

Workplace Attendance Policy

Appendix C

Civil Service communication around their approach to Workplace Attendance

The below are taken from the Civil Service People Plan 2024-2027.

Improving Office Attendance

- *We have all had to work differently over the last few years. Many have been in the workplace all of that time and others have worked flexibly. The Civil Service, like most organisations, is continuing to explore and take stock of what the most effective place is for us to be working.*
- *As we look across a range of other employers in all sectors, we are seeing a trend of workplaces reviewing their balance of office working to drive better benefits for both the employer and employees. A minimum balance of 60% for most in the office will help us retain both the benefits of office working and flexibility. We continue to support and recognise that some colleagues will have specific needs and adjustments.*
- *We will continue to implement an expectation of increased office- based working across the Civil Service. Those based in offices will spend a minimum of 60% of their working face to face with their colleagues either in offices or on official business.*
- *We will ensure strong visible leadership across sites by setting the expectation that senior managers will spend more than 60% of their time working face to face with their colleagues in offices or our on official business. Visible connected leadership is important; and the most valuable way to learn at work is from others around us. Senior Managers presence will help colleagues have the support, guidance, and development they need to keep delivering excellent public services.*