



Department of
Justice
An Roinn Dlí agus Cirt
Máinnstrie O tha Laa
www.justice-ni.gov.uk

Department of Justice
Records & Information Team
Information Services Division
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29 March 2024

REFERENCE: FOI\24\28

Dear Sir,

Thank you for your request for information dated 07 March 2024 and detailed below.

Under the Freedom of Information Act, I would like to request the following information:

For the last 3 tax year's (23/22, 22/21, 21/20) please provide the total cost of:

- 1. Total number of staff hired with responsibility for freedom of information requests, (full time equivalent).**
- 2. Total salary costs for staff with responsibility for freedom of information requests.**
- 3. Total for all other costs associated with handling freedom of information requests.**
- 4. Total number of freedom of information requests received, and total number responded with the requested information.**

The Freedom of Information Act 2000 gives you two rights of access when you write to us asking for information. You have the right to know whether we hold recorded information falling in scope of your request, and you have the right to receive this recorded information subject to cost limit or exemption.

We do not hold recorded information in relation to questions 1 to 3. In an effort to be helpful we have provided some information in relation to questions under line of business. Please see the information sought in relation to question 4.

The line of business response reflects the staff in the Department of Justice FOI team and does not include the staff in the many business areas that have input into the responses.

- 1. DoJ core has 3 staff with responsibility for Freedom of Information requests. 1 Grade 7, 1 Deputy Principal and 1 Executive Officer II. As they have multiple roles and responsibilities it is very difficult to gauge what percentage of their work relates solely to Freedom of Information work. A best guess might be Grade 7 5%, DP 40% and EOII 80%.**
- 2. Please see the link provided which shows the salary information for Northern Ireland Civil Servants, including G 7, Deputy Principal and Executive Officer II. Please note that 2023 pay offer has been offered to the Trade Unions but is yet to be agreed.**

[Civil Service pay | Department of Finance \(finance-ni.gov.uk\)](https://finance-ni.gov.uk/civil-service-pay)

- 3. As above, in DoJ there is a central FOI Unit who manage the FOI process, however the processing of requests is decentralised and there is no definitive number of staff across the Department involved in this. Each request/response requires varying input from staff across the Department and it is not possible to calculate the cost of this.**
- 4. Please see table below for total number of FOI requests received in DoJ and number of FOI responded to -**

	Total FOI Requests	FOI Requests answered
2020	82	82
2021	64	64
2022	67	67
2023	87	87

If you are unhappy with the result of your request for information you may request an internal review within two calendar months of the date of this letter. If you request an internal review please do so in writing stating the reasons to the address above.

If following an internal review you were to remain dissatisfied you may make a complaint to the Information Commissioner and ask the Commissioner to investigate whether the DOJ has complied with the terms of the FOIA. You can write to the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

The Commissioner will not investigate a complaint unless an internal review procedure has been carried out.

Further details on the role of the Information Commissioner and the handling of appeals can be found at: www.informationcommissioner.gov.uk

Yours sincerely

Records & Information Manager