

NICS HR FOI

From: Fleetham, Joan
Sent: 04 January 2022 15:14
To: NICS HR FOI
Subject: RE: FOI FOR ACTION: DOF/2022-0001

Categories: [REDACTED]

Noted with 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: 04 January 2022 14:31
To: Fleetham, Joan [REDACTED]
Subject: FOI FOR ACTION: DOF/2022-0001

Hi Joan,

NICSHR has received an FOI about current maternity and paternity policies and you are being asked to provide input to the response.

Your Response is due to NICSHRFOI@finance-ni.gov.uk no later than **17/01/21**

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 F11/22/2521 (which is attached to this email). Any supporting papers should be held in the container set up specifically for this FOI (F11-22-83). 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


NICSHR Information Management Team