

From: [Quinn, Aisling \(P&OD\)](#)
To: [Minne, Jill](#); [Director People & OD](#)
Cc: [REDACTED]
Subject: FW: SGM 1215-2024 Rules for Secondary Roles Response to Attorney General
Date: 04 February 2025 11:14:49
Attachments: [SGM 1215-2024 Rules for Secondary Roles Response to Attorney General.DOCX](#)
[image001.jpg](#)
Importance: High

To see attached and email below- this is in relation to overdue prompt from PO.


Regards,
Aisling

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

Bruce Street | Belfast | BT2 7JD

Contact: [REDACTED] [REDACTED]

Text Description automatically generated



From: Quinn, Aisling (P&OD)
Sent: 31 January 2025 18:11
To: Minne, Jill [REDACTED]; Director People & OD
[REDACTED]
Cc: Fleetham, Joan [REDACTED]
Subject: SGM 1215-2024 Rules for Secondary Roles Response to Attorney General

Jill,

See attached revised sub and draft reply.

Apologies I didn't get to this earlier but I've been in meetings most of today. I've added a line re Integr8 into the sub as per Neil's suggestion but this may not be necessary given reference to wider HR policy renewal programme and people strategy.

In terms of the matters Neil raised, I have provided a suggested response in red below:

Regards,
Aisling

Neil,
Thanks for your feedback.

- Typo in para 2 'about' -

This has been amended in the attached version.

- Should we say Standard of Conduct policy is being review, as part of wholesale review of HR policies and procedures in preparation for the new operating platform coming as part of the Integr8 programme. (to give a sense of the level of work ongoing – else Jayne will get a letter back about urgency etc. We should also say it is hoped a revised policy, which will assist with clarity, will be in place by X, subject to the usual approvals. Always good to say when we are aiming for things to be done.

Paragraphs 5-6 of the sub and paragraphs 2-3 of the draft reply have been amended to reflect your feedback.

- Is there any sense in which we will record people's outside interests on the system – i.e. can we require people to log any other public sector income so we can a) audit it and b) report on it? Maybe we already do? Seems like something we could mandate in the policy and store on the new system (need to feed that into design work!).

We can explore this with the Integr8 team. However, additional income or amounts per se is not the issue. Staff can be paid for an additional role -e.g. using the fee paid judicial role example, they can claim the fee for the sitting or training days but to do so, would have to request unpaid leave from the Civil Service. The current policy provides that if the other public sector organisation requires the individual to take unpaid leave in order to be available for paid work, they should comply with this requirement and that the provisions relating to use of personal leave allowance will not apply. The weakness in the current policy position is the compliance with requirement to take unpaid leave -anecdotally it seems staff may be using flexi or annual leave despite the policy position so technically are receiving double payment from the public purse.

In terms of integr8 system requirements -requests for unpaid leave should be captured and we can explore what functionality would be available around this and if declarations of interest will also read across to this.

Raised By: HOCS Jayne Brady

Reference: SGM-1215-2024

Subject: SGM-1215-2024 : Rules pertaining to NICS Staff Undertaking Secondary Roles within the NICS - email from J Brady to L Crilly and A Quinn (cc to N Gibson)

Referred To: JILL MINNE

Date Referred: 31/01/2025

Thanks,

Couple of small things:

- Typo in para 2 'about'
- Should we say Standard of Conduct policy is being review, as part of wholesale review of HR policies and procedures in preparation for the new operating platform coming as part of the

Integr8 programme. (to give a sense of the level of work ongoing – else Jayne will get a letter back about urgency etc. We should also say it is hoped a revised policy, which will assist with clarity, will be in place by X, subject to the usual approvals. Always good to say when we are aiming for things to be done.

- Is there any sense in which we will record people's outside interests on the system – i.e. can we require people to log any other public sector income so we can a) audit it and b) report on it? Maybe we already do? Seems like something we could mandate in the policy and store on the new system (need to feed that into design work!).

NG

Grateful for your consideration and return asap.

Regards,

[REDACTED]

Permanent Secretary Private Office

[REDACTED]

Copied To For Input:

Crilly, Louise

Copied To For Information:

Quinn, Aisling (P&OD); Director People & OD