



Department of
Education

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Ref: DE/2025-291

20 January 2026

[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

FREEDOM OF INFORMATION ACT 2000

Thank you for your request for information relating to Curriculum Taskforce Advisory Committee (established in 2025).

Request:

1. Membership conditions and role

- *The formal role, duties, and responsibilities of members of the Curriculum Taskforce Advisory Committee ("TAC").*
- *Any Terms of Reference, governance manuals, appointment letters, or role descriptions issued to committee members.*

2. Compensation and remuneration

- *Whether TAC members receive any form of payment, stipend, allowance, honorarium, consultancy fee, or other financial compensation.*
- *Details of any reimbursable expenses (e.g., travel, subsistence) and the policy governing these.*

3. Conflicts of interest

- *Any policies, procedures, or requirements regarding conflicts of interest for TAC members.*
- *Whether TAC members were required to complete a conflict-of-interest declaration, and if so:*
 - *Copies of blank declaration forms or templates used;*

- *A copy of the policy outlining how conflicts are assessed or managed (I am not requesting personal/confidential details of individuals).*

4. Governance and accountability

- *The governance structure overseeing the TAC, including:*
 - *Reporting lines;*
 - *Decision-making processes;*
 - *Responsibilities of the Chair;*
 - *Any oversight by the Department of Education or other bodies.*
- *Documentation or policies describing how TAC members are held accountable for their work.*

5. Appointment Process

- *Information on how TAC members were selected or appointed, including eligibility criteria, selection procedures, or calls for expressions of interest (if any).*

6. Meetings and Outputs

- *The expected workload of TAC members, including:*
 - *Number and frequency of meetings;*
 - *Expected duration of service;*
 - *Expected outputs or deliverables;*
 - *Any attendance requirements.*

7. Copies of Relevant Documents

- *Please provide copies of all documents relating to the above points, including:*
 - *Terms of Reference (latest version);*
 - *Codes of conduct;*
 - *Conflict-of-interest policies;*
 - *Induction materials;*
 - *Appointment letters;*
 - *Any other internal documents governing TAC membership.*

Your request is answered under the Freedom of Information Act 2000; the response is attached at **Annex A**.

I can confirm that the Department holds some of the information requested and have attached it to this letter. I have outlined within the response at Annex A which information is held and the information which is not held.

If you are dissatisfied and wish to request a review of our decision or make a complaint about how your request has been handled, you should write to the Departmental Information Manager (DIM) at the address at the top of this letter or by e-mailing: Freedom.info@education-ni.gov.uk. You should explain why you disagree with the response, being as clear and specific as possible. Your request for internal review should be submitted to us within 40 working days of receipt by you of this response. Any such request received after this time will only be considered at the discretion of the DIM.

If having exhausted the review process you are not content that your request or review has been dealt with correctly, you have a further right of appeal to the [Information Commissioner's Office](#).

If you have any queries about this letter, please contact us. Please remember to quote the reference number at the top of this letter on any future communications related to this request.

Supplementary information to which you are entitled to is accessible [here](#) and [here](#).

Yours sincerely

A large black rectangular redaction box covering the signature and name of the sender.

RESPONSE DE/2025-291

1. QUESTION: Membership conditions and role

- a. *The formal role, duties, and responsibilities of members of the Curriculum Taskforce Advisory Committee (“TAC”).*
- b. *Any Terms of Reference, governance manuals, appointment letters, or role descriptions issued to committee members.*

ANSWER:

- (a) Information is withheld under Section 21 (1). Information which is reasonably accessible to the applicant is exempt information. Information can be accessed at:

<https://www.education-ni.gov.uk/publications/department-education-northern-ireland-curriculum-taskforce-terms-reference>

Section 21 is an absolute exemption under the FOI Act and, as such, does not require a public interest test.

- (b) (i) Terms of Reference - see answer (a) above.

(ii) Governance manuals – The department does not hold this information. No governance manual was required.

(iii) Appointment letters or role descriptions issued to committee members – Templates of the appointment letters issued to members are provided.

Please note two different appointment letters were issued to the members of the TAC. This was to ensure no TAC members were paid twice from the public purse as some TAC members are participating as part of their existing employment.

Information on remuneration from Version Two is withheld under Section 40 (2) as it constitutes personal data of which you are not the data subject.

Copies of the appointment letters are included as Appendix One - *Taskforce Advisory Committee Appointment Letters*.

- **Version One** reflects that remuneration for the role is paid directly to the members employer to cover salary costs or costs related to substitute cover.

- **Version Two** reflects that remuneration is paid to the member.

2. QUESTION: Compensation and remuneration

- Whether TAC members receive any form of payment, stipend, allowance, honorarium, consultancy fee, or other financial compensation.*
- Details of any reimbursable expenses (e.g., travel, subsistence) and the policy governing these.*

ANSWER:

- Yes, TAC members or their employers are remunerated for their work.
- Copies of each of the two versions (*Exemption applied to Version Two explained in response to Q1 (b) (iii) above*) of the appointment letters issued to members of the TAC are included at Appendix 1 - *Taskforce Advisory Committee Appointment Letters*.

The appointment letters confirm expenses can be claimed and outline the process for claiming expenses.

3. QUESTION: Conflicts of interest

- Any policies, procedures, or requirements regarding conflicts of interest for TAC members.*
- Whether TAC members were required to complete a conflict-of-interest declaration, and if so:*
 - Copies of blank declaration forms or templates used;*
 - A copy of the policy outlining how conflicts are assessed or managed (I am not requesting personal/confidential details of individuals).*

ANSWER:

- The policy on managing conflicts of interest is outlined in the appointment letters issued to members of the TAC.

Copies of the appointment letters issued to members of the TAC are included at Appendix 1 - *Taskforce Advisory Committee Appointment Letters*.

- See appointment letter for section on conflict of interest.
 - No separate policy for the TAC is held.

Consideration of conflicts of interest is a standing agenda item at all TAC meetings.

4. QUESTION: Governance and accountability

- a. *The governance structure overseeing the TAC, including:*
- i. Reporting lines;*
 - ii. Decision-making processes;*
 - iii. Responsibilities of the Chair;*
 - iv. Any oversight by the Department of Education or other bodies.*
- b. *Documentation or policies describing how TAC members are held accountable for their work.*

ANSWER:

- (a) Information in respect of the governance structure including (i) Reporting lines (ii) Decision making processes (iii) Responsibilities of the Chair and (iv) Oversight by the Department of Education is contained in the TAC Terms of Reference.

Information is withheld under Section 21 (1): Information which is reasonably accessible to the applicant is exempt. Information can be accessed at:

<https://www.education-ni.gov.uk/publications/department-education-northern-ireland-curriculum-taskforce-terms-reference>

Section 21 is an absolute exemption under the FOI Act and, as such, does not require a public interest test.

- (b) See response to Part A above.

5. QUESTION: Appointment Process

- a. *Information on how TAC members were selected or appointed, including eligibility criteria, selection procedures, or calls for expressions of interest (if any).*

ANSWER:

- (a) The Minister of Education appointed the members of the Taskforce Advisory Committee based on recommendations from officials.

6. QUESTION: Meetings and Outputs

- a. *The expected workload of TAC members, including:*

- i. Number and frequency of meetings;*
- ii. Expected duration of service;*
- iii. Expected outputs or deliverables;*
- iv. Any attendance requirements.*

ANSWER:

- (a) Information on **(i)** Number and frequency of meetings **(ii)** Expected duration of service and **(iv)** Any attendance requirements is contained in the appointment letters issued to members of the TAC (included at Appendix 1)

Information on **(iii)** Expected outputs or deliverables is contained in the TAC Terms of Reference. Information is withheld under Section 21 (1): Information which is reasonably accessible to the applicant is exempt information.

Information can be accessed at: <https://www.education-ni.gov.uk/publications/department-education-northern-ireland-curriculum-taskforce-terms-reference>

Section 21 is an absolute exemption under the FOI Act and, as such, does not require a public interest test.

7. QUESTION: Copies of Relevant Documents

- a. Please provide copies of all documents relating to the above points, including:*
- i. Terms of Reference (latest version);*
 - ii. Codes of conduct;*
 - iii. Conflict-of-interest policies;*
 - iv. Induction materials;*
 - v. Appointment letters;*
 - vi. Any other internal documents governing TAC membership.*

ANSWER:

- (a) In respect of the documents you request please note.**

- I. **Terms of Reference** – This Information is withheld under Section 21 (1): Information which is reasonably accessible to the applicant otherwise is exempt information. Information can be accessed at <https://www.education-ni.gov.uk/publications/department-education-northern-ireland-curriculum-taskforce-terms-reference>. Section 21 is an absolute exemption under the FOI Act and, as such, does not require a public interest test.

- II. **Codes of conduct** – Information Not Held.
- III. **Conflict-of-interest policies** - See response to Question 3 above.
- IV. **Induction materials** – Please see the Terms of Reference (link as above) and the Taskforce Advisory Committee Appointment Letters (Appendix 1) which supported induction.
- V. **Appointment letters**; Please see Appendix 1 - Taskforce Advisory Committee Appointment Letters.
- VI. **Any other internal documents governing TAC membership** – Information Not Held.

Appendix 1 - Taskforce Advisory Committee Appointment Letters –

- (i) Version one of appointment letter attached separately.**
- (ii) Version two appointment letter attached separately.**