



Northern Ireland

Civil Service

People and Organisational Development
Forbairt Daoine agus Eagraíochta

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From: Joan Fleetham
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Date: 22 September 2025

To: Maria Morgan
CTUS

REVIEW OF SECTION 6 AND ANNEX 10 OF THE STANDARDS OF CONDUCT POLICY – PRIVATE OCCUPATIONS

1. As discussed recently at ER Subject Committee, People and Organisational Development has reviewed the NICS Standards of Conduct policy, **Section 6 and Annex 10 – Private Occupations**. This review is in line with the HR policy renewal strand of the People Strategy 2025-30 and will provide assurance on rules around double payment from the public purse.
2. Section 6 and Annex 10 of the Standards of Conduct policy outline the specific rules for civil servants who wish to undertake any private work (paid or unpaid) with another public sector body.
3. The policy has been amended to: (i) remove the provision to use annual/flexi leave for the purposes of other public sector work; and (ii) expressly require the use of unpaid leave in such circumstances.
4. It is accepted that this change could have impacted significantly on the numbers of civil servants temporarily employed by The Electoral Office at election time and therefore there is an exception for these duties.
5. I have enclosed drafts of Section 6 and Annex 10 (extract), in both a tracked changed and clean copy formats. The policy will be supported by Frequently Asked

Questions and a Quick Reference Guide for updating HRConnect (both also enclosed).

6. I would be grateful if you have any feedback or comments that you respond to [REDACTED] by **Friday 3 October 2025**.

Joan Fleetham
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