

From: [Fleetham, Joan](#)
To: [REDACTED]
Subject: FW: Treatment of absence for civil servants carrying out paid work on election duties
Date: 28 April 2025 10:01:09
Attachments: [image001.png](#)
[image002.png](#)

[REDACTED]
Can you CM and attach to the benchmarking

Thanks
Joan

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

2-4 Bruce Street | Belfast | BT2 7JD

Contact: [REDACTED] [REDACTED] [REDACTED] [REDACTED]



From: Gemma.Humphries@[REDACTED]
Sent: 28 April 2025 09:59
To: Darina.Davies@[REDACTED]; [REDACTED];
GarethA.Owen@[REDACTED]; Elizabeth.Richards@[REDACTED]
Cc: Fleetham, Joan [REDACTED]
Subject: RE: Treatment of absence for civil servants carrying out paid work on election duties

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

Good morning [REDACTED],

WG staff are free to volunteer as polling clerks/verification and counting assistants etc. and can apply for special leave to do so but there are rules around remuneration for these kinds of activities. As Civil servants are not allowed to be paid twice from the public purse, for activities taking place during the working week staff have a choice of applying for **paid special leave** on the day/s in question and not claiming any payment from the local authority OR applying for **unpaid special leave** and claiming a payment.

If a member of staff is required to work longer hours than the standard 7.24 or 3.42 hours. Returning Officers may pay civil servants for the hours over and above their standard hours on a pro-rata basis. Staff must liaise directly with the local authority they are working for to arrange this payment.

For work on Saturday and Sunday, staff would be paid by the local authority for the role they are undertaking (specific arrangements vary between local authorities).

Payment, where appropriate, will be made by PAYE and eligible for income tax and you staff need to ensure they have declared this payment to HMRC using a self-assessment form, available from the HMRC website.

I hope this information is helpful, but if you need anything else, please don't hesitate to get in touch.

Kind regards,

Gemma

Gemma Humphries
Uwch Swyddog Polisi AD / Senior HR Policy Officer
Yr Is-adran Cynllunio a Chyflenwi AD / HR Planning and Delivery Division
Grŵp Gwasanaethu Corfforaethol ac Arolygiaethau / Corporate Services and
Inspectorates Group
Llywodraeth Cymru/ Welsh Government
Parc Cathays/ Cathays Park
Caerdydd / Cardiff CF10 3NQ

Rydym yn croesawu gohebiaeth Gymraeg. Cewch ateb Cymraeg i bob gohebiaeth Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not involve any delay.

From: Davies, Darina (CSI - Corporate Services) <[REDACTED]>
Sent: 28 April 2025 09:16
To: [REDACTED] Owen, Gareth Alun (CSI - HR Planning & Delivery) <[REDACTED]>; Richards, Elizabeth (CSI - HR Planning & Delivery) <[REDACTED]>
Cc: Humphries, Gemma (CSI - HR Planning & Delivery) <[REDACTED]> Fleetham, Joan <[REDACTED]>
Subject: RE: Treatment of absence for civil servants carrying out paid work on election duties

Thank you [REDACTED],

Hopefully our teams will have a bit more insight for you.

Kind Regards,

Darina Davies (She/Her)
Head of Business Strategy and Planning

Please be aware that I have moved from Resourcing and Recruitment so please contact the Resourcing Hub mailbox.

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Inspectorates Group

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CF10 3NQ.

E-bost /E mail: [REDACTED]

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Rwy'n aml yn ymateb i negeseuon e-bost y tu allan i oriau gwaith arferol ond nid wyf yn disgwyl i chi ateb bryd hynny!

I often respond to emails outside normal hours – I do not expect a response from you during these times!

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From: [REDACTED]

Sent: 25 April 2025 09:46

To: Davies, Darina (CSI - Corporate Services) [REDACTED]; Owen, Gareth Alun (CSI - HR Planning & Delivery) <[REDACTED]>; Richards, Elizabeth (CSI - HR Planning & Delivery) <[REDACTED]>

Cc: Humphries, Gemma (CSI - HR Planning & Delivery) <[REDACTED]>
Fleetham, Joan <[REDACTED]>

Subject: RE: Treatment of absence for civil servants carrying out paid work on election duties

Good morning Darina

Thanks for coming back to me on this.

This is really around the “double payment from the public purse” issue rather than political activities and whether you apply any sort of dispensation to staff who take part in duties associated with the election process. The argument from the Chief Electoral Officer in N Ireland is that where there to be any “block” on NICS staff continuing to carry out such duties it would have an adverse effect on the smooth running of the election process at local government and NI Assembly level due to the level of knowledge of the duties carried out by NICS staff.

The HR Policy Director is due to meet with the Chief Electoral Officer soon and it would be really helpful to have an overview of the approach taken by the other jurisdictions.

I am due to go on leave next week so grateful if any response could be forwarded to Joan Fleetham (as in cc above)

Again, many thanks for your help

██████████
██████████ I HR Policy I People & Organisational Development I NI Civil
service

Bruce Street I Belfast I BT2 7 JD

Contact ██████████



From: [Darina.Davies](#) ██████████

Sent: 23 April 2025 08:18

To: ██████████ [GarethA.Owen](#) ██████████

[Elizabeth.Richards](#) ██████████

Cc: [Gemma.Humphries](#) ██████████

Subject: RE: Treatment of absence for civil servants carrying out paid work on election duties

Good morning ██████████,

A number of the team are on leave but I can provide you with some light touch detail until they return and can provide you with anything additional.

We do have a small section in the policy that allows special leave without pay to stand in elections:

6.20 Parliamentary Elections

6.20.1 An officer who is free from any restriction on political activities or who, in the 'intermediate group' has permission to take part in national political activities (see Political Activities Policy) may be allowed up to 6 weeks' special leave without pay to serve as a political agent to a candidate or to a bona fide prospective candidate in a National Assembly for Wales, UK Parliamentary or European Parliamentary election.

6.20.2 Officers who are free to stand for the National Assembly for Wales, the UK Parliament or the European Parliament may be granted one month's special leave with pay prior to their nomination as a candidate. At that date they must resign from the service in accordance with the rules outlined in Political Activities Policy.

And we do have a specific additional Political Activities section that allows civil servants in industrial and non-office grades the freedom to take part in all political activities but discretion to permit other staff to take part in local or national political activities (subject to certain rules) but the majority of these don't seem to necessarily cover the scenario you have mentioned and I am not familiar with "Democracy Days" so I will let Liz, Gareth or Gemma respond further on their return.

Kind Regards,

Darina Davies (She/Her)
Head of Business Strategy and Planning

Please be aware that I have moved from Resourcing and Recruitment so please contact the Resourcing Hub mailbox.

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CF10 3NQ.

E-bost /E mail: [REDACTED]

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Rwy'n aml yn ymateb i negeseuon e-bost y tu allan i oriau gwaith arferol ond nid wyf yn disgwyl i chi ateb bryd hynny!

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From: [REDACTED]

Sent: 17 April 2025 13:45

To: Owen, Gareth Alun (CSI - HR Planning & Delivery) <[GarethA.Owen](#) [REDACTED]>; Davies, Darina (CSI - Corporate Services) <[Darina.Davies](#) [REDACTED]>

Subject: Treatment of absence for civil servants carrying out paid work on election duties

Good afternoon Gareth/Darina

You provided information last year to this Branch in relation to queries around issues relating to staff in Senior Civil Service grades within the Welsh Government. This included the treatment of paid work for other public sector bodies as well as eligibility for flexible working. With regard to the former we have recently had feedback from the Chief Electoral Officer in Northern Ireland voicing concerns around any intention to restrict civil servants (at any grade level) from taking secondary paid employment connected to elections – both local elections and to the N I Assembly -e.g as Polling Clerks, Presiding Officers etc.

Reference was made to “Democracy Days” which we have been advised are widely used in other jurisdictions. These are designated days used uniquely in relation for work on elections where exemption is applied in relation to the “double payment from the public purse”. The assertion being that the knowledge and lengthy experience of civil servants is essential to the smooth running of the election process.

I would be keen to find out if this exemption is something recognised and applied to Welsh Civil Servants and if so how this is operated in practice. For example, is the time off spent on election duties covered by paid special leave or annual leave or are there options around this.

If you no longer deal with this work area I would be grateful if you would forward on as appropriate and advise.

I appreciate your help with this

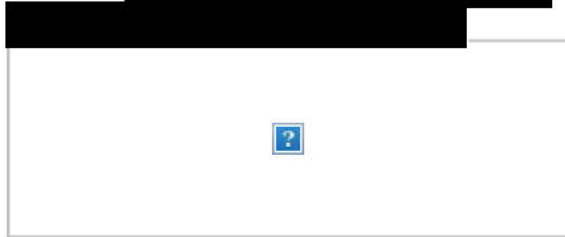
Regards

[Redacted]

[Redacted] | HR Policy | People & Organisational Development | NI Civil
service

Bruce Street | Belfast | BT2 7 JD

Contact [Redacted]



Sganiwyd y neges hon am bob feirws hysbys wrth iddi adael Llywodraeth Cymru. Mae Llywodraeth Cymru yn cymryd o ddifrif yr angen i ddiogelu eich data. Os cysylltwch â Llywodraeth Cymru, mae ein [hysbysiad preifatrwydd](#) yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn diogelu eich preifatrwydd. Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn anfon ateb yn Gymraeg i ohebiaeth a dderbynnir yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. -----

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