
From: NICS HR FOI
Sent: 28 March 2022 11:32
To: Fleetham, Joan [REDACTED]
Subject: FOI FOR ACTION: DOF/2022-0121

Good morning,

NICSHR has received an FOI about HR ER policy and you are being asked to provide input to the response.

The request is in relation to a previous FOI - DOF/2022-0001

You will be aware that there is an Internal Review into DOF/2022-0001. The FOI/EIR unit have deemed that this part of the request should be handled under FOI.

Your Response is due to NICSHRFOI@finance-ni.gov.uk no later than **04/04/22**. *There is a legislative statutory timeframe within which the Department must respond to an FOI. If you are unable to provide your input by the deadline above then you must provide justification to IMT as soon as possible.*

Please contact IMT immediately if you believe this FOI has been wrongly allocated.

When providing a response you should provide your input in the document held under record number F11/22/354756 (which is attached to this email). Any supporting papers should be held in the container set up specifically for this FOI (F11-22-11750). Please note: FOI containers are open to all DoF staff by default so you should consider locking down any background documents if they contain sensitive information.

Please include the FOI reference number in the subject line of all emails and in all correspondence.

You should contact IMT if you need guidance to support you in responding to this FOI.

Once your input has been received, IMT will obtain relevant Grade 5 approval.

Thank you for your co-operation

[REDACTED]

NICSHR Information Management Team