



Northern Ireland

Civil Service

People and Organisational Development

Forbairt Daoine agus Eagraíochta

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**To: Carmel Gates,
Central Trade Union Side**

From: Jill Minne

Date: 31 July 2025

Hybrid Working Policy

I am writing to advise that the Finance Minister has approved the revised NICS Hybrid Working Policy, and that this will be implemented across all Departments from September 2025, with full implementation completed by October 2025.

As you know, consultation with Central Trade Union Side (CTUS) concluded following the last Whitley Subject Committee meeting on 9th July, with amendments made to the draft policy to take account of CTUS feedback. These changes include clarification on annual leave management, strengthened communication regarding legislative compliance with reasonable adjustments obligations under the Disability Discrimination Act 1995, and the use of Connect2 hubs.

As CTUS remains opposed to the 40% minimum workplace attendance policy requirement for civil servants and, in the case of the FDA, the policy wording which encourages Senior Civil Servants to attend the workplace more than the minimum workplace attendance requirement, communication regarding the revised policy will reflect this position.

CTUS will be aware that while the policy establishes a 40% minimum weekly workplace attendance, managers retain discretion to consider individual circumstances. All requests for reasonable adjustments related to hybrid working should be assessed on a

case-by-case basis to ensure thorough consideration and appropriate support for individual needs (and we will ensure this is adequately reflected in supporting communications).

We plan to communicate with staff during the week commencing 4th August to advise of upcoming changes to the Hybrid Working policy. On that basis, I have attached a copy of our initial planned communication for your information. As agreed, we will ensure that any further planned communication (to issue throughout August) will be shared in advance with CTUS.

If you have any immediate queries, please do not hesitate to contact me.



Jill Minne

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