

From: [Noble, Valerie](#)
To: [Noble, Valerie](#)
Subject: FW: URGENT FOI RE HOCS ROLE FOR APPROVAL: DOF/2022-0155 - 26 May
Date: 15 June 2022 09:09:39
Importance: High

From: Noble, Valerie
Sent: 26 May 2022 11:58
To: Quinn, Aisling (NICS HR) [REDACTED]
Subject: FW: URGENT FOI RE HOCS ROLE FOR APPROVAL: DOF/2022-0155
Importance: High

Aisling,

Further to tel conversation with Jodi Smith, pl see attached response for G5 approval.

Once approved I will forward to NICSHR FOI team who will send to the DoF FOI team to issue.

Thanks

Valerie

From: NICS HR FOI
Sent: 28 April 2022 17:22
To: Noble, Valerie [REDACTED]
Cc: [REDACTED]
Subject: FOI FOR ACTION: DOF/2022-0155

Good afternoon,

NICSHR has received an FOI about the role, responsibilities and duties of the current Head of the NI Civil Service, and you are being asked to provide input to the response.

*****Please be advised TEO have already issued a link to the Head of the Civil Service candidate information booklet*****

Your Response is due to NICSHRFOI@finance-ni.gov.uk no later than 11/05/22. 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 F11/22/492376 (which is attached to this email). Any supporting papers should be held in the container set up specifically for this FOI (F11-22-15962). 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