

**FOI/15/48**

**Title:** The number and cost of tablet computers issued by NIO

Response to an FOI requesting information on the number and cost of tablet computers issued by NIO

**Detail:** Reply to Freedom of Information request FOI/15/48 dated February 2015

**FOI/15/49**

**Title:** Suppliers compliance with contractual requirements

Response to an FOI requesting information regarding suppliers compliance with contractual requirements

**Detail:** Reply to Freedom of Information request FOI/15/49 dated March 2015

**FOI/15/51**

**Title:** The number of insurance claims made by the NIO

Response to an FOI requesting information on the number of insurance claims made by the NIO

**Detail:** Reply to Freedom of Information request FOI/15/51 dated February 2015

**FOI/15/52**

**Title:** Total amount spent on external recruitment agencies and headhunters

Response to an FOI requesting information on the total amount spent on external recruitment agencies and headhunters

**Detail:** Reply to Freedom of Information request FOI/15/52 dated March 2015

**FOI/15/54**

**Title:** Incidents of lost data since 2010

Response to an FOI requesting information regarding incidents of lost data since 2010

**Detail:** Reply to Freedom of Information request FOI/15/54 dated February 2015

**FOI/15/55**

**Title:** Number of staff bullying incidents since 2010

Response to an FOI requesting information on the number of staff bullying incidents since 2010

**Detail:** Reply to Freedom of Information request FOI/15/55 dated February 2015

**FOI/15/56**

**Title:** The amount spent on professional services and consultancy fees

Response to an FOI requesting information on the amount spent on professional services and consultancy fees

**Detail:** Reply to Freedom of Information request FOI/15/56 dated February 2015

**FOI/15/57**

**Title:** Graduate and internship schemes

Response to an FOI requesting information on graduate and internship schemes

**Detail:** Reply to Freedom of Information request FOI/15/57 dated February 2015

**FOI/15/58**

**Title:** NIO art work

Response to an FOI requesting details of art work owned by NIO

**Detail:** Reply to Freedom of Information request FOI/15/58 dated March 2015

**FOI/15/60**

**Title:** Signing bonuses for current or former staff of the NIO for the period 2010 - 2014

Response to an FOI requesting information on signing bonuses for current or former staff of the NIO for the period 2010 - 2014

**Detail:** Reply to Freedom of Information request FOI/15/60 dated March 2015

**FOI/15/61**

**Title:** Printing and advertising costs

Response to an FOI requesting information on printing and advertising costs of the NIO

**Detail:** Reply to Freedom of Information request FOI/15/61 dated March 2015

**FOI/15/62**

**Title:** Psychometric tests in the NIO

Response to an FOI requesting information on psychometric tests in the NIO

**Detail:** Reply to Freedom of Information request FOI/15/62 dated March 2015

**FOI/15/63**

**Title:** Most up to date ICT documents

Response to an FOI requesting the most up to date ICT documents held by NIO

**Detail:** Reply to Freedom of Information request FOI/15/63 dated March 2015

**FOI/15/74**

**Title:** The amount of money spent on printer paper from April 2010 to March 2014

Response to an FOI requesting information on the amount of money spent on printer paper from April 2010 to March 2014

**Detail:** Reply to Freedom of Information request FOI/15/74 dated April 2015

February 2015

REFERENCE: FOI - 15/48

You requested the following information from the Northern Ireland Office:

***“1) The number of tablet computers issued by the department in the years 2010, 2011, 2012, 2013, 2014, and 2015?”***

***2) The cost of tablet computers issued by the department in the years 2010, 2011, 2012, 2013, 2014, and 2015?”***

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

1) The Department issued the following tablet computers during the years specified:

2010 – 0

2011 – 1

2012 – 2

2013 – 2

2014 – 0

2015 – 0

2) The cost of the tablet computers issued by the Department during the years specified is as follows:

2010 – £0

2011 – £599.00

2012 – £1082.40

2013 – £903.80

2014 – £0

2015 – £0





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October 2015

REFERENCE: 15/49

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

- “1) Whether you monitor your suppliers’ compliance with contractual requirements to pay contractors within 30 days. Please answer yes or no.***
- a. If yes, what percentage of undisputed paper invoices do your suppliers pay to contractors in 5 days and 30 days?***
- 2) What percentage of undisputed invoices did your department pay within 5 working days in the last financial year.***
- 3) What percentage of paper invoices has your department paid in 5 working days in the last financial year? When measured from the invoice date.”***

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

- 1) The NIO does not currently monitor its suppliers’ compliance with contractual requirements to pay contractors within 30 days and as such cannot answer question 1a.
- 2) The NIO paid 83% of its undisputed paper invoices to contractors within 5 days during 2013-14. This performance was 98% against a 30 day target.
- 3) The NIO paid 73% of its paper invoices within five days of the invoice date in 2013-14.





# NIO

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## Freedom of Information Team

**February 2015**

**REFERENCE: FOI – 15/51**

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

***“The number of insurance claims made by your department, in each year since 2010...”***

Following the Devolution of Justice and Power in April 2010, the NIO has made no insurance claims to date.





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March 2015

REFERENCE: FOI 15/52

You requested the following information from the Northern Ireland Office:

***“The total amount spent on external recruitment agencies and headhunters, for each year since 2010.”***

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

In the 2012 -13 financial year the Northern Ireland Office used the recruitment agency, “NIjobs” to advertise specialist vacancies on their website. The cost of this contract was £1500.

The Northern Ireland Office did not use recruitment agencies or headhunters in the financial years 2010-11; 2011-12; 2013-14.







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**February 2015**

**REFERENCE: FOI - 15/54**

You requested the following information from the Northern Ireland Office:

***“The number of incidents of lost data, for each year since 2010; as well as the corresponding number of disciplinary actions taken for such losses in each year.”***

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

There have been no incidents of lost data in the Northern Ireland Office since 2010.





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February 2015

REFERENCE: FOI 15/55

You requested the following information from the Northern Ireland Office:

***“The number of reported incidents of staff bullying, for each year since 2010.  
Please also send me the corresponding number of disciplinary actions taken for  
such incidents in each year.”***

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

The information you requested is set out below:

Year	Reported incidents of staff bullying	Any disciplinary action taken
2010	nil	
2011	nil	
2012	nil	
2013	1	No*
2014	1	No*

\*No disciplinary action was taken as a result of the reported incidents of bullying as the investigations revealed that the complaint did not fall into the bullying category.





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## Freedom of Information Team

**February 2015**

**REFERENCE: FOI – 15/56**

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

***“The amount spent on professional services and consultancy fees, for each year since 2010...”***

For each of the requested financial years, the overall amount of money spent on professional services/consultants by the Core Department was as follows;

Financial Year	Amount (£) (excl. VAT)
2010-2011	0
2011-2012	0
2012-2013	0
2013-2014	1,350
2014-2015	0

The 2013-2014 figure of £1,350 related to an amount paid to Price Waterhouse Coopers for VAT advice.





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February 2015

REFERENCE: FOI 15/57

You requested the following information from the Northern Ireland Office:

***“If your organisation is currently running any Graduate schemes or internships?***

***If not, does the organisation have any plans to do so in the future?***

***If it does, does the organisation outsource the recruitment campaigns for the schemes? Which provider is this outsourced to?”***

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

The Northern Ireland Office, (NIO) is not currently running any Graduate schemes or Internships. The NIO keeps its recruitment options under review; recruitment is based on business requirements.

The NIO uses the Ministry of Justice recruitment services for its recruitment and would do so for any future graduate schemes or internships.





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October 2015

REFERENCE: FOI - 15/58

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

- “1. How many works of art does your department own?***
- 2. How many are on public display and how often?***
- 3. What is the total value of the collection?***
- 4. What is the annual departmental spend on art? Provide figures for each of the last five years.”***

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

The NIO currently operates out of two locations – 1 Horse Guards Road, London; and Stormont House, Belfast. The Department managed Hillsborough Castle, Northern Ireland until day to day management and running of the site was transferred to Historic Royal Palaces on 1 April 2014.

The Department does not own any art in either 1 Horse Guards Road or Stormont House.

The Department owns 75 works of art at Hillsborough Castle. I can confirm that 14 of these are currently on public display, although some pieces may be moved around the premises periodically. The remaining works are in areas of the castle which are not open to the public.

The most recent valuation of the 75 pieces estimated the total value at £409,930 and the department does not have an annual budget for spending on art.





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March 2015

REFERENCE: FOI 15/60

You requested the following information from the Northern Ireland Office:

***“Under the Freedom of Information Act 2000 I seek the following information relating to the calendar years: 2011, 2012, 2013, 2014:***

- 1. The amount paid in signing bonuses or signing on payments to current employees, former employees, or any staff used by the department for the calendar years above and the highest individual payment made.***
- 2. The amount paid in financial incentives or special incentive payments to employees by the department for the calendar years above and the highest individual payment made.***
- 3. The amount paid out in "recruitment and retention" allowances to employees for the years stated and the highest individual payment made.***
- 4. The amount paid out by clauses in contracts that provide the employee with a severance package in the case that the executive loses his or her job through firing, restructuring, or even scheduled retirement and the highest individual payment made.***
- 5. The amount paid out in agreements between the department and an employee, specifying that the employee will receive certain significant benefits if employment is terminated and the highest individual payment made.”***

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

Between the calendar years 2010 – 2014 the Northern Ireland Office did not pay any employees, either current or former, money under the circumstances described in your questions.





October 2015

REFERENCE: 15/61

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

***“1. The total amount spent by the department on printing in each of the years 2010, 2011, 2012, 2013, 2014 and so far in 2015?”***

***2. The total amount spent by the department on advertising in each of the years 2010, 2011, 2012, 2013, 2014 and so far in 2015?”***

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

1. During this period the Northern Ireland office has incurred expenditure on printing as follows:

	2010-11	2011-12	2012-13	2013-14	2014-15 (to date)
<b>Expenditure</b>	£276,069	£14,001	£40,863	£24,930	£11,969

2. During this period the Northern Ireland office has incurred expenditure on advertisements in the local and national press relating to public notices and recruitment for public office

	2010-11	2011-12	2012-13	2013-14	2014-15 (to 31-12-14)
<b>Expenditure</b>	£50,772	£37,928	£10,626	£18,015	£8,881





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March 2015

REFERENCE: FOI 15/62

You requested the following information from the Northern Ireland Office:

- “1. How much is spent on psychometric tests per year?*
- 2. Which companies are contracted to do the tests?*
- 3. What protocols are in place in relation to the tests?*
- 4. Which levels of staff seniority are given psychometric tests each year.*
- 5. How are the results of the test conveyed? Pass, fail, 10/10 etc?*
- 6. What are the results for 2014? - stripped of any personal data”*

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

**1. How much is spent on psychometric tests per year?**

The total spent on psychometric tests in the Northern Ireland Office for the 2014-15 financial year is £5,919 (inclusive of VAT).

**2. Which companies are contracted to do the tests?**

Psychonaissance, Rachel Frost Limited and Gatenby Sanderson are on the current supplier framework to supply psychological assessments.

**3. What protocols are in place in relation to the tests?**

The assessment consists of a number of personality questionnaires and reasoning tests and a subsequent in-depth discussion with a qualified assessor.





Those undertaking the assessment are provided with details of the assessment in advance.

Assessment reports are re-used when there is an existing report that is less than 2 years old, and the candidate confirms they are content for that existing report to be re-used.

Access to reports is carefully controlled.

**4. Which levels of staff seniority are given psychometric tests each year?**

The Northern Ireland Office does not mandate the use of psychometric tests for our staff. Psychometric testing is only used in the recruitment process for Senior Civil Service posts.

**5. How are the results of the test conveyed? Pass, fail, 10/10 etc.?**

The assessment does not lead to a pass or fail; rather, it is intended to highlight areas which the panel can probe at interview and take into consideration as part of their overall assessment of a candidate.

**6. What are the results for 2014? - stripped of any personal data**

As explained in the answer to Q5, the tests do not form a pass or fail decision.



March 2015

REFERENCE: FOI - 15/63

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

***“Most up to date ICT Documents***

- 1. ICT Strategy- I require the document that hold future plan and strategy of the organisation’s ICT department.***
- 2. ICT Departmental Business Plan***
- 3. ICT Technical Strategy***
- 4. ICT Structure***
- 5. ICT Capital budgets and programmes***

***If you feel that your organisation or the department hold other documents that relate to my request or the document above please send them accordingly.***

***Lead member: Cabinet Member for ICT and Telecommunications come under? Please can you provide me with their direct contact details including their Full Name, Actual Job Title, Contact Number and Direct Email Address?”***

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

The NIO receives managed ICT services from IT Assist Confidential (ITAC), which is a service provided by Enterprise Shared Services, a body within the Department of Finance and Personnel, Northern Ireland. The provision of this service is covered by a Service Level Agreement.

The department does not hold a documented ICT Strategy, ICT Departmental Business Plan or an ICT Technical Strategy. The NIO does not have an ICT Team, therefore an ICT structure is not available and the department does not have an ICT capital budget for the 2014/15 financial year.



I can confirm that the NIO does not hold any other documents that relate to your request and the department does not have a Cabinet Minister for ICT and Telecommunications.



April 2015

REFERENCE: FOI - 15/74

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

***“1) The amount of money your department/organisation spent on printer paper between April 2010 to March 2014. I would be grateful if you can break this down by financial year.***

***2) I would also like confirmation on whether your respective Government Ministers and Senior Civil Servants receive briefing (advice/papers for meetings) in an electronic format or in a paper copy.”***

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

The breakdown of expenditure on printer paper by financial year is as follows:

2010/11 – Information not held

2011/12 – Information not held

2012/13 – Information not held

2013/14 – £7,627.28

I can confirm that Ministers and Senior Civil Servants receive paper copy briefings for meetings.

