

[REDACTED]

From: [REDACTED]
Sent: 25 January 2022 14:15
To: [REDACTED]
Cc: Fleetham, Joan
Subject: FW: DoF/2022-0001 - DUE 1/2/22 - FOI response - NICS HR - CAED for clearance
Attachments: DoF 2022-0001 FOI Final Response Template.tr5; DoF FOI 2022-0001 - Draft Schedule of Records Template.tr5; DoF 2022-0001 - Document 1 - Draft policies 3.02 Maternity Leave and 3.03 Paternity Leave emailed to NICS Stonewall Steering Group - Redacted.tr5; DoF 2022-0001 - Document 2 - 3.02 Maternity Leave - DRAFT POLICY - clean copy for Stonewall Working Group.tr5; DoF 2022-0001 - Document 3 - 3.03 Paternity Leave - DRAFT POLICY - clean copy for Stonewall Working Group.tr5; DoF 2022-0001 - Document 4 - 3.02 Maternity leave and 3.03 Paternity leave - NICS HR response to feedback and amendments to draft ~ Redacted.tr5; DoF 2022-0001 - Document 6 - 3.03 Paternity Leave – feedback from Stonewall Steering Group members on draft policy with ER Policy ~ Redacted.tr5; DoF 2022-0001 - Document 7 - DRAFT HR POLICIES - 3.02 MATERNITY LEAVE 3.03 PATERNITY LEAVE 3.05 ADOPTION LEAVE - sent to NICS HR ~ Redacted.tr5; DoF 2022-0001 - Document 8 - Memo to NICS HR Grade 7s and HRBP Grade 7s - re DRAFT HR policies 3.02 Maternity leave 3.03 Paternity ~ Redacted.tr5; DoF 2022-0001 - Document 9 - 3.03 Paternity Leave - DRAFT - tracked changes version 17112020.tr5; DoF 2022-0001 - Document 10 - 3.03 Paternity Leave - DRAFT - clean copy 17112020.tr5; DoF 2022-0001 - Document 11 - 3.02 Maternity Leave - DRAFT - tracked changes version 17112020.tr5; DoF 2022-0001 - Document 12 - 3.02 Maternity Leave - DRAFT - clean copy 17112020.tr5; DoF 2022-0001 - Document 13 - DRAFT HR policies - 3.02 Maternity Leave, 3.03 Paternity Leave, 3.05 Adoption Leave - sent to CTUS - Redacted.tr5; DoF 2022-0001 - Document 14 - Letter to CTUS - re revised Maternity Leave, Paternity Leave & Adoption Leave policies - Redacted.tr5; DoF 2022-0001 - Document 15 - DRAFT HR policies - 3.02 Maternity Leave 3.03 Paternity Leave 3.05 Adoption Leave - CTUS agreement - Redacted.tr5; DoF 2022-0001 - Document 16 - FW DRAFT HR POLICIES - 3.02 MATERNITY LEAVE 3.03 PATERNITY LEAVE 3.05 ADOPTION LEAVE - response - Redacted.tr5; DoF 2022-0001 - Document 17 - RE DRAFT HR POLICIES - 3.02 MATERNITY LEAVE 3.03 PATERNITY LEAVE 3.05 ADOPTION LEAVE - response from ~ Redacted.tr5; DoF 2022-0001 - Document 18 - HR policies - 3.02 Maternity Leave 3.03 Paternity Leave 3.05 Adoption Leave - drafts sent to GMB -Redacted.tr5; DoF 2022-0001 - Document 19 - HR policies - 3.02 Maternity Leave 3.03 Paternity Leave 3.05 Adoption ~ covering letter to GMB - Redacted.tr5; DoF 2022-0001 - Document 20 - HR policies - 3.02 Maternity Leave 3.03 Paternity Leave 3.05 Adoption Leave - drafts sent to Unite - Redacted.tr5; DoF 2022-0001 - Document 21 - HR policies - 3.02 Maternity Leave 3.03 Paternity Leave 3.05 Adoption Leave - covering letter to ~ Redacted.tr5; DoF 2022-0001 FOI Request.tr5; G5 APPROVAL DOF 2022-0001.tr5; DoF 2022-0001 - Document 5 - 3.02 Maternity Leave – feedback from Stone....tr5

Categories: [REDACTED]

[REDACTED]

Please redact all instances of Annette Hutton’s work email address, DD Tel No and Ext, as well as the names of the DPs ([REDACTED]).

I have amended the access controls on the unredacted Document 6.

The highlighted text in Document 2 is how it is held so we are content to leave this.

Thanks

[REDACTED]

[REDACTED] | NICS HR EMPLOYEE RELATIONS POLICY TEAM | DoF
7th Floor | Goodwood House | 44-58 May Street | Belfast BT1 4NN



From: Fleetham, Joan
Sent: 25 January 2022 13:00
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: DoF/2022-0001 - DUE 1/2/22 - FOI response - NICS HR - CAED for clearance

Hi [REDACTED]

Can you check these and advise [REDACTED] please? I am not clear if it is only the issues in bold that require response – the rest appear to relate to Annette who is G7.

thanks

Joan

JOAN FLEETHAM | EMPLOYEE RELATIONS POLICY TEAM | DoF
7th Floor | Goodwood House | 44-58 May Street Belfast | BT1 4NN



From: NICS HR FOI <NICSHRfoi@finance-ni.gov.uk>
Sent: 25 January 2022 12:52
To: Fleetham, Joan [REDACTED]
Subject: FW: DoF/2022-0001 - DUE 1/2/22 - FOI response - NICS HR - CAED for clearance

Good Afternoon Joan,

The FOI unit have raised a few queries in regards to DoF/2022-0001 below.
Can you please advise and I will complete the necessary redaction.

Regards,

[REDACTED]

From: DOF FOI Approval
Sent: 25 January 2022 12:33
To: [REDACTED]
Cc: DOF FOI Approval <FOI.Approval@finance-ni.gov.uk>
Subject: DoF/2022-0001 - DUE 1/2/22 - FOI response - NICS HR - CAED for clearance

When replying please reply via the “forward” tab rather than by “reply” to ensure that any attachments remain on the email chain.

Hello [REDACTED]

As discussed

Ref: DOF/2021-0001

Thanks for the FOI/EIR response.
As discussed - We have examined the response and have some queries:

1. **Un-redacted** Doc 6 in the container? Can't see it- apologies if I missed it.
2. Please see the following docs your team has provided – see attached-
Doc 1- Lists A.Hutton G7 wk email & DD Tel No. & Extn –
Doc2 – Para 9.5 is **highlighted in yellow**- is this ok?
Doc7 – There are 25 names on this doc/ email cc list – please see [REDACTED] – **Staff Directory lists her as a D.P.**.. I have checked the other names all were either aG7 or above or N/trace.
Doc 8 – see end of this doc – there are 3 “Doc review” forms – all 3 list “**Return to** [REDACTED] [REDACTED]” – [REDACTED] **is listed as a D.P.**
Doc 14- Lists A.Hutton G7 wk email & DD Tel No. & Extn –
Doc 15 – Lists A.Hutton G7 wk email & DD Tel No. & Extn –
Doc 16 – see email from Jackie McAllister G7 – this is cc'd to - [REDACTED] – **Staff Directory lists her as a D.P.**
Doc 19 - Lists A.Hutton G7 wk email & DD Tel No. & Extn –
Doc 21 - Lists A.Hutton G7 wk email & DD Tel No. & Extn –

For your consideration / response.

Regards with thanks

[REDACTED]

When replying please reply via the “forward” tab rather than by “reply” to ensure that any attachments remain on the email chain.

From: NICS HR FOI
Sent: 21 January 2022 15:55

To: DOF FOI Approval <FOI.Approval@finance-ni.gov.uk>

Cc: [REDACTED]

Subject: DoF/2022-0001 - Final Response

[REDACTED]

Please find attached CM links for completed response and attachments as discussed.

Please let me know if anything further is required.

[REDACTED]

NICSHR Information Management Team