Northern Ireland Civil Service
People and Organisational Development

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From: Jill Minne
Director, People and Organisational Development

Date: 01 August 2025

To: 1. DoF Permanent Secretary
2. Minister

REVIEW OF CIVIL SERVICE HYBRID WORKING POLICY

Issue:	**To update on the implementation of the revised Civil Service Hybrid Working policy following consultation with trade unions and to seek your agreement on proposed all staff communications notifying of key policy changes (Annex A and B).**
Timing:	**Desk Immediate.**
FOI Implications:	**In the event of a request for disclosure of information contained in this submission under the FOI Act, the request would be considered in the context of the relevant provisions of the legislation, including any relevant exemptions that may be applicable.**
Presentational Issues:	**Hybrid working in the Civil Service has been the subject of several AQWs, FOI requests and media interest.**
Financial Implications:	**None.**
Equality implications:	**None. The Civil Service is an equal opportunities employer and is committed to demonstrating its commitment to creating an inclusive workplace through all HR policies. The revised policy has been subject to s.75 screening; Rural Needs**

	Impact Assessment and Financial, Social and Economic Impact Assessment
Legislative Implications:	**None.**
Recommendation:	**You are asked to agree the proposed all staff communications on the revised Hybrid Working policy notifying of key policy changes (Annex A and B).**

Background

1. Following consideration of SUB 0250-2025 you agreed the draft Hybrid Working policy to allow steps to support implementation of the policy to be progressed.

2. Implementation of the new policy arrangements will run from September with completion by October 2025. Given the impact of the changes on the majority of civil servants, it is important to issue communication to staff as soon as possible and in advance of any communications to staff from Trade Unions.

3. While we were unable to agree the policy with Central Trade Union Side [NIPSA, FDA, and the Prison Officers Association] through formal consultation, constructive engagement with CTUS is ongoing with a view to ensuring effective transition to the updated policy provisions. Management committed to providing trade unions with sufficient advance notice of the planned policy implementation date and to share proposed communications to staff regarding the policy changes.

Next Steps

4. Subject to your approval of the draft communications (**Annex A and B**), it is proposed that the note to Permanent Secretaries will issue today with the all staff communication issued on Monday 4th August.

Recommendation

5. You are asked to agree the draft communications (**Annex A and Annex B** attached separately) to allow steps to support the implementation of the policy to be progressed.

Jill Minne
PEOPLE AND ORGANISATIONAL DEVELOPMENT
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CC
Aisling Quinn
[redacted]

ANNEX A and B