

**From:** King, Brenda  
**Sent:** 02 March 2020 18:40  
**To:** McMahon, Denis; Minne, Jill; [REDACTED] Brennan, Mike; Browne, Mark (Permanent Secretary); [REDACTED] Stewart, Chris (TEO); [REDACTED]; [REDACTED], Derek; DfE Permanent Secretary Support; [REDACTED] Godfrey, Katrina (DfI – Perm Sec); Gray, Sue (DoF); [REDACTED] May, Peter; [REDACTED] Meharg, Tracy; Pengelly, Richard; [REDACTED] Widdis, Hugh; Sterling, David  
**Cc:** Cooke, Michael (HR); McNabb, Chris; NICSHR HR Director; McLaughlin, Mark (DOF); Rooney, Bernie  
**Subject:** RE: URGENT, OFFICIAL AND SENSITIVE: HR matters relating to coronavirus within the NICS.  
**Sensitivity:** Confidential

Jill,  
I am also content. I had been wondering about this.  
Brenda

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**From:** [REDACTED] On Behalf Of McMahon, Denis  
**Sent:** 02 March 2020 18:35  
**To:** Minne, Jill [REDACTED]; Brennan, Mike [REDACTED]; Browne, Mark (Deputy Secretary) [REDACTED] Stewart, Chris (TEO) [REDACTED] Baker, Derek [REDACTED] DfE Permanent Secretary Support [REDACTED] Godfrey, Katrina (DfI – Perm Sec) [REDACTED]; Gray, Sue (DoF) [REDACTED] King, Brenda [REDACTED] May, Peter [REDACTED] Meharg, Tracy <[REDACTED]> [REDACTED]; Pengelly, Richard [REDACTED] Widdis, Hugh [REDACTED] Sterling, David [REDACTED]  
**Cc:** Cooke, Michael (HR) [REDACTED] McNabb, Chris [REDACTED] NICSHR HR Director [REDACTED] McLaughlin, Mark (DOF) [REDACTED] Rooney, Bernie [REDACTED]  
**Subject:** RE: URGENT, OFFICIAL AND SENSITIVE: HR matters relating to coronavirus within the NICS.  
**Sensitivity:** Confidential

Hi Jill,  
Denis is content with this suggested approach.  
Thanks

[REDACTED]  
Dr Denis McMahon  
Permanent Secretary  
Office of the Permanent Secretary

Phone: [REDACTED]



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**From:** Minne, Jill  
**Sent:** 02 March 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] Godfrey, Katrina (DfI – Perm Sec) [REDACTED]  
[REDACTED] Gray, Sue (DoF) [REDACTED]  
King, Brenda [REDACTED]  
[REDACTED] May, Pete [REDACTED]  
[REDACTED] McMahon, Denis [REDACTED]  
[REDACTED] Meharg, Tracy <[REDACTED]>  
[REDACTED] Pengelly, Richard [REDACTED]  
[REDACTED] Widdis, Hugh [REDACTED] Sterling, David  
**Cc:** Cooke, Michael (HR) [REDACTED]; McNabb, Chris [REDACTED]  
[REDACTED] NICSHR HR Director [REDACTED] McLaughlin, Mark (DOF)  
[REDACTED] Rooney, Bernie [REDACTED]  
**Subject:** URGENT, OFFICIAL AND SENSITIVE: HR matters relating to coronavirus within the NICS.  
**Importance:** High  
**Sensitivity:** Confidential

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]

