



Northern Ireland

**Civil Service**

People and Organisational Development

HR Policy Branch

2-4 Bruce Street

Belfast, BT2 7JD

Tel: [REDACTED]

Email: [REDACTED]

---

**Gareth Scott,  
Regional Officer,  
Unite the Union**

**By email:** [REDACTED]

**Date: 21<sup>st</sup> March 2025**

## **HYBRID WORKING POLICY**

Dear Gareth,

As you are aware, work has been progressing on the review of the NICS Hybrid Working policy. The review is complete, and we are now in a position to commence consultation with Unite.

I have attached the draft policy, procedure and FAQs for your consideration.

Key changes included in the draft policy are set out below:

### **Workplace Attendance requirements**

The draft Hybrid Working policy defines hybrid working as a non-contractual, locally agreed, flexible working arrangement which, subject to business needs, blends working from: (i) a designated workplace, (ii) other work or remote locations; or (iii) home.

It makes clear that any hybrid working arrangement requires attendance at the workplace for part of each working week which is prescribed as at least 40% of contractual working hours per week. For staff working an alternative working pattern, workplace attendance will be calculated on a pro-rata basis. Where attendance is calculated on a pro-rata basis and is less than 3hrs 45mins per week, the calculation may be based on a two-week basis.

## **Workplace definition**

The draft policy defines 'workplace' as a member of staff's designated office, or where it is necessary to conduct official business, another work or remote location (other than at home) as agreed by line management.

## **Management Roles**

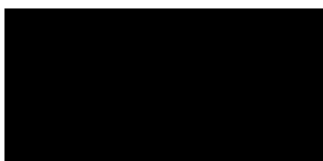
For the purposes of the draft policy, senior manager is defined as Grade 7, with responsibility for considering business need; determining potential job roles suitable for hybrid working; and communicating business area workplace attendance requirements to their line managers.

Line managers will be responsible for confirming the business area workplace attendance requirements to their direct reports/staff and agreeing the implementation of hybrid working arrangements within their teams.

## **Workstyle Agreement application process**

Under the revised draft policy, the application process has been streamlined to one Workstyle Agreement. It is proposed that applications will be made via HRConnect Self-Service and the APEX FACES option. Where this is not available, a downloadable Workstyle Agreement form will be available on the Employee Service Portal (ESP).

I look forward to hearing from you and grateful for a response by 7<sup>th</sup> April 2025. I am of course happy to meet with you to discuss.



**Cc:** Jill Minne  
Aisling Quinn