

**Veterinary Service Animal Health Group**  
Information Communications Branch



Department of  
**Agriculture, Environment  
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil  
agus Gnóthaí Tuaithe**

Department o'

**Fairmin, Environment  
an' Kintra Matthers**

[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)

**Our reference:** DAERA/26-171

Via email:

[\[REDACTED\]@daera-ni.gov.uk](mailto:[REDACTED]@daera-ni.gov.uk)

VSAHG Information Communications Branch  
1<sup>st</sup> Floor  
Jubilee House  
111 Ballykelly Road  
Limavady  
BT49 9HP

Email: [vsinfocommsbranch@daera-ni.gov.uk](mailto:vsinfocommsbranch@daera-ni.gov.uk)

20 March 2026

Dear [REDACTED]

### **Freedom of Information Act 2000**

Thank you for your email received by the Department on 10 March 2026, which you sought the information in bold below.

The Department has completed its search and can confirm that we hold some of the information requested.

**Grateful if you can confirm on what dates did VSAHG and other Divisions of DAERA supply of the grades below expire (that is when did VSAHG and other divisions within DAERA run out of a supply staff to fill vacancies in these grades).**

- 1) Administrative Assistant**
- 2) Administrative Officer**
- 3) Executive Officer II**
- 4) Executive Officer I**
- 5) Staff Officer**
- 6) Deputy Principal**
- 7) Agricultural Inspector Group I**

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

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- 8) Agricultural Inspector Group II
- 9) Agricultural Inspector Grade III
- 10) Agricultural Inspector Grade IV
- 11) Grade 7

This information would be available from NICS HR Resourcing and can be contacted at [nics@hrconnect.nigov.net](mailto:nics@hrconnect.nigov.net)

**Please also supply a link to the relevant NICS Handbook Policy governing staff movement including transfers as those provided for under the elective transfer policy.**

The link to the Elective Transfer Policy is provided below. Elective transfers are considered on an individual basis and assessed in line with the NICS Elective Transfer policy.

[HR - 1.03 Elective Transfer \(Policy\) - Employee Services Portal v2](#)

**Please supply me with the name of the officer at Grade 3 or above who approved Branch/Division/Departmental restrictions on elective transfers, when these restriction(s) were implemented and how long they are to be implemented for.**

Elective transfers are considered on an individual basis and assessed in line with the NICS Elective Transfer policy. They are used as a method to fill vacancies at the same grade and discipline across the NICS, and is not a process that is specific to DAERA. In November 2025, NICS HR placed a temporary pause on the use of the Elective Transfer process. This pause remains under review.

If you require any clarification, believe that any part of your request has been overlooked, misunderstood or misinterpreted, please contact me in the first instance to see if it is a matter that can be resolved.

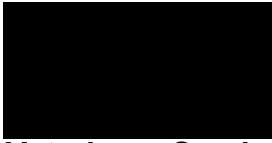
If you are unhappy with the way your request for information has been handled or the decision to release/withhold information, you have the right to request a formal review by the Department. If you wish to do so, please contact The Review Section either by e-mailing [daera.informationmanager@daera-ni.gov.uk](mailto:daera.informationmanager@daera-ni.gov.uk) or by post at The Department of Agriculture, Environment and Rural Affairs, Data Protection & Information Management Branch, Floor 2, Jubilee House, 111 Ballykelly Road, Ballykelly, Limavady BT49 9HP, within two months from the date of this letter.

If after such an internal review you are still unhappy with the response, you have the right to appeal to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, CHESHIRE, SK9 5AF, who will undertake an independent review of the Department's decision.

Yours sincerely,

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