

From: Jill Minne
Director, People and Organisational Development

Date: 26 November 2025

- 1. Permanent Secretary**
- 2. Minister**

**REVIEW OF HR POLICY 6.01 STANDARDS OF CONDUCT - SECTION 6
PRIVATE OCCUPATIONS**

Issue: Formal consultation with CTUS on revision to Section 6 of the Standards of Conduct policy has now concluded. Subject to your agreement, it is proposed to publish the revised policy on 1 December 2025.

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: None

Financial Implications: The policy change regulates policy to meet financial requirements around double payment from the public purse.

Equality implications: None

Legislative Implications: None

Recommendation: You are asked to agree to the publication of the revised policy on 1 December 2025.

Background

1. Following your approval of proposed changes to Section 6 of the Standards of Conduct policy (SUB-0420-2025), which clarifies guidance on applying for additional public sector work and prevents double payment from the public

purse, consultation with CTUS on the revised policy has concluded with no issues.

2. The policy change addresses operational challenges identified by the Electoral Office and introduces an exception allowing staff to use annual or flexi leave to undertake election duties. Dr David Marshall, Chief Electoral Officer, has been informed that the policy changes will not affect civil servants undertaking electoral duties.
3. All Permanent Secretaries will be notified of the upcoming policy change. I have requested that the revised rules are highlighted within business areas where additional public sector work is common and that reminders are issued to staff regarding their obligations under the policy.
4. The revised policy will be published on 1 December 2025, accompanied by an all-staff email, and notices on the Employee Services Portal and departmental intranet sites. Communication will clarify that any prior agreements to use annual/flexi leave for other paid public sector work will not apply after 1 December. People & OD will also issue regular reminders to all staff.

Recommendation

5. You are asked to agree to the publication of the revised policy on 1 December 2025.

Jill Minne

Ext: 

cc: Aisling Quinn
Joan Fleetham
Stuart Stevenson