



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

FREEDOM OF INFORMATION REQUEST



Request Number: F-2010-03610

Keyword: Human Resources

Subject: Policies and Procedures In Relation to Ending Employment

Request and Answer:

Question

All policy documents that relate to termination of PSNI employment including documents which address exit procedures and forms completed upon termination of employment for any reason.

Answer

Section 17(5) of the Freedom of Information Act 2000 requires the Police Service of Northern Ireland, when refusing to provide such information (because the cost of compliance exceeds the appropriate limit) to provide you the applicant with a notice which states that fact.

It is estimated that the cost of complying with your request for information would exceed the "appropriate costs limit" under Section 12(1) of the Freedom of Information Act 2000, which is currently set by the Secretary of State at £450.

This information is not held in an easily retrievable format. There are many varied methods of termination of support staff and police officer contracts including voluntary and compulsory severance, retirement, medical retirement and dismissal. Further to this are the many reasons for dismissal. To provide policies and procedures which relate to termination of employment for any reason would require several different units within the Human Resources Department to research all related policy documents and service procedures to determine whether they contain information on exit procedures and exit forms. This includes Voluntary and Compulsory Severance Units, Pensions Branch, Diversity Unit, Occupational Health and Welfare, and Professional Standards Department.

It is estimated that to locate, retrieve and extract the requested information from each of the units would equate to at least 20 hours work, exceeding the cost threshold.

In accordance with the Freedom of Information Act 2000, this letter should be considered as a Refusal Notice, and the request has therefore been closed.

You may wish to submit a refined request in order that the cost of complying with your request may be facilitated within the 'appropriate limit'. In compliance with Section 16 of the Act, I can advise that if you were to limit your request to policies/procedures which address a particular reason or reasons for termination of employment, this may bring it under the appropriate limit.

Submission of a refined request would be treated as a new request, and considered in accordance with the Freedom of Information Act 2000, including consideration of relevant Part II exemptions.

If you have any queries regarding your request or this decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ www.psnipolice.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.