

From: Smith, Jodi
Sent: 27 January 2022 11:30
To: DOF FOI Approval
Cc: Johnston, Nicola (DoF)
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

█ thanks. This is cleared to issue.
Jodi

From: DOF FOI Approval <FOI.Approval@finance-ni.gov.uk>
Sent: 27 January 2022 10:17
To: Smith, Jodi █; Johnston, Nicola (DoF) █
Cc: DOF PressOffice <dof.pressoffice@finance-ni.gov.uk>; DOF FOI Approval <FOI.Approval@finance-ni.gov.uk>; █
Subject: DoF/2022-0001 - DUE 1/2/22 - FOI response - NICS HR - CAED for clearance

N.b. this is a WDTK FOI request – there are 21 attachments – please note Doc 5 is out of sync – it's the last doc attached – please see scroll bar at side of email

Hello Jodi / Nicola

Please see attached draft response for clearance. The final response is due on or before **1/2/22**.

I have checked the response and can confirm:

1. Presentation – fine –
2. Request details have been addressed.
3. Correct response method used (email address) - [REDACTED]
4. CM Version of the FOI request is attached- towards the end of the attachments - long list of attachments- 3rd last attachment
5. G5 approval held in container – copy attached- M.Cooke G5 – towards the end of the attachments - long list of attachments – 2nd last attachment
6. G5 signature approval letter used – “sign off” signature is correct - business area only as case is from WDTK
7. Date on response letter will be amended to reflect issue date by FOI/EIR Unit
8. Full release there are 5 Q.s to this FOI request.
 - Q.1 is answered via a Link- I have checked this link – I have changed it to a hyperlink - it works (externally) and provides the detail required,
 - Q. 2 is answered in full
 - Q.3 is answered via the provision of 21 attached docs – with the application of S.40 Pers Info redactions applied to some docs.
 - Q.4 & Q.5 – these are answered via the docs provided in response to Q.3.

For your consideration

Regards

From: DOF FOI Approval

Sent: 26 January 2022 17:07

To: NICS HR FOI <NICSHRfoi@finance-ni.gov.uk>; [REDACTED]

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

Subject: FW: CM: DoF/2022-0001 - DUE 1/2/22 - FOI response - NICS HR - CAED for clearance

Hello [REDACTED]

Thanks for the revised response –

Yes Doc 15 was fine- typo error from my checking notes.

Please see Docs 7 & 16- these have similar large mailing / circulation lists on them.

Doc 7 shows no Wk email addresses

However, Doc16 **displays a lot of Wk email addresses-** can you please have the email addresses redacted.

These will need to be redacted (similar to the redactions completed for A.Hutton's wk details.

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. – **Now Redacted**

Doc 8 – see end of this doc – there are 3 “Doc review” forms – all 3 list “Return to [REDACTED]” – [REDACTED] **is listed as a D.P. – Now Redacted**

Doc 14- Lists A.Hutton G7 wk email & DD Tel No. & Extn – **Now Redacted**

Doc 15 – Lists A.Hutton G7 wk email & DD Tel No. & Extn – **No details to redact- none required**

Doc 16 – see email from Jackie McAllister G7 – this is cc'd to - [REDACTED] – **Staff Directory lists her as a D.P..- Now Redacted** **However- large number of Wk email addresses included**

Doc 19 - Lists A.Hutton G7 wk email & DD Tel No. & Extn – **Now Redacted**

Doc 21 - Lists A.Hutton G7 wk email & DD Tel No. & Extn – **Now Redacted**

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