

[REDACTED]

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**From:** TEO HOCS (DS)  
**Sent:** 02 March 2020 19:57  
**To:** Minne, Jill; [REDACTED] Brennan, Mike; Browne, Mark (Permanent Secretary); [REDACTED] Stewart, Chris (TEO); [REDACTED]; Baker, Derek; DfE Permanent Secretary Support; [REDACTED] Godfrey, Katrina (DfI – Perm Sec); Gray, Sue (DoF); [REDACTED]; King, Brenda; [REDACTED]; May, Peter; [REDACTED] McMahon, Denis; [REDACTED] Meharg, Tracy; Pengelly, Richard; [REDACTED]; Widdis, Hugh; Sterling, David  
**Cc:** Cooke, Michael (HR); McNabb, Chris; NICS HR Director; McLaughlin, Mark (DOF); Rooney, Bernie  
**Subject:** RE: DAVID TO SEE: URGENT, OFFICIAL AND SENSITIVE: HR matters relating to coronavirus within the NICS.  
**Sensitivity:** Confidential

Jill  
All good with me.  
David

Sent with BlackBerry Work  
(www.blackberry.com)

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**From:** Minne, Jill [REDACTED]  
**Date:** Monday, 02 Mar 2020, 17:07  
**To:** [REDACTED], Brennan, Mike [REDACTED]  
Browne, Mark (Deputy Secretary) [REDACTED]  
[REDACTED] Stewart, Chris (TEO)  
[REDACTED]  
[REDACTED] Baker, Derek [REDACTED] DfE Permanent Secretary Support  
[REDACTED]  
[REDACTED], Godfrey, Katrina (DfI – Perm Sec)  
Gray, Sue (DoF) [REDACTED] King, Brenda  
[REDACTED], [REDACTED] May, Peter  
[REDACTED]  
McMahon, Denis [REDACTED]  
[REDACTED] Meharg, Tracy [REDACTED] Pengelly, Richard [REDACTED]  
[REDACTED]  
[REDACTED] Widdis, Hugh  
[REDACTED] Sterling, David [REDACTED]  
**Cc:** Cooke, Michael (HR) [REDACTED] McNabb, Chris [REDACTED]  
[REDACTED], NICS HR Director [REDACTED], McLaughlin, Mark (DOF)  
[REDACTED] Rooney, Bernie [REDACTED]  
**Subject:** DAVID TO SEE: URGENT, OFFICIAL AND SENSITIVE: HR matters relating to coronavirus within the NICS.

Dear NICS Board colleagues

As discussed at our meeting on Friday please find attached a paper setting out decisions required from the NICS Board on how absence relating to coronavirus will be managed within the NICS.

Following agreement on these matters NICSHR and communications colleagues will issue detailed guidance to managers and staff (agency staff will be covered in the guidance) and advise TUS.

Given the urgency of this issue I should be very grateful for a response on these particular matters by 2.00 pm tomorrow if possible.

Should you have any queries please do not hesitate to contact me.

**Jill Minne**

**Strategic HR Director, NI Civil Service**

**3<sup>rd</sup> Floor | 2-4 Bruce Street | Belfast | BT2 7JD**

**Contact:** [REDACTED]

