

FOI/16/6

Title: WIFI provider contracts

Response to an FOI requesting information regarding WIFI provider contracts

Detail: Reply to Freedom of Information request FOI/16/6 dated January 2016

FOI/16/7

Title: OccupEye

Response to an FOI requesting information about OccupEye

Detail: Reply to Freedom of Information request FOI/16/7 dated June 2016

FOI/16/8

Title: Business Appointment rules

Response to an FOI requesting information about Business Appointment rules

Detail: Reply to Freedom of Information request FOI/16/8 dated February 2016

FOI/16/13

Title: How much was spent on Christmas end of year party for staff

Response to an FOI requesting information about spend on Christmas end of year party for staff

Detail: Reply to Freedom of Information request FOI/16/13 dated February 2016

FOI/16/14

Title: spend on advertising

Response to an FOI requesting information about departmental spend on advertising

Detail: Reply to Freedom of Information request FOI/16/14 dated February 2016

FOI/16/15

Title: Contributions paid towards the pensions of your senior civil servants

Response to an FOI requesting information Contributions paid towards the pensions of your senior civil servants

Detail: Reply to Freedom of Information request FOI/16/15 dated February 2016

FOI/16/16

Title: amount of money spent on PR

Response to FOI requesting information about the amount of money spent on PR

Detail: Reply to Freedom of Information request FOI/16/16 dated February 2016

FOI/16/19

Title: Did NIO pay for a NLA or CLA media licence in 2013 - 2014

Response to an FOI requesting information about payment for a NLA or CLA media licence in 2013 - 2014

Detail: Reply to Freedom of Information request FOI/16/19 dated March 2016

FOI/16/21

Title: Support given to employees to undertake volunteering opportunities

Response to an FOI requesting information about support given to employees to undertake volunteering opportunities

Detail: Reply to Freedom of Information request FOI/16/21 dated March 2016

FOI/16/22

Title: Preferred style of writing instructions

Response to an FOI requesting information about preferred style of writing instructions

Detail: Reply to Freedom of Information request FOI/16/22 dated March 2016

FOI/16/23

Title: How much money has department received from EU funding programmes to fund UK projects

Response to an FOI requesting information about how much money the department has received from EU funding programmes to fund UK projects

Detail: Reply to Freedom of Information request FOI/16/23 dated March 2016

FOI/16/30

Title: Corporate software applications

Response to an FOI requesting information about corporate software applications

Detail: Reply to Freedom of Information request FOI/16/30 dated March 2016

FOI/16/33

Title: How much revenue has been received for services rendered to film and TV productions

Response to an FOI requesting information about how much revenue has been received for services rendered to film and TV productions

Detail: Reply to Freedom of Information request FOI/16/33 dated March 2016

FOI/16/34

Title: How many electronic devices have been unlocked or un-decrypted since 2014

Response to an FOI requesting information about the number of electronic devices that have been unlocked or un-decrypted since 2014

Detail: Reply to Freedom of Information request FOI/16/34 dated March 2016

FOI/16/36

Title: Meetings between Ministers and organisations

Response to an FOI requesting information about meetings between Ministers and organisations

Detail: Reply to Freedom of Information request FOI/16/36 dated March 2016

FOI/16/37

Title: details of 're-imaging' projects

Response to an FOI requesting information regarding details of 're-imaging' projects

Detail: Reply to Freedom of Information request FOI/16/37 dated March 2016

FOI/16/40

Title: World check subscription

Response to an FOI requesting information world check subscription

Detail: Reply to Freedom of Information request FOI/16/40 dated March 2016

FOI/16/47

Title: Advertising costs

Response to an FOI requesting information about advertising costs

Detail: Reply to Freedom of Information request FOI/16/47 dated March 2016

FOI/16/50

Title: Civil servants in department who are also councillors

Response to an FOI requesting information about civil servants in department who are also councillors

Detail: Reply to Freedom of Information request FOI/16/50 dated March 2016

FOI/16/52

Title: How much research funding department has sent to EU

Response to an FOI requesting information about how much research funding department has sent to EU

Detail: Reply to Freedom of Information request FOI/16/52 dated March 2016

January 2016

REFERENCE: FOI – 16/6

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

1. **Wi-Fi Provider- Who is the contracted supplier for the Wi-Fi contract.**
2. **Average Annual Spend – Please state the annual average spend over three years for each supplier. If this is a new contract please state the estimate annual average spends. If there is more than one Wi-Fi provider please split annual for each individual provider.**
3. **Number of Wi-Fi Users- Please state the number of users the Wi-Fi contract is in place for. An estimate number of users will also be acceptable. If there is more than one Wi-Fi provider please state the number of users for each individual provider.**
4. **What is the contract Type: 1. WiFi= WiFi contract, 2. Managed=Part of a larger contract, 3. In-house=is the Wi-Fi managed and maintained in-house.**
4. **Number of Locations/Site- I require the number of locations/sites the Wi-Fi contract is contracted for. If there is more than one Wi-Fi provider please state the number of sites for each individual provider.**
5. **End User Offer- What the Wi-Fi offers to the end users e.g. Unlimited, Pay as you go, free 1 hour access or just free access. If there is more than one Wi-Fi provider please state the number of sites for each individual provider.**
6. **Manufacturer Name/Brand- Please provides me with the brand names of the Wi-Fi equipment which many include manufacturers of the access points and routers. If there is more than one Wi-Fi provider please state the Manufacturers Name for each individual provider.**
7. **Contract Description- Please provide me with a brief description of the solution in place for Wi-Fi and any other services provided under the contract. If there is more than one Wi-Fi provider please state the contract description for each individual provider.**



8. Actual Contract Start Date- Please can you state the Start date of the contract. If there is more than on Wi-Fi provider please split contract dates for each individual provider.

9. Actual Contract Renewal/Expiry Date- Please can you state the renewal/expiry date of the contract. If the contract is coming up for renewal if possible please state the likely outcome of the Wi-Fi contract.

10. Contact Details- I require the person from within the organisation responsible for the Wi-Fi contract. Can you please provide me with their full contact detail including contact number and an email address? If there is more than one Wi-Fi provider please state the contract details for each individual provider.

If the organisation doesn't have a Wi-Fi contract in place please state when the organisation plans to have a Wi-Fi contract in place. Please do this by providing me with a month and year and if possible what type of solutions they plan to want in place and the number of locations.

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

The Department does not currently have its own contracted supplier for Wi Fi, and there are currently no plans for the Department to enter into any Wi Fi contract.





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7 June 2016

REFERENCE: FOI – 16/7

You requested the following information from the Northern Ireland Office:

I'm making the following request under the Freedom of Information Act 2000 in regards to surveillance devices supplied by 'OccuEye'.

These were the [same items introduced in the Daily Telegraph offices](#), later withdrawn. I am aware some government departments are reported to have recently installed them too.

Please tell me:

1) Whether your department has installed these devices, and if so, how long ago?

If so:

2) What the purpose of installing these devices is? (Requesting this information in the form of internal business cases, memos or other original material, rather than a summary of the justification.)

3) Who decided that the devices would be deployed?

Please provide me with:

4) Copies of any assessment of the legality of using the monitoring devices prior to their being installed.

5) A copy of any information provided to staff, ministers or civil servants about the use of the devices, including details of arrangements for staff who objected to the devices' use.

6) Any reports or other documents outlining the outcome of the study.

If you have not installed the 'OccuEye' devices please tell me:

7) Whether there have been any such plans or considerations to, even if these have been shelved.

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

The Department has not installed OccupEye devices, or considered doing so.



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February 2016

REFERENCE: FOI 16/08

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

In a government response to a Public Administration Select Committee report, "Business Appointment Rules: Government Response to the Committee's Third Report of Session 2012-13", published July 2014, the government states:

"11. The Government shares the Committee's view about departments making public information about the advice given to their former civil servants, and the restrictions (if any) imposed upon them. The Cabinet Office is taking forward work with departments to publish information on departmental websites for the applications they handle at SCS2 and SCS1 level (and equivalents, including special advisers of equivalent standing)."

Please give me all this information referred to above, about the advice given to former civil servants for the applications the department has handled at SCS2 and SCS1 level (and equivalents, including special advisers of equivalent standing).

This government response I have quoted can be accessed here:

<http://www.publications.parliament.uk/pa/cm201415/cmselect/cm Pubadm/563/563.pdf>

The time frame I am interested in is from the beginning of the last parliament (May 2010) up to the date my request is answered.

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

In the period May 2010 to February 2016 the Northern Ireland Office did not receive any applications regarding business appointments from civil servants at SCS2 or SCS1 level who left the Northern Ireland Office.





February 2016

REFERENCE: FOI – 16/13

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

- 1. How much money was spent on a Christmas/end of year 2015 party for departmental staff?**
- 2. Where was the party held?**
- 3. How many staff were invited and how many staff attended?**
- 4. Did staff receive any Christmas gifts?**
- 5. If yes, how many staff received gifts, what were the gifts and what were their value?**
- 6. Did staff receive a monetary Christmas bonus?**
- 7. If so, how many staff received a bonus and how much was the bonus?**
- 8. Did the Secretary of State receive a gift and/or bonus? If so, what was the gift, how much money was it worth, and how much money was the bonus?**
- 9. Did the ministers receive a gift and/or bonus? If so, what were the gifts, how much money were they worth, and how much money were the bonuses?**
- 10. Did the permanent secretary receive a Christmas gift and/or bonus? If so, what was the gift, how much money was it worth, and how much money was the bonus?**

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

I can confirm that the Department does not hold any information falling within the scope of your request.

Qus. 1, 2 and 3 The Northern Ireland Office did not hold a Christmas/end of year party for departmental staff.

Qus. 4 and 5. No staff received Christmas gifts.

Qus 6 and 7. No member of staff received a Christmas bonus

Qus 8 and 9. Neither the Secretary of State nor the Parliamentary Under Secretary of State received a Christmas gift or Christmas bonus.

Qu. 10 The Permanent Secretary did not receive a Christmas gift or bonus.



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7 June 2016

REFERENCE: FOI – 16/14

You requested the following information from the Northern Ireland Office:

For each of 2012-13, 2013-14 and 2014-15, please could you supply me with details of:

- 1. Your total spending on advertising**
- 2. Your total spending on advertising with Facebook**
- 3. Your total spending on advertising with Twitter**

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

1. The total expenditure on advertising for the requested periods was:

Financial Year	Expenditure
2012-13	£4,608.77
2013-14	£16,579.04
2014-15	£517.78

2. There has been no spend on advertising with Facebook for the requested periods.
3. There has been no spend on advertising with Twitter for the requested periods.





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7 June 2016

REFERENCE: FOI – 16/15

You requested the following information from the Northern Ireland Office:

Annual totals for 2013, 2014 and 2015 for monies/contributions as paid towards the pensions of your senior civil servants

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

The total pension contributions paid by the Northern Ireland Office on behalf of senior civil servants were:

Financial Year*	Total Contributions
2013-14	£117,073
2014-15	£134,668
2015-16 (10 months)	£133,357

*This information is recorded on a financial year basis





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February 2016

Our Reference: FOI/16/16

You asked for the following information from the Northern Ireland Office (NIO) which relates to public relations spending within the NIO:

You asked for details on the amount of money spent, by financial year, on PR specifically;

- PR training for ministers and PR personnel, and any other persons who receive training
- Social media
- Press releases
- PR officers/assistants or equivalent

You asked for the response to cover the previous five years and be shown annually.

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

The NIO did not spend on PR training for ministers, social media or press releases between financial years 2011/12 and 2015/16.

The details below cover the remaining points of your request and relate to the Northern Ireland Office Communications Team.

<u>Financial Year</u>	<u>Staff Costs</u>	<u>Total Spend</u>
2011-12	119,328	119,328
2012-13	75,860	75,860
2013-14	168,203	168,203
2014-15	192,247	192,247
2015-16 (10 months)	168,018	168,018



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8 June 2016

REFERENCE: FOI – 16/19

You requested the following information from the Northern Ireland Office:

Did the Northern Ireland Office pay for a NLA (Newspaper Licensing Agency) or CLA (Copyright Licensing Agency) media license in 2013-2014?

· **If so, how much did the Northern Ireland Office pay for the licenses in 2013-2014 (please provide the figures separately)?**

· **Did the Northern Ireland Office pay for other media licenses in 2013-2014? Please list any other media licenses the council subscribed to and how much was paid for them in 2013-2014.**

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under your Section 16 obligations, as to how I can refine my request to be included in the scope of the Act.

In any case, if you can identify ways that my request could be refined please provide further advice and assistance to indicate this.

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

The NIO did not hold, or pay, for a licence during the specified period.





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March 2016

REFERENCE: FOI 16/21

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

In reference to the employment of civil servants in your department, please provide:

1. All documents referring to currently active policy concerning any form of support given to employees to undertake volunteering opportunities outside of their day to day responsibilities. If these documents are not applicable to all civil servants, please indicate to which group(s) of civil servants each document applies.

2. A breakdown of what support and benefits** are currently given to employees to undertake volunteering opportunities outside of their day to day responsibilities. If these are not applicable to all civil servants, please indicate to which group(s) of civil servants each type of support and benefits applies.*

**Support could be, for example, paid time off to volunteer, flexible work arrangements to volunteer, group volunteering facilitation, individual volunteer matching with community organisations, pool of volunteers for community organisations to draw from, skilled volunteer facilitation, professional development through a community service learning approach, international volunteering facilitation, information about volunteer opportunities in the community (through an Internet website, an Intranet website, information sessions, volunteer fairs, e-newsletter, volunteer-related messages to interested employees, etc.), volunteer recognition awards, articles showcasing employees' volunteering stories, etc.*

***Benefits could be, for example, in reference to salary, remuneration, annual leave, promotion or other forms of benefit connected to employment.*

3. The name, as well as the work telephone number, e-mail address and physical address, of the civil servant(s) coordinating your department's employer-supported volunteer scheme.

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



1. The Northern Ireland Office follows Ministry of Justice (MoJ) terms and conditions and policies, including the policy regarding the support available to staff to undertake volunteering opportunities. Attached is a copy of the MoJ Special Leave Policy and Guidance which staff can use to undertake such opportunities.
2. Staff in the NIO can apply for up to 5 days special leave at their line managers' discretion to undertake voluntary activities.
3. The NIO does not run an employer-supported volunteer scheme and does not therefore have anyone co-ordinating such a scheme.





Ministry
of Justice

Human Resources Directorate

Special leave policy and guidance

September 2015

Policy Updates:

Last review date	Reason for Change	Owned by HR Policy
December 2012	Changes made to reflect changes to Reservist Special Leave.	hrdpolicy@justice.gsi.gov.uk
December 2014	Changes made to reflect revised guidance on paid special leave for sporting events. Includes a reference to the Reserve Forces Policy	hrdpolicy@justice.gsi.gov.uk
December 2014	Changes made to clarify leave for bereavement	hrdpolicy@justice.gsi.gov.uk
September 2015	Changes made to clarify requests for unpaid special leave that are less than 1 day.	hrdpolicy@justice.gsi.gov.uk

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Policy statement

Special leave policy

Process and procedures

Manager's guidance

Employee's guidance

Special leave framework: paid leave

Special leave framework: unpaid special leave

Key intranet and access information

Policy statement

Ministry of Justice is committed to being a good employer, and to developing people and family friendly employment policies. This approach allows employees to balance their personal and working lives, and helps MoJ to maintain employees' performance, loyalty, and motivation.

Ministry of Justice:

- Recognises that life is uncertain, and that from time to time, employees' lives outside of work may necessitate the need for some form of support
- Is supportive of employees who are active participants in the communities in which they live through voluntary/public duties
- Allows for voluntary service with fee paying public bodies, providing that employees do not claim fees other than travel and subsistence.

Policy statement

Special leave policy

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Manager's guidance

Employee's guidance

Special leave framework: paid leave

Special leave framework: unpaid special leave

Key intranet and access information

Special leave policy

PURPOSE

The purpose of this policy is to:

- Support compliance with relevant employment legislation and to make managers and employees aware of what arrangements are available for them to take time off in special circumstances.
- Highlight where there is a statutory duty to consider requests for specific types of leave, and the consequences of not doing so.
- Recognise that effective practices to promote work life balance will have benefits for employees and for MoJ, and support the Government's commitment to work-life balance. Special leave can be used by employees to strike a balance between their work and outside commitments.
- Support MoJ's commitment to equality and diversity. Managers will ensure equality and diversity practices are upheld in administering this policy, and ensure fairness and objectivity in any decisions made.

WHAT IS SPECIAL LEAVE?

Special leave is a general term used to describe time off given by managers for a range of circumstances, described below. It is a request for time off work, either paid or unpaid, and in addition to annual leave.

WHO DOES IT APPLY TO?

This policy applies to all employees with the exception of agency staff, casual workers, and those employees in the NOMS business group.

This policy does not form a part of your contract of employment. However, you are bound by the provisions of this policy which may be amended from time to time.

ROLES AND RESPONSIBILITIES

All employees will:

- Make a formal application to request special leave
- Be reasonable and, wherever possible, timely in their requests
- Give reasons for their request
- If an emergency special leave request is made, contact their manager stating the reason for their request
- Provide evidence if required
- Keep their line manager informed of any developments

Managers will:

- Be reasonable and consistent when considering requests, obtaining advice from the HR Contact Centre when necessary
- Satisfy themselves as to whether the request is justified, requesting evidence if necessary
- Record paid special leave authorised on Phoenix via Manager Self Service
- Notify Shared Services of any unpaid leave via UPL1a form.

Policy statement

Special leave policy

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Manager’s guidance

Employee’s guidance

Special leave framework: paid leave

Special leave framework: unpaid special leave

Key intranet and access information

Process and procedures

HOW TO APPLY FOR SPECIAL LEAVE

Whilst there is no absolute right to special leave, managers will make every effort to accommodate reasonable requests. All requests will be treated sympathetically and in relation to the specific circumstances surrounding the request.

All requests for special leave must be made in writing using the *Special leave application form*. Employees should apply for special leave as soon as practicably possible. However, in emergencies an employee can make an application retrospectively.

In an emergency situation, a manager should be notified of an employee’s absence as part of the normal managing attendance reporting procedures. Emergency applications must be completed on the first day when an employee returns to their place of work.

It is essential that employees keep their manager informed of any developments while on special leave to allow appropriate cover to be provided. Employees must notify their manager immediately if they are unable to return to work on the agreed date, stating the reason(s) why. Failure to do this may result in disciplinary action being taken, which, in turn could result in dismissal. Please refer to the *Discipline policy* for details.

TYPES OF SPECIAL LEAVE:

Paid leave	Unpaid leave
Family/domestic reasons (distress and emergencies)	Other types of leave, eg, elective surgery, accompanying a partner on a move required by their employment
Non-domestic reasons (including public duties, reserve forces, etc)	
Other types of leave, eg, jury service	

The special leave frameworks for paid and unpaid leave explain further the details of the criteria under each of these special leave categories. See section 6 and section 7 respectively.

MONITORING SPECIAL LEAVE

Managers will keep a record of all special leave granted, for each individual employee, on Phoenix. This is to ensure that levels of leave are within acceptable limits and to help managers when considering future requests for special leave.

REDUCED HOURS

Employees working reduced hours are allowed paid special leave proportionate to the number of days/hours they work (eg, an employee who works three days a week will be allowed three fifths of the full time equivalent).

WEEKENDS AND PUBLIC/PRIVILEGE DAYS

Saturdays and Sundays, and public and privilege holidays occurring within a period of special leave will be treated as follows:

- There is no entitlement to a day in lieu on return to work after special leave with pay
- No pay will be issued for these days when they fall within a period of special leave without pay.

EFFECT OF SPECIAL LEAVE ON OTHER CONDITIONS OF SERVICE

Paid special leave will not normally have any effect on other conditions of service. In general, unpaid special leave does not count as effective service for the purposes of performance pay, pensions, probation, sick absences or annual leave. Although unpaid leave does not accrue benefits, those already accumulated are preserved and built upon when employees return to paid employment. Other terms and conditions continue to apply to employees on special leave (eg, the conditions on outside employment and political activities).

BUYING AND SELLING ANNUAL LEAVE

Employees who are on The Deal terms and conditions and meet certain criteria have the option of buying and selling annual leave. If there is an ongoing need for time off work and current annual leave provision and paid special leave cannot adequately cover this, those on The Deal may wish to buy extra leave as an alternative to seeking to take the leave unpaid. See *The Deal* section of MoJ's intranet.

LONG TERM LEAVE/ALTERNATIVE WORK ARRANGEMENTS

Special leave is designed to accommodate leave provisions as stated in the *Paid leave* and *Unpaid leave* frameworks.

Longer term unpaid leave provisions or alternative working arrangements can be found in the *Career break policy* and *Flexible working policy*, respectively.

MISUSES OF SPECIAL LEAVE

A fact-finding investigation will be carried out, as set out in the *Discipline policy*, if there are any reasonable grounds for suspecting special leave has been misused, or an abuse of the policy has occurred. This may result in disciplinary action, including the financial recovery of any pay granted while on special leave.

- Policy statement
- Special leave policy
- Process and procedures

Manager’s guidance

- Employee’s guidance
- Special leave framework: paid leave
- Special leave framework: unpaid special leave
- Key intranet and access information

Manager’s guidance

This guidance has been produced to help you manage requests for special leave. It will give you an understanding of paid and unpaid special leave and when they might or might not be appropriate.

You will deal with requests for special leave sensitively. And take account of individual circumstances and respond with a timely, reasonable and fair decision.

WHAT WILL I DO WHEN I GET A REQUEST FOR SPECIAL LEAVE?

As a general guide, a team member will normally give you notice that is twice as long as the period of special leave requested.

Treat the request sympathetically and view it in relation to the specific circumstances to which it has been requested. Although there is no absolute right to paid special leave, employees do have a right to unpaid time off for sudden or unexpected emergencies. You will need to make every effort to accommodate a reasonable request.

A team member will make a request for special leave in writing using the *Special leave application form*. This would normally be done, in advance, to enable you to plan

for their absence and take account of business needs.

Forward notice may not always be possible in the event of emergency special leave.

Emergency special leave request
In an emergency a team member can make an application retrospectively. If this happens you should be first notified of a team member’s absence as part of the normal managing attendance reporting procedures. The team member should make an emergency application on the first day when they return to work.

Top Tip
You will assess each application for special leave on its own merits and be flexible wherever possible. In all cases, the limits stated in the special leave framework cover a 12 month period.

WHAT ELSE WILL I THINK ABOUT WHEN I GET A REQUEST FOR SPECIAL LEAVE?

When considering applications for special leave you should take into account the following:

- The reason for the application and the individual circumstances of the request
- The reasonableness of the request
- The provisions set out in employment legislation
- The length of time required
- The operational requirements of the office and the impact of the team member's absence upon the business area/unit
- What alternative arrangements can be made
- Whether special leave has been taken on previous occasions
- Remaining annual leave entitlements or flexi-leave
- The team member's attendance, performance and disciplinary record, where appropriate.

A team member may request a period of special leave in days or hours.

Any requests for unpaid special leave that are less than 1 day should be dealt with through other means such as flexi time leave.

Top Tip

Before agreeing to unpaid special leave for some domestic or personal situations, see whether a team member might reasonably use part of their annual leave entitlement (or flexi leave). This will enable them to still be paid when they are absent from work.

Action – Let the team member know your decision as soon as possible and follow this up by completing the decision section on the application form. Sign and date the form accordingly, take a copy for your records, and return the original to the team member within 5 working days.

Managers should monitor special leave via Managers Self Service and raise any concerns that they may have with the team member at an early stage. Examples of concerns include the amount of special leave already taken or where there may be alternatives to taking excessive unpaid leave.

WHAT WILL I DO IF MORE SPECIAL LEAVE IS REQUIRED?

There may be circumstances where it would be appropriate to extend the amount of special leave allowed (both paid and unpaid). You must obtain advice from the HR Contact Centre before authorising additional special leave in these circumstances. You must notify Shared Services of any unpaid special leave taken by submitting UPL1a - Unpaid absence notification form.

IS THERE ANYTHING I SHOULD KNOW ABOUT VOLUNTARY PUBLIC SERVICE?

As a manager, you should be informed through the normal process of any voluntary public service involvement a team member is involved in or enters into. Any requests should be treated in the normal way as for other applications for special leave.

However, whilst all requests will be looked at on a case-by-case basis, the following points should be considered when deciding whether to approve a request for time off for voluntary public service. Whether:

- The public body is aware of the team members employment with MoJ

- There is no potential conflict of interest with their day-to-day duties
- Such activity is in the public interest.

Top Tip

If you are at all concerned with the arrangement being suggested for Voluntary Public Service you should contact the HR Contact Centre to discuss the issue.

WHAT HAPPENS WHERE A PUBLIC SERVICE ACTIVITY IS OFFERING TO PAY FOR THE TEAM MEMBER'S SERVICES?

Staff who are granted special leave with pay may not claim or accept attendance fees or any other compensation other than travel or subsistence for any duties performed. If a fee is paid the team member must inform you immediately, and you will then need to liaise with the HR Contact Centre. Failure to declare a fee being paid could result in disciplinary action being taken.

IS THERE ANYTHING ELSE I NEED TO CONSIDER WHEN AGREEING UNPAID SPECIAL LEAVE?

You will let the HR Contact Centre know that you have agreed to the unpaid leave and

send them a copy of the *Special leave application form* which records your decision. They will take the appropriate action to ensure the team member's pay is stopped.

WHAT HAPPENS IF I CAN'T AGREE TO THE REQUEST FOR SPECIAL LEAVE?

All requests will be considered reasonably, taking into account the needs of the team member and needs of the business.

Top Tip

It is important that you give a team member an opportunity to talk with you about their application for special leave, and help to clarify any concerns they may have regarding the application.

If you decline the request and you are satisfied that you have given it due consideration, you must inform the team member as soon as possible. Where possible the team member should be given notice of your decision. If possible, that notice should be at least as long as period of the special leave they requested.

Action – Add your decision to the relevant section on the application form and sign and date accordingly. Take a copy for your records and return the original to the team member within 5 working days. Inform the team member verbally as soon as possible.

A team member, who believes that their request for special leave has not been reasonably considered, or they have been treated unfairly, can either:

- arrange for an informal discussion with you;
- arrange for an informal discussion with your manager;
- discuss the issue with a third party, such as their trade union representative, a member of one of the corporate staff networks, or Workplace Support; or
- consider making use of mediation.

If they remain dissatisfied, they may appeal using the grievance procedure.

Policy statement

Special leave policy

Process and procedures

Manager’s guidance

Employee’s guidance

Special leave framework: paid leave

Special leave framework: unpaid special leave

Key intranet and access information

Employee’s guidance

This guidance is aimed at helping team members understand the policy and process for requesting special leave.

The objective is to help you balance the demands of your domestic and work responsibilities at times of **urgent and unforeseen** need and to support you to undertake voluntary or public duties.

Special leave can be granted for:

- Domestic reasons
- Personal and family matters
- Voluntary/public duties.

WHY DOES MY MANAGER SAY I SHOULD USE MY ANNUAL/FLEXI-LEAVE?

For some domestic or personal situations, it may be in your best interest to use part of your annual leave entitlement (or flexi-leave), as it will ensure payment when absent from work.

Any requests for unpaid special leave that are less than 1 day should be dealt with through other means such as flexi time leave.

I AM GOING TO UNDERTAKE VOLUNTARY PUBLIC SERVICE WORK. WHAT SHOULD I DO?

You must declare your employment with Ministry of Justice to the public service body and any knowledge that could affect your ability to perform the voluntary public duties with impartiality.

Top Tip

If you are at all concerned or unsure about any issues you may have regarding impartiality talk to your manager. Your manager will be able to help clarify the position.

You will need to obtain your manager’s permission if:

- there is a potential conflict of interest with your day-to-day duties; or
- such activity is not in the public interest.

If you do not comply, your manager may take action under the disciplinary procedure.

I THOUGHT EMPLOYMENT LEGISLATION GAVE ME A RIGHT TO TAKE SPECIAL LEAVE?

Employment legislation allows you the right to take reasonable, unpaid, time off work to deal with certain unexpected or sudden emergencies/ domestic crises. However, in certain circumstances, if you meet the criteria set out in the paid special leave framework table MoJ will allow you paid special leave. For instance if your situation meets the criteria for special leave with pay for an unforeseeable domestic emergency, your manager may authorise up to 5 days paid leave. This is to enable you to deal with or make satisfactory long term arrangements for dealing with the situation.

HOW DO I MAKE AN APPLICATION FOR SPECIAL LEAVE?

All requests for special leave, whether paid or unpaid, must be made in writing to your manager using the *Special leave application form*. This should normally be done, in advance, to enable your manager to plan for your absence and account for the impact on the business.

You may request a period of special leave in days or hours.

Although there is no absolute right to special leave, your manager will make every effort to accommodate reasonable requests. All requests will be treated sympathetically and in relation to the specific circumstances surrounding the request.

As general guidance, you should normally give notice to your manager that is twice as long as the period of special leave requested.

If your manager is unable to honour a request for special leave, if possible you will be given notice that is at least as long as the special leave requested.

WHAT HAPPENS IN AN EMERGENCY WHEN I CAN'T GIVE ADVANCED NOTICE?

In emergencies you can make an application retrospectively on the first day you are back at your work place. You will however ensure your manager is aware of your absence as soon as possible, following the normal managing attendance reporting procedures.

I AM ON REDUCED HOURS. HOW DOES THIS AFFECT MY SPECIAL LEAVE REQUEST?

Reduced hours workers are equally entitled to paid special leave proportionate to the number of days/hours they work.

WHAT HAPPEN IF THINGS CHANGE WHEN I AM ON SPECIAL LEAVE?

It is essential that you keep your manager informed of any developments while on special leave to allow appropriate cover to be provided.

Action – You must notify your manager immediately if you are unable to return to work on the agreed date, stating the reasons why. Failure to do this may result in disciplinary action being taken, which could result in dismissal. Please refer to the *Discipline policy* for details.

WHAT HAPPENS IF MY MANAGER DECLINES MY SPECIAL LEAVE REQUEST?

Your manager will consider your request for special leave reasonably, taking into account your needs and the needs of the business. You will be given an opportunity to talk through your application for special leave with your manager, who will clarify any concerns they may have regarding the application. If your manager is unable to approve a request for special leave, you will be given notice which will normally be at least as long as the period of the special leave requested.

If you believe that your request has not been given reasonable consideration or that the decision is unfair you can:

- arrange for an informal discussion with your manager;
- arrange for an informal discussion with your manager's manager;
- discuss the issue with a third party, such as your trade union representative, a member of one of the corporate staff networks, or Workplace Adviser; or
- consider making use of mediation.

If you remain dissatisfied you may access MoJ's grievance procedure.

Formal complaints to an Employment Tribunal can only be made after MoJ's internal grievance procedure has been full exhausted.

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Special leave framework: paid leave

Special leave framework: unpaid special leave

Key intranet and access information

Special leave framework: paid leave

FAMILY/DOMESTIC REASONS (DISTRESS AND EMERGENCIES)

Definitions

The definitions of the following phrases used in this guidance are:

- **Close relative** – someone who is related by blood, for example, mother, father, brother, sister, children, grandparents, etc. Or, someone who you have a close emotional relationship, eg, partner's siblings, partner's parents, stepchildren, adoptive parents, etc.
- **Partner** – someone whom you have a close and stable (ie, long-term) relationship with. This includes married couples, civil partners, individuals who are living together though they are not related by blood or marriage, including those in same sex relationships.

- **Dependant** – defined as a spouse or partner, child or parent or someone who lives with you as part of your family. For example, this could include an elderly relative who lives in the household. A dependant may also be someone who reasonably relies on you for assistance. You may be the primary carer or you may be the only person available to help in an emergency.

Examples of each type of leave for family/domestic reasons

Leave	Limit	Who/How
<p>A) Bereavement (close relative, partner or dependant)</p>	<p>Up to 5 days leave with pay – includes 1 day to attend funeral (6 days for employees who normally work Saturdays – includes 1 day to attend funeral)</p>	<p>Limited special leave with pay may be granted as a consequence of a death of a dependent, close relative or other person in a close relationship, for example a husband, wife, civil partner, partner, parent, sibling, grandparent, parent-in-law, or someone who has acted as a parent.</p> <p>Managers should consider individual circumstances when deciding the amount of leave to grant including:</p> <ul style="list-style-type: none"> • The relationship between the deceased and the employee • The extent of the employee’s involvement in the funeral arrangements • Any caring responsibilities the employee is taking on as a result of the death <p>In all circumstances a combination of paid and unpaid special leave may be granted to include both time for making arrangements and attending a funeral. Where the funeral takes place overseas any additional travelling time or time spent abroad will not normally be granted as special leave and should be taken as an annual and/or flexi leave. However, managers should consider the individual circumstances on a case-by-case basis. Where the circumstances surrounding the bereavement are particularly traumatic, in exceptional circumstances discretion exists to exceed the limit.</p> <p>Paid leave cannot be authorised for clearing the estate of the deceased.</p>
<p>B) Breakdown of care arrangements</p>	<p>Up to 5 days special leave with pay</p>	<p>For employees where normal arrangements for the care of a child, elderly relative, or dependant, unexpectedly breakdown. To allow employees to make alternative care arrangements.</p> <p>For example, the person normally responsible for providing the care falls ill or fails to turn up.</p>

Examples of each type of leave for family/domestic reasons

Leave	Limit	Who/How
C) Care of children, elderly relative or dependants	Up to 5 days special leave with pay	<p>Employment legislation allows all employees the right to take reasonable, unpaid, time off from work to deal with certain unexpected or sudden emergencies/domestic crises.</p> <p>The amount of paid leave allowed will not normally exceed 5 days in any one year. To allow an employee to care for a sick child, elderly relative or dependant provided that no other alternative arrangements can be made.</p> <p>Managers have the discretion to allow additional leave (both paid and unpaid) in response to an employee's family circumstances. For instance, the number of children and the nature of the illness, viral infections may affect children in quick succession.</p> <p>Employees required to attend a medical appointment, for example medical or dental appointments for their children, will be required to take annual or unpaid leave, or where available, flexi-leave. You can also make use of the informal arrangements contained within the <i>Flexible working policy</i>.</p>
D) Carers Leave	1 day's leave with pay	<p>For the purpose of these provisions a carer is defined as a person who has responsibility to assist in the care of a dependant, that is an adult or child who has a serious long term illness, a disability or is terminally ill. This definition does not include general childcare.</p> <p>Leave is granted, as required, to enable employee to accompany the person cared for to medical appointments or at home assessments required by the nature of their condition. If it is likely that the employee has to accompany the person to a number of frequent appointments throughout the year, employee may be required to take unpaid or annual leave/flexi-leave for some of the appointments.</p>
E) Compassionate grounds	Up to 3 days leave with pay (up to 5 days in exceptional circumstances)	<p>If an employee has adequate compassionate grounds or where hardship would otherwise occur, in order for them to make suitable arrangements to resolve the issue. Grounds could include, for example, where there has been a fire or flood at the family home or a burglary has taken place.</p> <p>An employee's application should include a full explanation of the hardship that would arise if special leave were not allowed.</p>

Examples of each type of leave for family/domestic reasons

Leave	Limit	Who/How
F) Domestic reasons/crisis	Up to 5 days leave with pay	<p>A manager may authorise up to 5 days special leave with pay if an unforeseeable domestic emergency arises, to enable an employee to deal with the problem or to make satisfactory long term arrangements for dealing with the problem.</p> <p>As circumstances will vary employees, must give full details of the emergency or crisis in their application.</p> <p>Applications could be made due to any of the following examples:</p> <ul style="list-style-type: none"> • a dependant is involved in an accident or is assaulted; • a child is involved in an incident at school or during a school trip; or • unforeseen arrangements that need to be made as the result of a personal crisis. <p>These provisions do not apply to circumstances such as domestic appliance breakdowns.</p>

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces, etc): voluntary

Leave	Limit	Who/How
A) Civil Defence Courses	Up to 15 days leave with pay	<p>For voluntary members of the United Kingdom Warning and Monitoring Organisation or employees nominated by local authorities as Scientific Intelligence Officers.</p> <p>Employees who work reduced hours are equally entitled to special leave with pay, however any Civil Service pay received during the period of training should not exceed the pay they would be due for an equivalent period of reduced hours employment.</p> <p>Where special leave with pay does not cover the whole duration of the course, employees must use annual leave to cover the balance.</p> <p>Special leave for this purpose is not available if you have less than 6 months service.</p>
B) Civil Service Societies	Various	<p>For employees who are members of one of the Civil Service societies. They can apply for special leave with pay to attend official meetings.</p> <p>Managers may grant up to 3 days special leave with pay to allow employees, who are members of one of the Civil Service societies, to attend official meetings of the following:</p> <ul style="list-style-type: none"> • the Civil Service Council for Further Education; • the Council and Committee of Management of the Civil Service Benevolent Fund; • the Council and Committee of Management of the Benenden Healthcare Society; • the Management Committee of the Civil Service Sports Council; or • the Civil Service Medical Aid association. <p>Managers may grant up to 2 days special leave with pay for attendance at:</p> <ul style="list-style-type: none"> • conferences of the Benenden Healthcare Society; or • conferences of the Civil Service Sports Council. <p>Employees may be granted an additional day special leave with pay if the travelling time to or from these conferences results in them being absent from work for an additional day.</p>

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces, etc): voluntary

Leave	Limit	Who/How
B) Civil Service Societies (<i>continued</i>)	Various	Managers may grant special leave with pay to allow employees to attend: <ul style="list-style-type: none"> • Quarterly meetings of local committees of the Civil Service Benevolent Fund or the Civil Service Retirement Fellowship • Regional councils and regional executive committees of the Civil Service Sports Council • Departmental committees of the Post Office or the Benenden Healthcare Society.
C) MoJ organised activities	1 day's leave with pay	Provided it does not conflict with business requirements, for employees who have official responsibility for the organisation of a MoJ activity or event.
D) Duke of Edinburgh's Gold Award	1 day's leave with pay (exceptionally 2 days)	Winners of the Duke of Edinburgh's Gold Award may be granted leave, so that they may receive the award.
E) Outward bound or similar schools	Various	If it is judged that the proposed study is of benefit to MoJ and supports employee's personal development, managers may authorise the following: <ul style="list-style-type: none"> • Half the period will be authorised as special leave with pay, the remainder is to be taken as annual leave (subject to attendance at the school being no more than 4 weeks in duration) • Half the fees and travelling expenses incurred will be met by MoJ.
F) Royal National Lifeboat Institution and Auxiliary Coastguard	Various	Managers may grant up to 5 days leave with pay for initial training. An additional 6 days leave with pay may be granted to allow employees to carry out their official duties, per annum.
G) Special Constabulary	Various	Managers may grant up to 5 days leave with pay for initial training. An additional 6 days leave with pay may be granted to allow employees to carry out their official duties.

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces, etc): voluntary

Leave	Limit	Who/How
H) Sports events	<p>The limits below are applied on a 12 month rolling period basis:</p> <p>Major International events: 5 days</p> <p>Other sports events: 2 days</p>	<p>Provided that it does not conflict with business requirements, special leave with pay (SLWP) may be granted to employees:</p> <ul style="list-style-type: none"> • participating in a major international sporting event e.g. Olympics, Paralympics and Commonwealth Games. • participating in “other” sporting events such as national and regional events and participating, organising, MoJ and Civil Service competitions. <p>A request for SLWP that falls under the category of “other” sports events must be approved by a Senior Civil Servant or equivalent grade within the business.</p> <p>Where an employee also has international qualifying heats in the 12 month rolling period, authorising managers have the discretion to award SLWP above the 5 day limit for major international sports events.</p> <p>SLWP cannot be granted for sports events other than those specified above.</p> <p>Authorised leave does not include time spent travelling to and from sporting events, for meetings relating to a sports event or for participant training. Employees should refer to any separate guidance that MoJ may issue from time to time regarding volunteers for major sporting events.</p> <p>Managers must read the Special Leave with Pay for Sports Events Guidance for Managers before authorising paid special leave for sports events.</p>

Voluntary public service

The Civil Service Code of Conduct allows for voluntary service with fee paying public bodies providing that employees do not claim any fees other than travel and subsistence.

For further information, please refer to the *Civil Service Code of Conduct*.

Managers may authorise special leave with pay, subject to the specified limits, to enable employees to undertake voluntary public service in any of the posts, including unspecified general voluntary work listed.

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces, etc): voluntary public service

Leave	Limit	Who/How
I) Attendance at meetings and other essential business of Independent Monitoring Boards (IMB)	24 days	Managers may authorise special leave with pay to enable employees who are appointed IMB members to attend monthly board meetings, carry out rota duties throughout the year and attend training courses.
J) Magisterial duties/Justice of the Peace	21 days	If employees work in the criminal justice system they will not normally be eligible to be a magistrate in the same criminal justice area in which they work. This is to avoid any actual or appearance of conflict of interest. However, the extent to which a conflict of interest arises will depend on the type of work they do. Plus reasonable time for travelling to permit up to 26 half day attendances.
K) Official attendance at fee-paying bodies, such as Employment Tribunals panels, Deputy District Judges, Immigration Appeals panels, etc	21 days	Provided an undertaking is given not to claim or accept any compensation (fees) other than for travel and subsistence. Judicial appointments / duties For employees applying for a judicial appointment, managers should allow the required time, within the working day, for employees to attend appointments in accordance with the judicial appointment application process. Managers may authorise special leave with pay to enable employees to undertake their judicial appointment and on-going judicial training for a maximum period of 21 days each year. With an exception that if a case runs over the allocated court hearing time a further period of paid special leave should be authorised to enable the judicial duties to be fulfilled.

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces, etc): voluntary public service

Leave	Limit	Who/How
L) Local Government work: <ul style="list-style-type: none"> • Elected members of a Local Authority • Mayors (in their Mayoral year) • Chairpersons of Councils 	18 days	May be increased to 24 days if duties equate to those of Lord Mayor.

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces, etc): voluntary public service

Leave	Limit	Who/How		
M) Attendance at meetings and other essential business of: <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • National Health Service • Regional Health Authorities • District/Area Health Authorities • Health Boards • Board of Governors of postgraduate teaching hospitals • Family Practitioner Committees • Local Health Councils • Prescription Pricing Authorities • Area Manpower Boards </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Local Review Committee (Parole) • Local Valuation Panels • Parish Councils (in England) • Community Councils (in Wales) • River Purification Boards • Committees of Local Authorities • Social Security Appeal Tribunals • War Pensions Committees • Professional Body Committees • School Governor </td> </tr> </table>	<ul style="list-style-type: none"> • National Health Service • Regional Health Authorities • District/Area Health Authorities • Health Boards • Board of Governors of postgraduate teaching hospitals • Family Practitioner Committees • Local Health Councils • Prescription Pricing Authorities • Area Manpower Boards 	<ul style="list-style-type: none"> • Local Review Committee (Parole) • Local Valuation Panels • Parish Councils (in England) • Community Councils (in Wales) • River Purification Boards • Committees of Local Authorities • Social Security Appeal Tribunals • War Pensions Committees • Professional Body Committees • School Governor 	6 days	Managers may authorise special leave with pay to enable employee to undertake duties related to attending meetings and other essential business for listed bodies.
<ul style="list-style-type: none"> • National Health Service • Regional Health Authorities • District/Area Health Authorities • Health Boards • Board of Governors of postgraduate teaching hospitals • Family Practitioner Committees • Local Health Councils • Prescription Pricing Authorities • Area Manpower Boards 	<ul style="list-style-type: none"> • Local Review Committee (Parole) • Local Valuation Panels • Parish Councils (in England) • Community Councils (in Wales) • River Purification Boards • Committees of Local Authorities • Social Security Appeal Tribunals • War Pensions Committees • Professional Body Committees • School Governor 			

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces, etc): voluntary public service

Leave	Limit	Who/How
N) Managing or governing body of education establishment	4 days	Managers may authorise special leave with pay to enable employees to undertake duties related to bodies specified.
O) Internal Drainage Boards, Community Health Councils	3 days	Managers may authorise special leave with pay to enable employees to undertake duties related to bodies specified.
P) Unspecified general voluntary work.	5 days	For example – helping at an old people’s home, running play schemes for under-privileged children, etc.
Q) Official attendance at fee-paying bodies, such as Employment Tribunals panels, Deputy District Judges, Immigration Appeals panels, etc.	3 days	Provided an undertaking is given not to claim or accept any compensation (fees) other than for travel and subsistence.
R) Youth movements	Up to 5 days leave with pay	<p>Employees who are part time youth leaders or assistant youth leaders. Leave can be used as either a complete week or as separate days to attend training courses in youth leadership organised by one of the bodies listed below.</p> <p>Special leave for this purpose will not normally be granted more than once in 3 years. In exceptional circumstances, managers may authorise special leave with pay after 2 years.</p> <p>Special leave with pay cannot be granted to members of youth movements or similar organisations other than those specified below.</p>

Youth movements

- Army Cadet Force Association
- Association for Jewish Youth
- Baptist Union of Great Britain and Ireland
- Boys' Brigade
- British Council of Churches (Youth Unit)
- British Red Cross Society
- Campaigners Ministries
- Catholic Youth Services
- Church Army
- Churches' Youth Service Council (Northern Ireland)
- Church Lads' and Church Girls' Brigade
- Church of England Board of Education
- Church of Scotland Youth Council
- Duke of Edinburgh's Award Scheme
- Education and Library Boards (NI)
- Endeavour Training
- Episcopal Church of Scotland Youth Committee
- Girls' Brigade
- Girls' Friendly Society
- Girl Guides Association
- Girls Venture Corps
- Habonim
- Inter Action Centre Limited
- Jewish Lads' and Girls' Brigade
- Methodist Association of Youth Clubs
- National Association of Boys' Clubs
- National Association of Muslim Youth
- National Association of Youth Clubs
- National Federation of Gateway Clubs
- National Federation of Young Farmers Clubs
- National PHAB
- Nautical Training Corps
- Outward Bound Trust
- Quakers' Home Service
- Reform Synagogues of Great Britain
- St John Ambulance Brigade
- Salvation Army (Youth Department)
- Scottish Schoolboys' Club
- Scout Association
- Scripture Union (Frontier Youth Trust)
- Sea Cadet Association
- Union of Maccabi Associations
- United Reformed Church
- Young Christian Workers
- Young Men's' Christian Association
- Young Women's Christian Association
- Youth Hostels Association.

Membership of reserve forces

Employees who are either existing Reserves or are interested in becoming a member of the Reserve Forces should refer to the stand alone Reservists Policy.

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces etc): membership of reserve forces

Leave	Limit	Who/How
S) Reserve forces training	Various	<p>Employees are granted special leave with pay for periods of mandatory reserve forces training up to a limit of 10 days in a training year. This may be taken in one period of 10 days (for example where the mandatory training lasts 10 or more days) or in a number of shorter periods during the training year.</p> <p><i>Please note:</i> a training year for reserve forces usually runs from 1 April through to 31 March, with all annual training requiring completion before the end of the following April.</p> <p>Employees with a full time equivalent annual leave allowance of less than 30 days and, in addition to normal annual training, attend special courses or exercises, may be allowed up to a further 5 days special leave with pay. Providing that the total of the following does not exceed 7 weeks:</p> <ul style="list-style-type: none"> • annual leave; • special leave with pay of 10 days within a normal training year; • special leave with pay under this paragraph; • special leave with pay for Cadet Forces training; (please see Cadet Forces Training below) and/or • special leave with pay for special occasions, such as Royal visits, in which members of the reserve forces participate. <p>For information on membership of reserve forces that does and does not involve training liabilities. Please see table on page 29.</p>

Employees who are either existing Reserves or are interested in becoming a member of the Reserve Forces should refer to the stand alone Reservists Policy.

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces etc): membership of reserve forces

Leave	Limit	Who/How
T) Cadet Forces Training	Various	<p>An employee may be granted up to 5 days special leave with pay in any leave year. If they are a member of, instructor, or officer in the Cadet Forces (eg, Air Training Corps, Sea Cadet Corps). To attend camps or special instructional courses, provided they are held under naval, military or air force auspices. Employees who work reduced hours are equally entitled to special leave with pay, however any Civil Service pay received during the period of training should not exceed the pay they would be due for an equivalent period of reduced hours employment.</p> <p>Commissioned officers of the Cadet Forces may also be granted special leave if they are required to undergo a course in addition to attending annual Cadet Camp. Additional special leave must not exceed the limits of the permitted allowances for reserve forces. Please refer to page 29.</p> <p>Employees who have an annual leave allowance of less than 30 days, required to attend special courses and exercises in addition to training, may be allowed up to a further 5 days special leave with pay provided that the total allowances do not exceed 7 weeks in any leave year.</p>

Employees who are either existing Reserves or are interested in becoming a member of the Reserve Forces should refer to the stand alone Reservists Policy.

Examples of each type of leave for non-domestic reasons (including public duties, reserve forces etc): membership of reserve forces

Leave	Limit	Who/How
U) Mobilisation of reserve forces	Various	<p>If an employee is called for active service, or expect to be mobilised, they must inform their manager as soon as possible. Managers should also be informed of any changes in arrangements as soon as possible.</p> <p>Employees will be granted unpaid special leave for the duration of their active service, including any accrued active service leave. During the period of active service, the MOD will pay the employee a military salary, the Reservist Standard Award. If there are differences between MoJ pay and the military pay an employee should make a claim to the MOD to recover the difference. An employee's call up letter will detail how to do this.</p> <p>Managers need to be sensitive to requests for reasonable time off before and after the expected tour of duty. For example: one weeks annual leave prior to the tour of duty, special leave for the duration of the tour and one weeks annual leave immediately after the tour of duty.</p> <p>When an employee is confirmed or is expected to be mobilised, managers may need to make arrangements to cover the absence.</p> <p>MoJ supports the good practice set out by SaBRE (Supporting Britain's Reservists & Employers). Further information regarding the employment of reservists, can be found on SaBRE's internet site www.sabre.mod.uk.</p>

Membership of the following reserve forces normally involves training liabilities

Royal Navy:

- Royal Marine Reserve
- Royal Navy Reserve
- Voluntary Aid Detachment (Naval Reserves) – 1 week’s annual training at a Naval Hospital
- Women’s Royal Naval Reserves
- Royal Naval Auxiliary Service.

Army:

- Territorial Army (applies to men and women).

Royal Air Force:

- Royal Air Force Reserve, Class ‘E’ Category, Sections A and B: compulsory membership
- Royal Air Force Reserve of Officers
- Royal Air Force Volunteer Reserves
- Royal Air Force Volunteer Reserve (Training Branch)
- Royal Auxiliary Air Force
- Royal Observer Corps
- Women’s Royal Auxiliary Air Force
- Women’s Royal Air Force Volunteer Reserve: voluntary membership.

Membership of the following reserve forces does not normally involve training liabilities

Royal Navy:

- Emergency List of Officers Pensioners
- Queen Alexandra’s Royal Naval Nursing
- Service Reserve Retired List Officers.

Army:

- Regular Army Reserve Officers (men and women)
- Army Officers Emergency Reserve (men and women)
- Pensioners (men and women)
- Regular Service: Sections A, B and D (men)
- Regular Reserve: Sections F and G (women)
- Army General Reserve
- Long Term Reserve.

Royal Air Force:

- Pensions
- Princess Mary’s Royal Air Force Nursing Service Reserve
- Retired list of –
 - Royal Air Force
 - Women’s Royal Air Force
 - Princess Mary’s Royal Air Force Nursing Service
- Royal Air Force Reserve, Class ‘E’ Category 2
- Royal Auxiliary Air Force Reserve
- Women’s Royal Auxiliary Air Force Reserve.

Other types of special leave with pay

Leave	Limit	Who/How
A) Appearing in a court as a witness	Various	<p>Employees called to give evidence in criminal or civil proceedings, in a coroner’s court or any other outside body as a witness in their official capacity should be regarded as being on official duty.</p> <p>Employees appearing as a witness in a private capacity in a criminal or coroner’s court you may be granted special leave with pay.</p> <p>Employees appearing as a witness in a private capacity in civil proceedings may be granted special leave without pay or the time can be taken as annual leave.</p>
B) Candidates for Parliament	Up to 1 month leave with pay	<p>Leave may be granted to an employee at the time of an election, provided they are free to stand for Parliament. The period of special leave will not continue beyond the date at which employee’s resignation, if tendered, takes effect.</p>
C) Jury service	Various	<p>All employees are eligible to serve on juries. As a juror, an employee is required to notify the court immediately if they know someone on the trial to which they are assigned. Additionally, employees would need to notify the court if they have any other connection with the trial, which might, or could appear to, threaten its fairness, if they were to sit as a juror. Employees need to apply to the Jury Central Summoning Bureau for their jury service to be transferred to another court, if they think there is a reason they should not serve.</p> <p>Employees required for jury service will be allowed special leave with pay for the entire period they attend court.</p> <p>Employees released early from jury service must inform their manager immediately, or report to your normal place of work at the earliest opportunity. Failure to do so may lead to the financial recovery of pay granted to them.</p> <p>You must not claim for loss of earnings while on special leave with pay for jury service, as MoJ will still pay you. Employees can, however, claim other financial loss incurred as a direct result of jury service (such as additional childcare costs) up to a daily maximum, and for travel and subsistence.</p>

Other types of special leave with pay

Leave	Limit	Who/How
D) Permanent Transfer	Various	On permanent transfer, when the transfer is treated as being in the public interest or on welfare grounds, employees may be granted, at their manager's discretion, a period of special leave with pay in order to ease any hardship which may arise from the transfer.
E) Special Royal Events	Various	Attendance at Investitures, Royal Garden Parties and special Royal events, such as Buckingham Palace lunches, employees may be granted special leave with pay, irrespective of whether employees were nominated by MoJ. Travel and subsistence is only payable, within the normal limits, if MoJ originally nominated the employee.
F) Travel difficulties after detached duty	Up to 5 days leave with pay	For employees who are experiencing transport difficulties, when they return to their main duty, after a period of detached duty. If it is anticipated that the transport difficulties will be prolonged, a manager should consider whether to extend the period of detached duty.

Policy statement

Special leave policy

Process and procedures

Manager's guidance

Employee's guidance

Special leave framework: paid leave

Special leave framework: unpaid special leave

Key intranet and access information

Special leave framework: unpaid special leave

It is essential that any special leave without pay is specifically defined at the outset and employees reminded that they are responsible for keeping their manager informed of any developments while they are on special leave without pay.

Employees on unpaid special leave remain employed by MoJ.

Examples of types of unpaid leave

Leave	Limit	Who/How
A) Accompanying a partner on a move required by their employment	Up to 3 months without pay	<p>Employees who accompany their partner on a move required by their partner’s employment, managers may grant special leave without pay if:</p> <ul style="list-style-type: none"> • We wish to retain their services • We are unable to find a vacancy in a suitable location • There is a reasonable assumption that their employment will resume. <p>Employees may apply for their name to be placed on a waiting list for employment in the new area when a suitable vacancy arises.</p> <p>If it is anticipated that a longer period is required or, for personal reasons, employees do not wish to seek employment in the new area, the provisions set out in the <i>Career break policy</i> should be applied.</p>
B) Elective surgery	Various	<p>‘Elective surgery’ is defined as a non-essential surgical procedure that the individual has chosen to undertake for personal reasons. This includes cosmetic surgery and laser eye treatment. It does not include medically advised non-essential surgery such as mammoplasty or reconstructive surgery.</p> <p>Managers may allow employees unpaid time off for elective surgery. Employees may be required to cover some of the absence with annual leave. This will depend on how much time an employee will need to be away from work.</p> <p>Employees who are unfit to return to work at the end of the agreed period of special leave, for example due to unforeseen complications, should contact their manager as soon as possible. The usual reporting procedures, related to sickness absence should be followed. If an employee needs to take further time off work, then this additional absence will be recorded as sick absence and, where appropriate, must be covered by a medical certificate.</p>
C) Gender reassignment surgery	Various	<p>Employees undertaking gender reassignment surgery will be allowed a mix of paid and unpaid special leave, dependant on their individual needs. Employees should contact HR or Workplace Support Services for further details.</p>

Examples of types of unpaid leave

Leave	Limit	Who/How
D) Political agents	Up to 6 weeks leave without pay	Employees who are free from any restriction on political activity or who have permission to take part in national political activities. Leave is to serve as an agent to a candidate or to a bona fide prospective candidate in a Parliamentary election.
E) School holidays	Various	Managers should consider applications for unpaid special leave from employees who cannot make other arrangements for the care of their school age children (including step, adopted and foster children). Any unpaid special leave granted will be subject to local operational needs and the holiday arrangements of the office or court. Eligible employees may be able to make use of parental leave provisions. The option to work on a part year basis may be considered as an alternative to special leave without pay if that is preferable to both local business requirements and the employee concerned. Please refer to the <i>Flexible working policy</i> for further details.
F) Other purposes	Various	At the discretion of a senior manager, special leave without pay may be granted for other personal reasons not mentioned above

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Key intranet and access information

Key intranet and access information

You can get an electronic version of this document plus any template letters, forms and related information from My Services at <http://intranet.justice.gsi.gov.uk/guidance-support/my-services/leave/special-leave.htm>

ALTERNATIVE FORMATS

If you cannot easily get access to the intranet, your manager can give you a hard copy of the policy or guidance. For other formats including Braille or large print, contact the HR Contact Centre:

Email: MoJ-HR-Enquiries@noms.gsi.gov.uk

Phone: 0845 010 3510

FURTHER INFORMATION

For further information or advice on this policy please contact the HR Contact Centre.

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March 2016

REFERENCE: FOI – 16/22

You asked for the following information from the Northern Ireland Office:

- 1. Please provide me with a copy of each manual, guide, set of instructions or other material issued or used within your department or its executive agencies concerning the correct or preferred style and manner of writing documents, submissions, memos or letters.***
- 2. I am aware that several departments have such guidelines, but it appears there is none for the whole public service.***

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

I can confirm that the Northern Ireland Office holds the information that you have asked for, and this is attached to this letter.

Yours sincerely

Freedom of Information Manager

Working with the Secretary of State:

1. The Secretary of State considers all submissions and briefings in detail. It is vital to build in enough time for the Secretary of State properly to consider papers, allowing time for discussion if needed. Private Office deadlines reflect this.
2. Any extensions to deadlines should be agreed with Private Office in advance.
3. All pages and paragraphs should be numbered.
4. **All submissions, draft letters, speaking notes and briefings should be approved by your Deputy Director and the Special Adviser (and this noted on the submission) before being submitted to the Secretary of State's Private Office inbox to SoS Villiers [REDACTED].**
5. Please quality control your work before submitting to Private Office. The Secretary of State has requested that any submissions that do not adhere to the guidelines or templates be returned to the author to be redrafted.
6. Make sure that anything regarding meetings, invitations and/or visits is copied to the diary secretary.

Submissions

7. Formal submissions are required in most cases, especially when presenting a complex issue. On occasion, for less complex issues, an e-mail may be acceptable. Bear in mind that it may go, as drafted, directly to the Secretary of State.
8. The Secretary of State's style is succinct and straightforward. The issue should be summarised up front. The body of the submission should be analytical rather than narrative; brevity/ conciseness should be the aim. Bullet points are good, unnecessary words are not. Sentences and paragraphs should be kept short to ensure clarity.
9. All submissions should be spellchecked before sending to Private Office.
10. Private Office require only the final version once it has been cleared. Please do not copy Private Office into submissions throughout the clearance process.
11. If a submission is urgent please contact the Assistant Private Secretary to warn us.
12. If you require information about presentation or content please don't hesitate to contact Private Office.

Meeting/ visit/ telephone call briefings

13. The same drafting rules apply.
14. The objectives for the event should be summarised upfront on no more than one page. This should include where the other party is likely to say.
15. All briefings should be provided 2-3 working days before the event is due to take place. For larger occasions such as British-Irish Conference, NI Questions etc., briefing should be provided 4-5 working days in advance.

16. The Secretary of State usually likes to have the opportunity for a pre-brief with officials. The Diary Secretary will confirm if this is required when confirming the meeting and commissioning briefing. Feel free to discuss with Private Office whether you think a pre-brief would be beneficial.
17. Private Office will need a full and accurate list of those expected to attend meetings, including supporting officials. A short biography of those whom the Secretary of State has not yet met should also be provided.
18. If a briefing is for the Secretary of State, but the subject matter is the day-to-day responsibility of the Parliamentary Under-Secretary of State, the draft briefing should be sent to him for consideration before being submitted to the Secretary of State – allow sufficient time for this.

Letters

19. For format and presentation see letter template.
20. Keep paragraphs and sentences short.
21. Please take careful note of the final letters issued by Private Office. If the Secretary of State has made changes please ensure that they are reflected in any further correspondence on the same issue – do not simply resubmit old drafting that has been amended or rejected.

Speaking Notes

22. Speaking notes should be analytical in their approach. For each item they should include the objective of the exchange, the points the other person/party is likely to make, and the points the Secretary of State should make.
23. The Secretary of State's speaking notes should be in bullet form that she can express in her own words.
24. Material should of course be up-to-date and tailor made for the occasion – not simply lines to take off the stocks from the last time the subject was raised/ discussed.



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8 June 2016

REFERENCE: FOI – 16/23

You requested the following information from the Northern Ireland Office:

For each year since 2000, how much money has your department, or any executive agencies under your department, received from EU funding programmes in order to fund projects in the UK?

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

As you may be aware, the devolution of policing and justice powers to the Northern Ireland Assembly took place on 12 April 2010. These functions were previously under the remit of the Northern Ireland Office (NIO), therefore devolution had a significant impact on the size, shape and structure of the department.

During the period for which records are held, the Department did not receive any money from EU funding programmes in order to fund projects in the UK.





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8 June 2016

REFERENCE: FOI – 16/30

You requested the following information from the Northern Ireland Office:

I require the organisation to provide me with the following contract information relating to the following corporate software/applications:

- 1. Enterprise Resource Planning Software Solutions (ERP)**
- 2. Customer Relationship Management (CRM) Solutions**
- 3. Human Resources (HR) and Payroll Software Solutions**
- 4. Finance Software Solutions**

Along with the actual contract information for the above can you also provide me with the maintenance and support contract associated with each of the categories above if it not already within the existing contract.

For each of the categories above can you please provide me with the relevant contract information listed below:

- 1. Software Category: ERP, CRM, HR, Payroll, Finance**
- 2. Software Supplier: Can you please provide me with the software provider for each contract?**





3. **Software Brand:** Can you please provide me with the actual name of the software. Please do not provide me with the supplier name again please provide me with the actual software name.
4. **Contract Description:** Please do not just state two to three words can you please provide me detail information about this contract and please state if upgrade, maintenance and support is included. Please also include the modules included within the contract.
5. **Number of Users/Licenses:** What is the total number of user/licenses for this contract?
6. **Annual Spend:** What is the annual average spend for each contract?
7. **Contract Duration:** What is the duration of the contract please include any available extensions within the contract.
8. **Contract Start Date:** What is the start date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
9. **Contract Expiry:** What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
10. **Contract Review Date:** What is the review date of this contract? Please include month and year of the contract. If this cannot be provide please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY.
11. **Contact Details:** I require the full contact details of the person within the organisation responsible for this particular software contract (name, job title, email, contact number).

If the organisation have an outsourced provider that looks after all software can you please request this information from your provider?

If any of the information is not available please can you provide me with the notes on the reasons why?

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

1. The Department does not use ERP and CRM systems and receives shared services for HR, IT and payroll functions. The Finance platform is Integra.
2. The software supplier for the finance system is Capita Integrated Business Solutions.
3. The software brand for the finance system is Integra.
4. The Contract with Capita is to supply and support the finance system. This includes Sales Ledger, Purchase Ledger, Cash Management, Nominal Ledger, Purchase Ordering, Employee Expenses and Fixed Asset Management. These modules are fully supported by a system support agreement.





5. The number of Licenses is 40
6. The annual average spend for the Finance Contract is £18k.
7. The Finance Contract is an annual contract - covering a 12 month period of support.
8. & .9 The current finance contract covers Q4 2015 to Q3 2016
10. Contract Review Date: The contract will be reviewed prior to renewal during the period of Q1-Q3 2016.
11. The contact details of the person within the organisation responsible for this particular software contract are:

Deputy Head of Finance, NIO, Stormont House, Stormont Estate, Belfast BT4 3SH Tel: 028 9052 3582, Email: NIOFinance@nio.gov.uk





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8 June 2016

REFERENCE: FOI – 16/33

You requested the following information from the Northern Ireland Office:

Under the Freedom of Information Act, for the years 2006 to 2015 inclusive, would you please fully disclose the following details, breaking the figures by year:

- 1. How much revenue has been received by your organisation for services rendered to film and television productions? This could include location rental, permits and all other services related to film productions using your personnel or resources.**
- 2. Please outline the type of work or service rendered, in each case and disclose the revenue received for each type of service.**
- 3. How much has your organisation spent on facilitating such arrangements between 2006 to 2015, inclusive, broken down by year?**

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

The NIO does not hold any information that falls within the scope of your request.



March 2016

REFERENCE: FOI – 16/34

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

I would like to know how many electronic devices the office has unlocked or un-decrypted since the beginning of 2014. This could be in the process of an investigation. I would like this broken down into the type of device - such as a mobile phone, laptop or tablet, the manufacturer of the device, why it needed to be unblocked, when it was unlocked and what the outcome was.

I would also like to know how many devices the office haven't been able to unlock in that time period, whether they are still trying to be unlocked or whether the investigation was stopped.

I would also like to know how many requests the office has made to technology or software companies such as Apple, Samsung or Microsoft to help with unlocking these devices. I would like to know when this request was made, why it was made and whether the technology company accepted the request?

Finally I would like to know if any legal complaints were made against any companies that rejected the request.

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

No devices have been unlocked or un-decrypted since the beginning of 2014.

There are no devices which the office hasn't been able to unlock in that time period and therefore no requests have been made to technology or software companies to help with unlocking devices, nor legal complaints made against any companies rejecting such requests.





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8 June 2016

REFERENCE: FOI – 16/36

You requested the following information from the Northern Ireland Office:

I am writing to make a request under the Freedom of Information Act. I'm requesting information regarding meetings between Ministers and the following organisations since May 2010:

- **Acevo**
- **NCVO**
- **Navca**
- **Shelter**
- **Oxfam**
- **British Red Cross**
- **Guide Dogs**
- **Save the Children**
- **Unicef UK**
- **Greenpeace**
- **New Philanthropy Capital**
- **Cancer Research**

Specifically, I am requesting:

- 1.) **Number of meetings with each of the organisations, broken down by each individual organisation**
- 2.) **Which Minister(s) were present at each meeting**
- 3.) **Dates of each meeting**

If you are unable to answer any of the questions, please continue to answer subsequent questions.

Please note that I'm not asking for any confidential information, minutes or details of what was discussed. I am merely interested in dates and attendees present.

No meetings have taken place between either the Secretary of State or the Minister with any of these organisations.



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8 June 2016

REFERENCE: FOI – 16/37

You requested the following information from the Northern Ireland Office:

Under the Freedom of Information Act, I would like to request details of so-called 're-imaging' projects, where contentious or paramilitary murals and memorials are changed to new designs.

Within this, I am also interested in details of re-imaged murals and memorials have since been replaced with further contentious images, and then perhaps re-imaged again to combat this.

For each year from 2005 to present, please disclose the following:

- 1. The number of re-imaging projects, and their cost.**
- 2. For each individual re-imaging project, please disclose:**
 - a. Whether it is a mural, memorial, etc.**
 - b. Its location (town/city/village, and if possible street name)**
 - c. Whether the original mural/memorial at issue was considered loyalist, republican, paramilitary, including the name or any paramilitary group depicted.**
 - d. A description or any available pictures of what the original mural/memorial at issue displayed.**
 - e. A description or any available pictures of what the 're-imaged' mural/memorial displays.**
 - f. The name of the artist and/or any groups/organisations behind the design and creation/construction or the re-imaged project.**
 - g. The cost of the project.**
- 3. If re-imaging projects were subsequently replaced with further contentious images, for each please disclose the following:**
 - When it was replaced**
 - Details of the new contentious image/memorial (any details similar to Q2, A-D)**
 - If the new contentious image was subsequently replaced, details of the new re-imaging project(s) (any details similar to Q2, E-G).**

It would be useful if possible if this information could be provided in the form of an Excel spreadsheet.



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

The NIO is not involved in re-imagining projects; therefore we do not hold any information that would fall within the scope of your request. The Department of Justice, Department for Social Development or local councils may be in a position to assist you with your enquiry.

March 2016

REFERENCE: FOI – 16/40

You requested the following information from the Northern Ireland Office:

1. Does your department (or any unit within it) currently use or hold a subscription to any World-Check product? (Note: World-Check is a subscription-only database provided by Thomson Reuters. To be sure about the product I have in mind, more details can be found here:<https://risk.thomsonreuters.com/products/world-check>) If YES to Q1, what is the name of the World-Check product(s)?
2. If YES to Q1, what is the total annual subscription cost your department pays? If the cost is not a fixed amount, please provide the total paid to World-Check for services in 2015.
3. If YES to Q1, how long has it held a subscription to or used World-Check?
4. Please specify which units within your department hold the subscription
5. If NO to Q1, has your department (or any unit within it) ever previously used or held a subscription to any World-Check product?
6. If YES to Q5, what was the name of the World-Check product?
7. If YES to Q5, what is the last total annual subscription cost it paid? If the cost is not a fixed amount, please provide the total paid to World-Check for the last available year
8. if YES to Q5, how long did it use or hold a subscription to World-Check?
9. Please specify which units within your department previously held the subscription

Your request has been handled as a request for information under the provisions of the Freedom of Information Act 2000 (FOIA).

I can confirm that the department (or any unit within it) does not currently use or hold a subscription to any World-Check product.

April 2016

REFERENCE: FOI – 16/47

You requested the following information from the Northern Ireland Office:

- **How much has your department spent on advertising (including but not limited to digital, TV and print media adverts/campaigns) in each of the past 5 calendar years.**
- **If this figure can be divided down into individual campaigns then please provide me with those figures.**
- **Please provide details of the advertising agencies used for each campaign.**

Your request has been handled as a request for information under the provisions of the Freedom of Information Act 2000 (FOIA).

The total expenditure on advertising for the requested periods was:

Financial Year	Expenditure
2011-12	£ 37927.57
2012-13	£4,608.77
2013-14	£16,579.04
2014-15	£517.78
2015-16	NIL

Expenditure on advertising in the Northern Ireland Office over this period only relates to recruitment.



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8 June 2016

REFERENCE: FOI – 16/50

You requested the following information from the Northern Ireland Office:

This request is in regards to the number of civil servants in your department who are also councillors.

- 1) How many civil servants in your department have applied for permission from your department to stand for council seats from January 1st 2015?**
- 2) How many of these requests were accepted, and how many were refused?**
- 3) What conditions were imposed on those civil servants given permission to stand?**
- 4) How many civil servants are there within your department who are currently serving councillors?**
- 5) Please provide a breakdown of the numbers of councillors in your department that represent each political party.**

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

No civil servants in the Northern Ireland Office are also councillors.





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April 2016

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REFERENCE: FOI – 16/52

You requested the following information from the Northern Ireland Office:

I would like to know the following:

- 1. How much money your Department has been sending each year to the European Union to fund research during the last 10 years.**
- 2. The amount of money your Department has been providing to the European Union for “Horizon 2020”, “Cosme”, the Consumer Programme, the “3rd Health Programme”, the Research Fund for Coal and Steel, the Justice programme and the Promotion of agricultural products; since those programme’s beginning.**
- 3. The amount of money your Department has received from the European Union to fund research and innovation programmes and, if possible, a list of those programmes.**

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

The NIO does not hold any information that falls within the scope of your request.

