Current Headcount: As of the date of this request, how many individual staff members within your Department are currently filling a General Service Grade 6 post on a Temporary Promotion (TP) basis?
2. Duration Breakdown: Of the total number identified in Question 1, please provide a breakdown of how many of these Grade 6 TPs have been held continuously by the same individual for:
 - o (a) Between 0 and 6 months
 - o (b) Between 6 and 12 months
 - o (c) Between 12 and 24 months
 - o (d) Over 24 months
3. Operational Justification: For any Grade 6 TP identified in Question 2 that has continuously exceeded a duration of 12 months, please state the recorded operational reason why a permanent drawdown from the active IRC306699 merit list was not requested to fill the vacancy.
4. Merit List Requests: Since the establishment of the IRC306699 merit list, how many formal requests has your Department submitted to NICSHR / Department of Finance to permanently fill a Grade 6 vacancy from this specific panel?

Refusal Guidance & Cost Limits

To ensure compliance with the statutory cost limit, please note that this request is strictly limited to General Service Grade 6 roles only and does not require a search of departmental emails or individual personnel files. Numerical data and high-level operational categories held centrally by your departmental HR/Workforce planning team will suffice.

If any part of this request is withheld or requires refinement, please answer all other remaining components within the statutory 20-working-day timeframe.

DoF response

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

1. The management and recording of temporary promotions are the responsibility of individual business areas in Departments. Temporary promotions can be for several different business reasons, such as covering vacant posts, special exercises etc.

At the end of June 2026 (the most current data available at the time of the request) there are four (4) Temporary Promotions (TPs) to General Service Grade 6 in the Department of Finance (DoF).

2. The table below provides the duration of the General Service Grade 6 temporary promotion arrangements as at the end of June 2026.

TP Durations	Number of DoF TPs
(a) Between 0 and 6 months	0
(b) Between 6 and 12 months	1
(c) Between 12 and 24 months	2
(d) Over 24 months	1
Total	4

Source: HRConnect Month End June 2026

3. In relation to the four (4) Temporary Promotion arrangements specified above, three are over 12 months, as at the end of June 2026. Two posts being covered by Temporary Promotion arrangements will not be filled from competition IRC306699 merit list as the posts require specific skills and experience. A third Temporary Promotion arrangement is to complete a time-bound exercise and, as at the end of June 2026, no formal request to fill this post has been received by NICSHR.
4. Since the establishment of the IRC306699 merit list, the Department of Finance has submitted 6 formal requests to NICSHR to fill permanently a Grade 6 vacancy from competition IRC306699.

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.