

**FOI/15/18**

**Title:** Key logging software

Response to an FOI requesting information in relation to Key logging software

**Detail:** Reply to Freedom of Information request FOI/15/18 dated February 2015

**FOI/15/20**

**Title:** Fixed penalty charge notices paid for by the Department

Response to an FOI requesting information on fixed penalty charge notices paid for by the Department

**Detail:** Reply to Freedom of Information request FOI/15/20 dated February 2015

**FOI/15/21**

**Title:** Interpreter and translator costs

Response to an FOI requesting information on Interpreter and translator costs in the NIO

**Detail:** Reply to Freedom of Information request FOI/15/21 dated February 2015

**FOI/15/22**

**Title:** Staff dismissed then reemployed

Response to an FOI requesting information on the number of staff dismissed and then re-employed by the NIO

**Detail:** Reply to Freedom of Information request FOI/15/22 dated February 2015

**FOI/15/23**

**Title:** Staff employed with criminal convictions

Response to an FOI requesting information about staff employed by the NIO with criminal convictions

**Detail:** Reply to Freedom of Information request FOI/15/23 dated February 2015

**FOI/15/31**

**Title:** The number of sick days employees of the NIO took and number of staff in NIO on last working day of 2014

Response to an FOI requesting information about the number of number of sick days employees of the NIO took and number of staff in NIO on last working day of 2014.

**Detail:** Reply to Freedom of Information request FOI/15/31 dated February 2015

**FOI/15/32**

**Title:** Details of purchases made of technical courses such as Microsoft VMware, Oracle, Citrix and Cisco

Response to an FOI requesting Details of purchases made of technical courses such as Microsoft VMware, Oracle, Citrix and Cisco

**Detail:** Reply to Freedom of Information request FOI/15/32 dated March 2015

**FOI/15/34**

**Title:** Presentations given to department staff explaining or about social media and how to best use it, made in the last two years.

Response to an FOI requesting copies of any presentations given to department staff explaining or about social media and how to best use it, made in the last two years.

**Detail:** Reply to Freedom of Information request FOI/15/34 dated February 2015

**FOI/15/37**

**Title:** Has the department has made any applications for the removal of internet links under the EU's "right to be forgotten" ruling.

Response to an FOI requesting any details held in relation to any applications for the removal of internet links under the EU's "right to be forgotten" ruling.

**Detail:** Reply to Freedom of Information request FOI/15/37 dated February 2015

**FOI/15/38**

**Title:** In 2014, how much did the NIO spend on public relations, and how many communications staff are employed by the department.

Response to an FOI requesting information NIO spend on public relations, and how many communications staff are employed by the department.

**Detail:** Reply to Freedom of Information request FOI/15/38 dated March 2015

**FOI/15/40**

**Title:** The total cost of translators and the cost of translating documents to be used by the department or put in the public domain for the period 2010 – February 2015.

Response to an FOI requesting details of the total cost of translators and the cost of translating documents to be used by the department or put in the public domain for the period 2010 – February 2015.

**Detail:** Reply to Freedom of Information request FOI/15/40 dated March 2015

**FOI/15/41**

**Title:** The number of staff made redundant within six months of returning from maternity leave

Response to an FOI requesting details about the number of staff made redundant within six months of returning from maternity leave.

**Detail:** Reply to Freedom of Information request FOI/15/41 dated February 2015

**FOI/15/42**

**Title:** The amount spent by your council on external legal advice and the salaries of CEO since 2010

Response to an FOI requesting details of spend by council on external legal advice and the salaries of CEO since 2010.

**Detail:** Reply to Freedom of Information request FOI/15/42 dated February 2015

**FOI/15/43**

**Title:** The amount spent by your council on personal injury claims since 2010

Response to an FOI requesting details of spend by council on personal injury claims since 2010

**Detail:** Reply to Freedom of Information request FOI/15/43 dated February 2015

February 2015

**REFERENCE: FOI - 15/18**

You requested the release of the following information from the Northern Ireland Office (NIO);

1. ***“Does your department use any key logging software? (Software that records key strokes on a computer)***
2. ***What is the name of the software used?***
3. ***When was this software first used?***
4. ***What is the cost of this software?***
5. ***How many employees do you have?”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

1. The NIO does not use any key logging software (Software that records key strokes on a computer)
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. The NIO currently has 133 employees.



February 2015

**REFERENCE: FOI - 15/20**

You requested the release of the following information from the Northern Ireland Office (NIO);

1. ***“How many penalty charge notices were paid for by your department in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?”***
2. ***What were the total cash values of these penalty charge notices in each of these years?***
3. ***What was the most expensive individual penalty charge notice?***
4. ***How many of these, penalty charge notices were paid for on behalf of or claimed by civil servants?***
5. ***How many of these, penalty charge notices were paid for on behalf of or claimed by visitors?***
6. ***How many of these, penalty charge notices were paid for on behalf of or claimed by Ministers or their office of staff?***
7. ***If on behalf of a Minister or their office of staff please can I have the name of that Minister, a distinction between his/her office staff and themselves, a breakdown by year and the total cash values by year?”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

No penalty charge notices were paid for by the Northern Ireland Office in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far.





# NIO

**Northern Ireland Office  
Freedom of Information Team**  
1 Horse Guards Road  
London  
SW1A 2HQ

Telephone 020 7210 0840  
Email: [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)

## Freedom of Information Team

**February 2015**

**REFERENCE: 15/21**

You requested the following information from the Northern Ireland Office:

- “1) How much your office/department spent on interpreters/translators in 2013/14?  
2) Of that, how much was spent specifically on sign language interpreters?”***

Your request has been handled under the Freedom of Information Act 2000.

I can confirm that the Northern Ireland Office did not spend any money on interpreters/translators in 2013/14. No money was spent on sign language interpreters.







Northern  
Ireland  
Office

Northern Ireland Office  
Freedom of Information Team  
1 Horse Guards Road  
London SW1A 2HQ

T 020 7210 0840  
E [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)  
[www.gov.uk/nio](http://www.gov.uk/nio)  
@niopressoffice

February 2015

REFERENCE: FOI 15/22

You requested the following information from the Northern Ireland Office:

- 1. “How many staff who had previously left or been dismissed from the department were re-employed by the department in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?”***
- 2. How many staff who had previously left or been dismissed were working on behalf of the department through a private company in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?***
- 3. What were the total employment costs to the department of the people relevant to question 1 broken down by the same years?***
- 4. What were the total costs to the department of the people relevant to question 2 broken down by the same years?”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The Northern Ireland Office (NIO) has not re-employed any staff who left or were dismissed from the department in the period 2010/11 – 2014/15.

Neither have we had any staff working on behalf of the department through a private company in this period who had previously left or been dismissed by the NIO.

As we have not employed anyone under either of these circumstances we have not incurred any employment costs in this area.





Northern  
Ireland  
Office

Northern Ireland Office  
Freedom of Information Team  
1 Horse Guards Road  
London SW1A 2HQ

T 020 7210 0840  
E [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)  
[www.gov.uk/nio](http://www.gov.uk/nio)  
@niopressoffice

February 2015

REFERENCE: FOI 15/23

You requested the following information from the Northern Ireland Office:

- 1. "How many staff were employed by your department who had spent criminal convictions in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?"**
- 2. How many staff were employed by your department who had unspent criminal convictions in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?**
- 3. What were these criminal convictions for?**
- 4. How many staff were employed by your department who were residents of a foreign country at time of employment starting in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?**
- 5. What countries were these employees residents of?**
- 6. How many staff were employed by your department as casual workers in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?**
- 7. How many staff were employed incorrectly by your department and therefore had their employment terminated in 2010/11, 2011/12, 2012/13, 2013/14 and 2014/15 so far?**
- 8. What the reasons for this incorrect employment?"**

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

During the period 2010/11 – 2014/15 the Northern Ireland Office (NIO) did not employ anyone with a spent or unspent criminal conviction.

The NIO did not employ any staff who were residents of a foreign country in the period 2010/11 – 2014/15.

The NIO did not employ any staff on a casual basis in the period 2010/11 – 2014/15.



In the period 2010/11 – 2014/15 the NIO did not employ anyone incorrectly and did not therefore have to terminate anyone's employment because of this.





Northern  
Ireland  
Office

Northern Ireland Office  
Freedom of Information Team  
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London SW1A 2HQ

T 020 7210 0840  
E [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)  
[www.gov.uk/nio](http://www.gov.uk/nio)  
@niopressoffice

February 2015

REFERENCE: FOI 15/31

You requested the following information from the Northern Ireland Office:

***“I would like to know how many sick days employees of the Northern Ireland Office took, and also the number of employees of the department on the last working day of 2014.***

***If the data is available, I would also like to know the following:***

- The dates of all sick days taken***
- Total cost of sickness absence for the department over the year***
- Who took the sick days. If the identity cannot be given, I would like to know how many times each person took a sick day.***
- The reasons given for sickness”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

There were 842.5 sick days taken in the Northern Ireland Office in 2014. As of 31 December 2014 there were 134 staff working in the NIO, made up of 104 permanent Home Civil Servants and 30 staff seconded to the NIO from the Northern Ireland Civil Service.



March 2015

REFERENCE: FOI - 15/32

You requested the release of the following information from the Northern Ireland Office (NIO);

1. ***“In the last 2 years have you purchased any it technical training for the ICT /IT department from QA training covering it technical courses such as Microsoft VMware, Oracle, Citrix and Cisco?”***
2. ***What is the exact job title of the manger or team leader in the ICT/IT department who has made the purchase?***
3. ***Has the ICT/IT technical department pre-paid for this training, please state amounts.***
4. ***Have they in the last 3 years purchased a skills licence IT training package from QA training? Please state the amount purchased and the amounts remaining?***
5. ***Has the buying IT manger secured 3 quotes for the purchase of the skills licence? If so, which were the other companies who submitted the exact same skills licence prices?***
6. ***When will the next skills licence be purchased by the ICT/IT DEPARTMENT?***
7. ***Who will purchase the next ICT technical training skills licence.***
8. ***Please provide an ICT department organisation chart.***
9. ***How many people are there in the ICT department?***
10. ***Does the ICT / IT technical department purchase IT technical training for products such Microsoft, Cisco, VMware, Oracle and Citrix in February and March to utilise remaining budget for the financial year if so how do you justify the purchase?***
11. ***How much do you spend on training for the past three financial years? Also please list the top three suppliers that you use for training?***



**12. At what points during the year does the department make decisions to purchase training throughout the year? How much of the training budget remains for this financial year (ending 31st March 2015)?**

**13. Who is responsible for purchasing department's training (i.e. which departments and who are the decision makers)?"**

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The NIO receives managed ICT services from IT Assist Confidential (ITAC), which is a service provided by Enterprise Shared Services, a body within the Department of Finance and Personnel, Northern Ireland. The information requested at points 1 to 10 are therefore not held by this Department. This information may be available from the Department of Finance and Personnel, Northern Ireland who can be contacted at [info.csd@dfpni.gov.uk](mailto:info.csd@dfpni.gov.uk)

The NIO spend on training for the last three financial years was as follows:

2012/13 - £19,912.00

2013/14 - £31,234.00

2014/15 - £18,050.00 (up to 31 January 2015)

Our top three suppliers for training are:

1. Civil Service Learning (CSL)
2. Centre for Applied Learning (CAL) – part of the Northern Ireland Civil Service based in Belfast.
3. Mullan Training

The department does not have a set point in the year when it makes decisions on purchasing training as we receive and consider training requests throughout the year. The NIO currently has approximately £9k left in the training budget for the financial year ending 31 March 2015.

The NIO Human Resources (HR) team is responsible for managing the training budget for the department. Identifying and agreeing training needs to support the staff member in their post is based on discussions between members of staff and their line managers. Training which incurs a cost over £200 is scrutinised by the Development Policy Panel to ensure the cost represents value for money and is relevant to the business. The HR team establish if the required training is available from an approved government provider and notify the member of staff of the



approval to proceed with the training. Details of purchases made of technical courses such as Microsoft VMWare, Oracle, Citrix and Cisco





# NIO

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Freedom of Information Team**  
1 Horse Guards Road  
London  
SW1A 2HQ

Telephone 020 7210 0840  
Email: [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)

## Freedom of Information Team

**February 2015**

**REFERENCE: 15/34**

You requested the following information from the Northern Ireland Office:

**“I would like to access any presentations given to department staff explaining or about social media and how to best use it, made in the last two years.”**

Your request has been handled under the Freedom of Information Act 2000.

The department has not given any presentations to staff explaining social media during the last 2 years. Cabinet Office produces social media guidance for all civil servants, which is available on Gov.UK. Copies of this guidance are also available to download from the NIO's intranet and staff are encouraged to follow it.





February 2015

**REFERENCE: FOI - 15/37**

You requested the following information from the Northern Ireland Office:

***“I would like to know if the department has made any applications for the removal of internet links under the EU's "right to be forgotten" ruling.***

***I would like to know the number of requests that were a) granted b) rejected c) pending.***

***If any were in relation to a current or past minister, I would also like to know which minister and the number of applications that relate to them.”***

Your request is being handled under the Freedom of Information Act 2000 (FOIA).

The Department has made no applications for the removal of internet links under the EU's right to be forgotten ruling.





Northern  
Ireland  
Office

Northern Ireland Office  
Freedom of Information Team  
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London SW1A 2HQ

T 020 7210 0840  
E [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)

[www.gov.uk/nio](http://www.gov.uk/nio)  
[@niopressoffice](https://twitter.com/niopressoffice)

October 2015

REFERENCE: 15/38

You requested the following information from the Northern Ireland Office (NIO):

***“1. In 2014 (calendar year), how much did the department spend on public relations? This should include (but not be limited to): salaries for communications and press office staff, advertising, marketing, publicity, and payments to third parties for communications/advertising/PR services.***

***2. How many 'communications' staff are currently employed by the department? This should include (but not be limited to) staff covering public relations, press office, communications, advertising, marketing and publicity.***

***3. Please provide a list of all third-party communications companies that were paid/contracted by the department in the calendar year 2014. This should include (but not be limited to) all external organisations providing services for public or press relations, marketing advertising and publicity. For each company, please state: (a) the company's name, (b) the total amount that was paid to the company in the 2014 calendar year.”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA). The department holds information falling within the scope of your request.

1) The NIO's total spend on public relations in calendar year for 2014 was £205,885.



£191,934 of this total spend was on communications staff costs. The remaining £13,951 was payment to third parties for communications and public relations services.

2) The NIO currently employs 4 communications staff, covering public relations and press office. The department does not have a marketing or campaigns function.

3) The following companies were paid/contracted by the NIO, including the total amount paid, in the calendar year 2014:

Harrison Photography: £7,433

Press Eye Photography: £2,509

Pacemaker Press International Ltd: £1,321

ShowInc UK Ltd: £2,688





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Ireland  
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London SW1A 2HQ

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[www.gov.uk/nio](http://www.gov.uk/nio)  
[@niopressoffice](https://twitter.com/niopressoffice)

**March 2015**

**REFERENCE: 15/40**

You requested information from the Northern Ireland Office:

***“The total cost of translators and the cost of translating documents to be used by the department or put in the public domain since 2010.”***

We have handled your request under the Freedom of Information Act 2000.

We have conducted a thorough search of our paper and electronic records and the Northern Ireland Office have made no payments for translators or for translating documents.



Northern  
Ireland  
Office

Northern Ireland Office  
Freedom of Information Team  
1 Horse Guards Road  
London SW1A 2HQ

T 020 7210 0840  
E [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)  
[www.gov.uk/nio](http://www.gov.uk/nio)  
@niopressoffice

February 2015

REFERENCE: FOI 15/41

You requested the following information from the Northern Ireland Office:

***“The number of staff made redundant within six months of returning from maternity leave in each year since 2010.”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

Since 2010 the Northern Ireland Office has not made any staff redundant within six months of their return from maternity leave.





# NIO

Northern Ireland Office  
Freedom of Information Team  
1 Horse Guards Road  
London  
SW1A 2HQ

Telephone 020 7210 0840  
Email: [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)

## Freedom of Information Team

**February 2015**

**REFERENCE: FOI - 15/42**

You request the release of the following information from the Northern Ireland Office (NIO);

***“The amount spent by your council on external legal advice each year since 2010.***

***The annual salary of your council’s chief legal officer for each year since 2010.”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

When the Department (the NIO) requires legal advice, it is provided from internal Government sources via the Treasury Solicitor and Home Office Legal Adviser’s Branch (HOLAB), or the Crown Solicitors Office for legal matters arising in Northern Ireland.

As you may be aware, the devolution of policing and justice powers to the Northern Ireland Assembly took place on 12 April 2010. I can confirm that from that date, all legal advice has been provided via HOLAB and/or Crown Solicitors office and no external legal advice has been sought. We do not directly employ legal officers, therefore salary information is not available.





# NIO

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1 Horse Guards Road  
London  
SW1A 2HQ

Telephone 020 7210 0840  
Email: [foi@nio.x.gsi.gov.uk](mailto:foi@nio.x.gsi.gov.uk)

## Freedom of Information Team

**February 2015**

**REFERENCE: FOI – 15/43**

You request the release of the following information from the Northern Ireland Office (NIO);

***“The amount spent by your council on personal injury claims in each year since 2010 (including legal costs and settlements)...”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The NIO has not incurred any expenditure on personal injury claims in any of the financial years since 2010.

