



Northern Ireland

# Civil Service

People and Organisational Development

HR Policy Branch

2-4 Bruce Street

Belfast, BT2 7JD

Tel: [REDACTED]

Email: [REDACTED]

**Maria Morgan,  
Deputy General Secretary,  
NIPSA**

By email: [maria.morgan@\[REDACTED\]](mailto:maria.morgan@[REDACTED])

**Date:** 3<sup>rd</sup> June 2025

## DRAFT HYBRID WORKING POLICY

Dear Maria,

Thank you for your letter of 6<sup>th</sup> May on the draft Hybrid Working policy, procedure and FAQs and further comments discussed at the Employee Relations Subject Committee on 8<sup>th</sup> May.

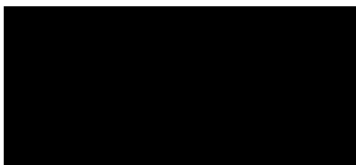
In advance of our Whitley Sub-Committee meeting on 12<sup>th</sup> June, a summary of key issues raised by Central Trade Union Side (CTUS) and People & OD response is set out below with detailed feedback provided at **Annex A**:

- i. **40% minimum attendance requirement:** 40% minimum workplace requirement for all staff operating hybrid work will remain as drafted.
- ii. **Grade 7 decision maker:** the decision maker will remain as drafted under the Policy and Procedure.
- iii. **Workplace definition:** Connect2 hubs are not regarded as being in the workplace other than in exceptional circumstances and with line manager's approval. Policy wording has been updated to reflect this.
- iv. **Business needs:** Policy wording has been updated to reflect that senior management will be responsible for both explaining and communicating to staff the business need and minimum workplace attendance requirements of their business area.

- v. **Appeals:** Appeals on the decision to facilitate hybrid working in a business area would be considered by the next line manager i.e. G6 or G5. Appeals on the implementation of the business area hybrid working arrangements will be considered by the next level of management.
- vi. **Limited workspace availability:** The workplace attendance requirement remains. It is considered that the NICS estate is sufficient to enable a minimum workplace attendance requirement of 40% of a member of staff's contracted hours. Senior managers will work together to facilitate attendance which may include the introduction of desk booking systems.
- vii. **Reasonable adjustments:** the policy wording has been amended to ensure sufficient emphasis is placed on legal duties under the Disability Discrimination Act 1995.
- viii. **Senior Civil Servants workplace attendance:** The policy wording regarding workplace attendance will remain as drafted.

I have attached the revised draft policy, procedure and FAQs with tracked changes for your consideration which we can discuss at the Whitley Sub-Committee meeting on 12<sup>th</sup> June 2025.

As previously advised, Management Side wish to progress implementation of the policy as soon as possible. We are keen to reach an agreed position with CTUS. However, as previously advised, in the event agreement cannot be reached, it remains open to Management Side to impose the policy.



**Cc:** Jill Minne  
Aisling Quinn