

YOUR REF

OUR REF

# nipsa

*The Leading Public Service Union*

John Corey General Secretary

**Branch Secretary Circular CS 01/10**

**To: Civil Service Group Branch Secretaries (3MM)  
Civil Service Group Executive Committee (1DD)  
Departmental Secretaries (3AA)  
HQ Officials (CS)**

28 January 2010

Dear Colleagues

## **NI CIVIL SERVICE – EQUAL PAY IMPLEMENTATION**

Following the resounding ballot result authorising NIPSA to proceed to have the proposed terms of settlement in respect of the equal pay claims implemented we have been in discussions with NICS Management about taking forward the implementation of the agreement.

NIPSA has stressed the need to proceed to implement the terms of the agreement at the earliest opportunity in order that members receive both revised rates of pay and compensation lump sums. NIPSA and the Management Side have now agreed the broad approach to what is required in an exercise that will take several months to fully complete. An important part of the process will be validating the service history of staff in the affected grades which is likely to commence in February.

In addition NIPSA will be contacting those members for whom an industrial tribunal claim was lodged, to provide further advice and move towards the withdrawal of claims from the tribunal. A separate communication will issue directly to those claimants in the coming weeks.

NIPSA having negotiated the terms of settlement is committed to ensuring their implementation at the earliest date taking account of the exercises that will be required to implement the terms of the agreement accurately. The attached circular which has been agreed between Management and NIPSA provides some detail of how the exercise will be taken forward. Further circulars and updates on the NIPSA website will be provided as work progresses on this front.

Yours sincerely



**KIERAN BANNON**  
Assistant General Secretary

**Encl**

Director  
Corporate HR



Department of  
**Finance and  
Personnel**

[www.dfpni.gov.uk](http://www.dfpni.gov.uk)

---

Royston House  
Upper Queen Street  
**BELFAST** BT1 6FD

Telephone No: (028) 90547479  
Internal No: 47479  
E-mail: [Derek.baker@dfpni.gov.uk](mailto:Derek.baker@dfpni.gov.uk)

**FROM: DEREK BAKER**

**DATE: 28 JANUARY 2010**

**TO: ALL STAFF**

**EQUAL PAY SETTLEMENT**

1. Following the outcome of the NIPSA ballot on the terms for settlement of equal pay claims, this bulletin, agreed with NIPSA, is to advise staff on the next steps to implement the equal pay settlement for the AA, AO, EOII and analogous grades.
2. As over 13,000 staff are affected, each with their own personal circumstances, implementation of the settlement will be a major administrative exercise and will take a several months to fully complete. The key steps are outlined below:
  - a) The first step will involve the validation of data relating to each member of staff's service history, part time hours and non reckonable service in the affected grades. This has to be done so that we can accurately calculate each individual's lump sum payment. We will contact all eligible staff in service by email and eligible former staff, i.e. those who have left service on or after 1 August 2008, by letter. Each eligible current and former member of staff will be asked to confirm that their data is correct or will be given the opportunity to raise a query for investigation by a payroll expert from a team that has been brought together for this purpose. The preparation for this exercise is already well under way and we anticipate starting this process during February.

- b) Following completion of the validation of the data in step (a), we will issue a further communication to eligible current and former members of staff detailing their personal lump sum settlement payment. Individuals will be asked to confirm that the amount is accepted as correct or to raise a query for investigation by a payroll expert. This process will only commence once returns are received under step (a).
- c) NIPSA will be contacting directly their members who have registered equal pay claims in the Industrial Tribunal, to consult them about the legal processes involved in withdrawing those claims.
- d) For staff in the affected grades who have not registered equal pay claims, the Department will also require them to sign an agreement accepting the proposed terms of settlement. Further advice as necessary will be available with regard to signing this agreement, for example through NIPSA where appropriate. It is anticipated that the Department will be in a position to commence this phase once step (c) is completed above.

NIPSA and DFP will meet as required to finalise the documents necessary to complete these processes.

- 3. Notwithstanding the steps outlined above, the Department and NIPSA have agreed to implement the revised rates of pay for staff in the affected grades effective from 1 February 2009 and the associated arrears as a separate exercise. It is intended that this will be completed as soon as is practicable and may be prior to the finalisation of any signed agreements with staff.
- 4. Implementing the equal pay settlement represents a very major administrative exercise. Further updates on this exercise will be issued on a regular basis to keep staff informed. These updates along with further information can be found on the equal pay section of the NICS pay website at [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk). The Department will be working jointly with NIPSA to ensure the above processes are completed as soon as possible. It is our objective in working closely together that implementation of the terms of settlement should take no longer than is absolutely necessary.

D A Baker

**D A BAKER**