

From: [REDACTED] on behalf of [Gibson, Neil](#)
To: [Minne, Jill](#)
Cc: [Fleetham, Joan](#); [Conlan, Ciarrai](#); [McLaughlin, Mark \(DOF\)](#); [Quinn, Aisling \(P&OD\)](#); [Crilly, Louise](#); [Shannon, Catherine](#); [Director People & OD](#)
Subject: RE: SSUB-0052-2025 : Private Occupations submission to FHRAG
Date: 18 February 2025 08:32:02

Thanks,

Helpful clarifications, OK from my side to progress this with FHRAG.

NG

-----Original Message-----

From: Minne, Jill <[REDACTED]>
Sent: 17 February 2025 15:49
To: Gibson, Neil [REDACTED]
Cc: Fleetham, Joan [REDACTED]; Conlan, Ciarrai [REDACTED];
[REDACTED] [McLaughlin, Mark \(DOF\)](#); [REDACTED] [Quinn, Aisling \(P&OD\)](#);
[REDACTED] [Crilly, Louise](#); [REDACTED] [Shannon, Catherine](#);
[REDACTED] [Director People & OD](#)
Subject: RE: SSUB-0052-2025 : Private Occupations submission to FHRAG

Neil - thanks for this

Cabinet Office acknowledged that implementation and monitoring of this policy can have its challenges. It relies heavily on managers being aware of the rules and the circumstances of their staff, and on staff abiding by the standards expected. We have undertaken to reinforce the rules by providing regular reminders and managers can seek advice and guidance through ER or their HRBPs. There might perhaps be something to adding a question into departmental Assurance Statements within the Financial Management or Declaration of Interests sections to cover this issue - we will give some thought to this.

On your specific queries:

1. Can appointments be cross checked against unpaid leave taken?

Yes - the information would be available to departments to do this, but it isn't straightforward. The policy already requires applications to be made via HRConnect for approval. The policy revision gives business areas (Grade 5 or above) the authority to approve appointments so they will be fully aware of new appointments. Any legacy arrangements that have not been captured to date should be picked up via the comms issued to notify the policy change. Therefore, those with applications registered could be cross checked for periods of unpaid leave entered onto their records. However, there is currently no specific type of unpaid leave set up on HRConnect to record "other paid public service work" and it is likely to cost in the region of £15k to introduce a new drop down to record this. As an alternative, it can be recorded as "unpaid leave - unspecified" which requires a supporting text entry. We could provide, in the comms, clear instruction on how to enter to ensure absences are easily identifiable. This could serve as a workaround until properly captured by Integr8 - we have advised the Integr8 development team we will need a separate sub-reason going forward.

2. Amnesty

As far as an amnesty is concerned, should individuals choose to exit their existing arrangement to work for a public body because of the changes to policy, 3 months' notice would be adequate (notice periods for public appointments range from 30 days to 3 months). It is hard to know how much annual leave may have been pre-booked for upcoming work, but we wouldn't wish to have a substantially longer period for interim arrangements. The initial comms could cover any agreed grace period with the second reminder making clear the interim arrangements were at an end.

3. Impact

We would undertake to inform the Electoral Office of any changes to policy. Departmental Business Appointment Units will also have an interest - we could also take that forward via Alison Armstrong's team in TEO.

Please let me know if you need anything else.

-----Original Message-----

From: Gibson, Neil <[REDACTED]>
Sent: 12 February 2025 15:44
To: Minne, Jill <[REDACTED]>
Cc: Fleetham, Joan <[REDACTED]>; Conlan, Ciarrai <[REDACTED]>;
[REDACTED]; McLaughlin, Mark (DOF) <[REDACTED]>; Quinn, Aisling (P&OD) <[REDACTED]>;
[REDACTED]; Crilly, Louise <[REDACTED]>; Shannon, Catherine <[REDACTED]>;
[REDACTED]; Director People & OD <[REDACTED]>

Subject: SSUB-0052-2025 : Private Occupations submission to FHRAG

Classification: Official

Timing:

Reference: SSUB-0052-2025

Subject: SSUB-0052-2025 : Private Occupations submission to FHRAG

To: JILL MINNE

Date: 12/02/2025

The following comment has been made to your submission of 12/02/2025

'Thanks,

Content for this to go to FHRAG.

My question – which I am happy to raise at FHRAG is how do we enforce it? Is there a place on the personnel record where any remunerated outside appointments are listed – against which we can be audited against number of days unpaid leave taken? Do we need any period of ‘amnesty ‘ or wind down as people move out of current arrangements which they may have taken up on a different arrangement (or even agreed with Line manager)? Electoral Commission will require warning and handling it is important to them so shouldn’t be sprung on them (but entirely our gift to do it).

NG'

For further information etc. contact:

[REDACTED]
Permanent Secretary Private Office

Copied To For Information:

Fleetham, Joan; Conlan, Ciarrai; McLaughlin, Mark (DOF); Quinn, Aisling (P&OD); Crilly, Louise; Shannon, Catherine; Director People & OD