

FOI DOF/2026-0504

Request

I would like to know who is the Grade 5 over SARs and FOIs in DOF?

DoF response

I can confirm the Department does not hold the information requested as there is no specific Grade 5 over SARs and FOIs in DoF. David Hughes is the Grade 5 in the Corporate Services Division (CSD) which includes the Information Management Unit. However, no one Grade 5 has full responsibility over SARs and FOIs. Each DoF business area handles and issues their own SAR responses. FOI requests/responses are coordinated by the CSD FOI/EIR Team, however, they are approved and signed by the Grade 5 of the relevant business area.

Annex B - Internal Reviews

An Internal Review request challenges the response given, based on exemptions applied, the adequacy of the search, and the timeliness of the response. It is not the following which will be treated as specified:

- Questions asking for clarification on information provided: Will be treated as part of 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.

What to do

- **Submit a 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.