

**From:** [Fleetham, Joan](#)  
**To:** [Minne, Jill](#); [Director People & OD](#)  
**Cc:** [Quinn, Aisling \(P&OD\)](#); [REDACTED]  
**Subject:** DESK IMMEDIATE RE: FOR CLEARANCE Standards of Conduct - Section 6  
**Date:** 26 November 2025 12:28:00  
**Attachments:** [image001.png](#)  
[DRAFT Submission to Minister Review of SOC Section 6 Private Occupations\(4\).tr5](#)  
[Memo to PSS re Standards of Conduct Section 6.tr5](#)  
**Importance:** High

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Jill,

Changes have been made to the submission and the note to PSS and agreed with Aisling.

We have also updated the policy document and related comms to reflect your comments.

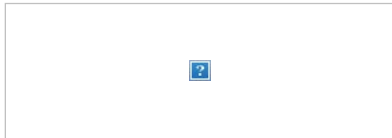
Timing of sub has been amended to desk immediate as we would wish to publish on Monday 1 December. Hopefully, this will be straightforward as we had prior approval for policy changes.

Thank you

Joan

**Joan Fleetham Chartered MCIPD | HR Policy | People & Organisational Development | NI Civil Service**  
2-4 Bruce Street | Belfast | BT2 7JD

[REDACTED]



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**From:** Minne, Jill [REDACTED]  
**Sent:** 24 November 2025 15:47  
**To:** Quinn, Aisling (P&OD) [REDACTED]; Fleetham, Joan [REDACTED]  
**Cc:** Director People & OD [REDACTED]  
**Subject:** RE: FOR CLEARANCE Standards of Conduct - Section 6

Thanks. I haven't reviewed the policy as I trust everything is in order. Just one thing on the memos – do we need to be more specific about the effective date and how it impacts those who have previously received agreement to use flexi/leave? It might be helpful to state uber clearly that any prior agreements will be superseded by this policy, so starting from December 1st, it's unpaid leave regardless of any prior arrangements or communications.

Happy to chat

Jill

**Jill Minne (she/her)**  
**Deputy Secretary | People & Organisational Development | NI Civil Service**  
2-4 Bruce Street | Belfast | BT2 7JD

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**From:** Director People & OD [REDACTED]  
**Sent:** 24 November 2025 15:24  
**To:** Minne, Jill [REDACTED]  
**Cc:** Director People & OD [REDACTED]  
**Subject:** FOR CLEARANCE Standards of Conduct - Section 6  
**Importance:** High

Jill

Please see attached draft memos, approved by Aisling, for the Minister and PSS regarding the forthcoming change to Standards of Conduct Section 6. HR Policy are arranging to publish the revised policy on 1 December.

[REDACTED] **Business Area Information Manager & Deputy Secretary Support Branch | People & Organisational Development | NICS**  
3rd Floor | 2-4 Bruce Street | Belfast | BT2 7JD  
**Contact:** [REDACTED]

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**From:** Fleetham, Joan [REDACTED]  
**Sent:** 24 November 2025 15:19  
**To:** Director People & OD [REDACTED]  
**Cc:** Quinn, Aisling (P&OD) [REDACTED]  
**Subject:** FW: Standards of Conduct - Section 6  
**Importance:** High

Jill,

Please see attached draft memos, approved by Aisling, for the Minister and PSS regarding the forthcoming change to Standards of Conduct Section 6. We are arranging to publish the revised policy on 1 December.

Grateful if you could consider.

Thank you  
Joan

**Joan Fleetham Chartered MCIPD | HR Policy | People & Organisational Development | NI Civil Service**

2-4 Bruce Street | Belfast | BT2 7JD

**Contact:** [REDACTED]

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**From:** Fleetham, Joan  
**Sent:** 10 November 2025 17:44  
**To:** Quinn, Aisling (P&OD) [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Standards of Conduct - Section 6  
**Importance:** High

Aisling

Please find the attached documents to facilitate the update SoC Section 6:

- Submission to the Minister for final approval
- Note to PSS to advise of imminent policy change
- Note to Dr David Marshall to advise forthcoming changes will not affect election duties
- Update to ER and HRBPs
- What's new story for ESP/email to all staff (this has been through copilot for "user friendliness" but I can ask Erin for a view – will probably be seen as LOB comms)
- SoC v 20.0 for information

I have separately written to CTUS and industrial unions to advise consultation is complete and we will seek to publish in November.

SMO has been advised maintenance change will be required and the revised documents have been sent to HRConnect for information.

Happy to discuss.

Joan

**Joan Fleetham Chartered MCIPD | HR Policy | People & Organisational Development | NI Civil Service**

2-4 Bruce Street | Belfast | BT2 7JD

**Contact:** [REDACTED]

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**From:** Quinn, Aisling (P&OD) [REDACTED]  
**Sent:** 09 November 2025 17:08  
**To:** Fleetham, Joan [REDACTED]  
**Subject:** FW: Query to DSO from Admission Appeals Tribunal re DSO Panel Members

Hi Joan, apologies if you've already told me this ...can I check timeline for this- when do we plan to publish? Have we comms approach and is there a sub to minister to confirm planned publication?

Regards,  
Aisling

**Aisling Quinn | Director | HR Policy | People & Organisational Development | NI Civil Service**

Bruce Street | Belfast | BT2 7JD

**Contact:** [REDACTED]

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From: Minne, Jill [REDACTED]  
Sent: 06 November 2025 10:34  
To: Crilly, Louise [REDACTED]; Quinn, Aisling (P&OD) [REDACTED]  
Cc: Fleetham, Joan [REDACTED]  
Subject: RE: Query to DSO from Admission Appeals Tribunal re DSO Panel Members

I noticed an employee in DfE has just been appointed to Tribunals

**Jill Minne (she/her)**  
**Deputy Secretary | People & Organisational Development | NI Civil Service**  
2-4 Bruce Street | Belfast | BT2 7JD  
Contact: [REDACTED] | [REDACTED]

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From: Crilly, Louise [REDACTED]  
Sent: 06 November 2025 10:26  
To: Quinn, Aisling (P&OD) [REDACTED]  
Cc: Minne, Jill [REDACTED]; Fleetham, Joan [REDACTED]  
Subject: RE: Query to DSO from Admission Appeals Tribunal re DSO Panel Members

Aisling

This is as always so helpful. I dont want to go ahead of the consultation with CTUS so can you guide me as to when I can respond to the query referring to the new Policy.

Kind regards  
Louise

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**Louise Crilly**  
**Departmental Solicitor and Head of Government Legal Service NI**  
**Departmental Solicitor's Office**  
2<sup>nd</sup> Floor Lanyon Plaza, Lanyon Place, Belfast BT1 3LP

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From: Quinn, Aisling (P&OD) [REDACTED]  
Sent: 21 October 2025 22:31  
To: Crilly, Louise [REDACTED]  
Cc: Minne, Jill [REDACTED]; Fleetham, Joan [REDACTED]  
Subject: FW: Query to DSO from Admission Appeals Tribunal re DSO Panel Members

Hi Louise,

The Standards of Conduct policy, Section 6 Private Occupations has been reviewed and consultation with CTUS is almost complete. The current provision to use a proportion of annual leave/flexi for time spent on paid secondary public sector roles will be removed, except where such work is undertaken for the Electoral Office (polling or count duties). The driver for this change is to support the principle of avoiding double payment from the public purse.

People & OD will arrange for the revised policy to be published in November 2025, along with appropriate service wide comms to support the policy change (which will include an update for PSS). I have attached the draft FAQs to support the revised policy for your information-grateful if these are not circulated given that consultation process with CTUS is yet to conclude.

To address the specific points raised with you, my responses below are based on the revised policy (given proximity to policy publication date):

- **Do they have to take their own annual leave to attend as a Tribunal Member?** Civil servants will no longer be permitted to use annual/flexi leave to undertake paid tribunal member work. Unpaid leave must be applied for in such cases. Where a civil servant is not receiving payment for their tribunal work, they may use their annual leave.
- **If they do not need to take annual leave anymore, can they ask their line manager to attend Admission Appeals Tribunals as a development opportunity instead?** The use of annual/flexi leave will no longer be permitted to undertake paid work for another public sector employer, whether developmental in nature or otherwise. Should a civil servant wish to undertake a tribunal or other such role in an unpaid capacity, for development purposes, annual/flexi leave is allowed.
- **Some queries were received regarding additional payments, from members who work in conjunction with DSO/NICS e.g. NICS Lawyers.** As above, there should be no double payment from the public purse.
- **Queries raised with regard to leave (special or own leave) for preparation work for the appeals.** Where this work attracts payment, neither annual leave nor special leave is permissible.

Please contact me or Joan Fleetham if you have any further queries.  
Regards,  
Aisling

**Aisling Quinn | Director | HR Policy | People & Organisational Development | NI Civil Service**

Bruce Street | Belfast | BT2 7JD

Contact: [REDACTED]

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**From:** Crilly, Louise [REDACTED]

**Sent:** 14 October 2025 21:29

**To:** Minne, Jill [REDACTED] Quinn, Aisling (P&OD) [REDACTED]

**Subject:** FW: Query to DSO from Admission Appeals Tribunal re DSO Panel Members

Dear Jill and Aisling

I was wondering if you knew if there is an updated policy on public servants being paid for secondary public service roles in circumstances such as the query below.

I remember that [REDACTED] has been working on this, but I am not sure if that was completed.

I am hoping you can help .

Many thanks

Louise

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**From:** [REDACTED] **On Behalf Of** Admission Appeals

**Sent:** 12 September 2025 14:53

**To:** Eugene.O'Loar [REDACTED]

**Cc:** [REDACTED]

**Subject:** Independent Appeal Tribunal Panel Members for Admission Appeals

CAUTION – This email has been received from outside the NICS network. If you have any concerns, please report for investigation.

Eugene

The Education Authority in its delivery of the Admission Appeals procedure has availed of valued support from staff who work as applicable within/for the Departmental Solicitor's Office (DSO) or Northern Ireland Civil Service (NICS). The Education Authority (EA) wish to thank yourself, your office and that of NICS colleagues for sharing a few years ago information from ourselves in order to attract interest in staff to become an Independent Appeal Tribunal member for appeals administered by the Education Authority.

In recent years we had sought through your office and more recently, directly with Tribunal members to identify if they are DSO or NICS as this information was not clearly definitive against some Tribunal members. From this year we have been able to find out more from serving Tribunal members with regard to this by directly asking them (see attached email)

We have some Tribunal Members who have concurred with the understanding that they would not receive payment from the Education Authority for services as an Independent Appeal Tribunal member for the Admissions Appeals administered by the Education Authority. Their understanding was based, on the fact that they worked for DSO or NICS or as applicable that this would be a development opportunity.

Some Tribunal Members have raised queries which include:-

- Do they have to take their own annual leave to attend as a Tribunal Member?
- If they do not need to take annual leave anymore can they ask their line manager to attend Admission Appeals Tribunals as a development opportunity instead?
- Some queries were received regarding additional payments, from members who work in conjunction with DSO/NICS e.g. NICS Lawyers.
- Queries raised with regard to leave (special or own leave) for preparation work for the appeals.

The Education Authority would have no remit in the contractual arrangements for staff who have kindly offered their services from either DSO or NICS or those staff associated in some way with either.

We have advised as you will see from our email attached that we had guided Tribunal Members to contact their line manager in the first instance. Not knowing if they have all done this, some have raised queries with EA. (For convenience I have also provided below the email sent from your office to EA in recent years).

For information when we initially sought interest, I understand in 2021, our communication would have included information about remuneration for attendance relating to Admission Appeal Hearings. Providing such information was to inform on the arrangements in place. At that time, we would not have known the contractual arrangements within the offices of DSO/NICS nor indeed that any interest as applicable would further lead to a development opportunity. We understand our communication at that time was then circulated from your office to different offices to try and seek interest.

We would be grateful if you could provide any further clarity so that we can guide respective Tribunal Members or if it is felt best that a communication is issued again through your offices to explain e.g. contractual arrangements we can advise the Tribunal Members of that.

Thanks

[REDACTED]

**From:** [REDACTED] **On Behalf Of** O'Loan, Eugene

**Sent:** 14 September 2023 16:49

**To:** [REDACTED]

**Subject:** Appeal Tribunal

**CAUTION: This email originated from outside the Education Authority. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Rosie,

Teresa has forwarded me your email for information. I know that a number of staff in DSO have assisted you as Tribunal members on Appeal Tribunals. We have taken the decision to treat this as a training opportunity and have continued to pay our staff while they are sitting on panels.

As Civil Servants, they are not entitled to claim any additional payments while they are being paid by the Civil Service. Therefore, no DSO staff will be making a claim for attendance. There will be no need to contact any of them in this regard.

I'm glad that our staff were able to assist you and I believe they all found it a worthwhile experience.

Regards,

Eugene

<< OLE Object: **Eugene O'Loan | Director | Departmental Solicitor's Office | Advisory Division 1|**  
Picture (Device **2<sup>nd</sup> Floor Lanyon Plaza | Lanyon Place | Belfast, BT1 3LP |**  
Independent **[REDACTED]**  
Bitmap) >> **[REDACTED]**

[REDACTED] Clerk to the Appeal Tribunal

**c/o Education Authority**

1 Hospital Road, Omagh, Co. Tyrone, BT79 0AW

[REDACTED]

**To inspire, support and challenge all our Children and Young People to be the best that they can be.**