**From:** [redacted]
**To:** McWilliams, Tracey
**Cc:** Luney, Peter; [redacted]
**Subject:** RE: Paper - Hybrid Working policy review - FHRAG January 2025 [OFFICIAL]
**Date:** 23 January 2025 09:08:10
**Attachments:** image003.png

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Tracey,

Thank you for your comments which we will consider.

[redacted]

[redacted]| HR Policy Branch|People and Organisational Development|NI Civil Service,
Bruce Street| Belfast | BT2 7JD
[redacted]

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**From:** McWilliams, Tracey [redacted]
**Sent:** 22 January 2025 17:19
**To:** [redacted]
**Cc:** Luney, Peter [redacted]
**Subject:** FW: Paper - Hybrid Working policy review - FHRAG January 2025 [OFFICIAL]

Hi [redacted]

I refer to papers shared with FHRAG in relation to the Hybrid Working policy review.

Overall the guidance is welcomed and will be helpful to staff, line managers and Senior Management. I would just like to raise a few points for your consideration:

Procedure document:

- does not have PPS logo on front page, along with the other Departments' logos
- *8.3 Line management may end hybrid working arrangements due to business needs, performance management purposes, or health and safety risks. Generally, line management will provide staff with: (i) at least 3 months' notice of management's intention; and (ii) cogent reasons for the cancellation of the arrangement*. I would suggest that one month is enough notice on performance grounds. I appreciate that the wording is 'generally' but underperformance needs to be dealt with promptly and where it is felt that working in office full time would improve performance, leaving it 3 months would not be helpful. Likewise is 3 months sensible where there

is H&S risks?

- It would also be helpful if Senior Management could be defined as *at least Grade 7,* as given PPS structure this decision will be made at Grade 6 or 5.

Many thanks

Tracey


**Tracey McWilliams**
Head of Resource Management Team

[redacted]

**Public Prosecution Service**
Belfast Chambers
93 Chichester Street
Belfast BT1 3JR

[redacted]


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**From:** Luney, Peter
**Sent:** 10 January 2025 08:49
**To:** McWilliams, Tracey [redacted]
**Subject:** FW: Paper - Hybrid Working policy review - FHRAG January 2025 [OFFICIAL]

For info and advice please


**Peter Luney**
Senior Assistant Director, Resource and Change

[redacted]

**Public Prosecution Service**
Belfast Chambers
93 Chichester Street
Belfast BT1 3JR

[redacted]

**From:** [redacted]
**Sent:** 09 January 2025 13:23
**To:** Duffy, Paul [redacted]; Minne, Jill [redacted] Shannon, Catherine [redacted]; Gallagher, Sharon [redacted]; Malcolm, David (TEO) [redacted] McGeown, Declan [redacted]; Luney, Peter [redacted]; Greer, John [redacted]; Matthews, Chris (Resource and Corporate Management) < [redacted]; Armour, Ronnie [redacted]>; Johnston, Gareth [redacted]; Brown, Deborah [redacted] Redmond, Kerri [redacted]; Gibson, Neil [redacted]; McBurney, Joanne < [redacted]; Simpson, Tony [redacted] DAERA Corporate Services Deputy Secretary [redacted]; Hughes, David (DoF) [redacted] Murphy, Shane [redacted] Quinn, Aisling (P&OD) [redacted]; Martin, Olivia [redacted] Fullerton, Janine [redacted]
**Cc:** [redacted] Sherlock, Debbie [redacted]>; Wallace, Karen (DoF) [redacted] Beggs, Beverly [redacted]; Director People & OD [redacted] DoF Corporate Services Division [redacted]
**Subject:** Paper - Hybrid Working policy review - FHRAG January 2025

Afternoon all

Please see attached paper and annexes. Given that this is a priority policy review Neil Gibson will raise this at PSS tomorrow and we will issue this to Perm Secs on Monday.

Any comments on the attached should be sent to [redacted] by cop **23 January 2025.**

Kind regards

[redacted] **| Governance & Support Branch | People & Organisational Development | NI Civil Service**
2-4 Bruce Street | Belfast | BT2 7JD
[redacted]


Image