



BY EMAIL

Aisling Quinn
Director
HR Policy
People & Organisational Development
NI Civil Service
Bruce Street
BELFAST

25 June 2025

Dear Aisling

DRAFT HYBRID WORKING POLICY

Your letters of 3 and 17 June and discussions at the Whitley Sub Committee refer.

Further to discussion at NIPSA's Civil Service Executive Committee on 16 June and FDA Executive Committee meeting on 20 June, CTUS remains opposed to any arbitrary percentage requirement for workplace attendance. The NICS employs a large and diverse workforce and a one-size-fits-all approach is not appropriate. We do not believe that the current office estate can accommodate a 40% workplace attendance.

You will be aware that many staff are willing to attend the workplace as needed to meet business requirements but mandating office attendance without clear benefit is counterproductive.

While CTUS maintains its position and cannot agree the policy, we note your letter which states *"as previously advised, in the event that agreement cannot be reached, it remains open to Management Side to impose the policy"*.

We further note that your letter of 17 June states implementation will run through September with full completion by October. CTUS will assume, therefore, that the policy will not be in effect anywhere before the end of October.

Central Trade Union Side requests that Management Side urgently considers the following in advance of implementation:

- Clear communication regarding reasonable adjustments which is separate from adjusted working arrangements, etc.
- Appropriate training for managers to ensure the above is clearly understood.
- Clarity on how leave days are treated under the policy. Specifically, if leave is taken on days when staff would normally attend the office, there should be no requirement for them to attend on other days.



- Assurance that the manager/staff discussion process can be conducted with sensitivity.
- Flexibility in relation to how staff claim attendance at Connect2 hubs.

CTUS is willing to discuss the above details in the best interests of our members. We consider it vital that any policy is flexible and sensitive to our membership across the NICS.

Yours sincerely

A handwritten signature in black ink that reads "Maria Morgan".

MARIA MORGAN
Deputy General Secretary
On Behalf of CTUS

Cc [REDACTED]