📢 NICS Hybrid Working Update – Effective 1st September 2025

Dear Colleagues

We are implementing a revised Hybrid Working Policy from 1st September with full implementation by end of October 2025.

As a modern employer, the revised policy reflects our commitment in the People Strategy to retain and attract colleagues and support them to develop.

This communication aims to provide clear and supportive guidance for all staff, line managers, and senior managers as we transition to this new policy approach.

A Hybrid Working FAQ document is available for staff who may have questions about the changes.

👩 For All Staff

What's Changing:

- You **must** attend your designated workplace for **at least 40% of your contractual hours each week**.
- If you work an alternative working pattern, your workplace attendance may be averaged over two weeks if your weekly requirement is less than 3 hours 45 minutes.
- Your designated workplace includes your office, other agreed locations, or Connect2 hubs (in exceptional cases).
- Workplace attendance includes your designated office, or where it is necessary to conduct official business, another work or remote location (other than your home) as agreed by line management.

What You Need to Do:

- Understand what the workplace attendance requirement is for your business area.

- If you have existing hybrid working arrangements you must complete a new **Workstyle Agreement** via HRConnect Self-Service to ensure implementation between 1st September and the end of October. If you do not have access to the self-service facility, then you should download the form from the Employee Service Portal (ESP).

- Complete a **Homeworking DSE and General Health & Safety assessment** before submitting your request.

- Be aware that hybrid working is **non-contractual** and subject to **review and change** based on business needs.

- Ensure you comply with the requirements of your Workstyle Agreement. You must be available and contactable during your contracted hours, regardless of work location.

- If you do not agree with the workplace attendance requirements, try to resolve these informally with your line manager. If you consider that your request for hybrid working has not been considered fairly and consistently you may appeal under the Uniform Appeal Policy.

Additional Notes:

- Annual leave and sickness absence do not count towards available workplace attendance. If absence occurs on agreed workplace attendance days, you are not required to attend the workplace on alternative days that week unless needed for business purposes.

👥 For Line Managers

Your Responsibilities:

- Confirm and communicate workplace attendance requirements to your team.

- Acknowledge receipt of Workstyle Agreement requests within five working days.

- Confirm that staff have completed a Homeworking Display Screen Equipment (DSE) Checklist and a homeworking General Health and Safety (GHS) Checklist (see **Section 10** of the Procedure).

- Hold structured conversations with staff to agree how attendance requirements will be met (see **Annex C** of the Procedure).

- Consider reasonable adjustments separately, in line with your legal duties under the Disability Discrimination Act 1995 (see **para 4.16** of the Policy and paras **7.9 and 7.10** of the Procedure).

- Monitor compliance and manage cases of non-attendance using informal and formal steps (see **Annex E** of the Procedure).

Support and Guidance:

- Use the flowcharts and annexes in the Procedure to guide decisions and conversations.

- Maintain regular contact with staff to support wellbeing and performance.

- Follow guidance on considering reasonable adjustments highlighted in the Policy.

 For Senior Managers (Grade 7 or above)

Your Leadership Role:

- Determine which roles are suitable for hybrid working based on business needs and encourage the use of hybrid working to improve business delivery; efficiency and support work life balance.

- Communicate workplace attendance expectations to line managers clearly and consistently.

- Facilitate fair and consistent application of the policy across your business area.

- Support line managers in implementing and reviewing hybrid arrangements, including performance and wellbeing considerations.

- Encourage and promote the benefits of workplace attendance, and in-person interaction to support team cohesion, mentoring and learning.

- Where required local arrangements may be put in place by senior managers to facilitate the workplace attendance requirements, including the introduction of desk booking systems or rotas.

- Senior Civil Servants are encouraged to attend the workplace for more than the 40% minimum workplace attendance requirement per week.

Key Documents:
For full details, please refer to:

Hybrid Working Policy

Hybrid Working Procedure

Hybrid Working FAQs

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