

# **EQUAL PAY FAQ'S**

## **1. ELIGIBILITY**

- 1.1. [Who is eligible for a payment?](#)
- 1.2. [What grades are analogous to AA, AO and EOII?](#)
- 1.3. [I have left / retired. Will I get a payment?](#)
- 1.4. [Do both males and females receive a payment?](#)
- 1.5. [I am or have been on secondment / loan outside the NICS, am I also included in the settlement?](#)
- 1.6. [Are NIO staff included in the settlement?](#)
- 1.7. [Are directly employed staff in non-NICS bodies \(including NIO and NDPBs\) included in the settlement?](#)
- 1.8. [My pay is now negotiated by a non-NICS body, but during the 6 year period, I transferred from the NICS who previously negotiated my pay. Will I receive a payment for the period that my pay was negotiated by the NICS?](#)
- 1.9. [I only have casual service – will any of it count?](#)

## **2. COMPENSATION PAYMENT**

- 2.1. [How much will I get and how do you work out the compensation payment?](#)
- 2.2. [What period does the compensation payment cover?](#)
- 2.3. [Are you taking overtime and deputising payments into account in the compensation payment?](#)
- 2.4. [Is my time on temporary promotion taken into account in the compensation payment?](#)
- 2.5. [Will you take my casual service into account in the calculation of the payment?](#)
- 2.6. [I work part time. How does this affect my compensation payment?](#)
- 2.7. [I was out on a career break during the past 6 years. How does this affect my payment?](#)
- 2.8. [How was the settlement date of 1 February 2009 determined and why does the settlement payment cover a period of 6 years?](#)

- 2.9. [Will I receive a different settlement payment if I voluntarily downgrade from EOII to AO?](#)
- 2.10. [Why is the proposed settlement for EOIIIs so much less than that for AOs and AAs?](#)
- 2.11. [What is defined as non reckonable service in the settlement?](#)
- 2.12. [Will the settlement payment affect my student loan repayments?](#)
- 2.13. [Is the settlement payment worked out on the number of days in each grade rather than in bands of 1 year but less than 2, 2 years but less than 3 etc?](#)
- 2.14. [Will the compensation payment affect my means-tested social security benefits \(such as housing benefit, income support, income related employment and support allowance\)?](#) \*NEW\*

### **3. TAXATION**

- 3.1. [Do I have to pay tax on the payment?](#)
- 3.2. [Will the compensation payment affect my working family tax credits?](#)
- 3.3. [I complete a personal tax return every year. Do I have to declare this payment on my annual return?](#)

### **4. NEW SALARY**

- 4.1. [Will I get an increase in my monthly salary as well?](#)
- 4.2. [How do you decide what my new monthly salary is?](#)
- 4.3. [What is the effective date of the increase in my monthly salary?](#)
- 4.4. [How does the compensation payment impact on my pension entitlements?](#)
- 4.5. [How does the increase in my monthly salary impact on my pension entitlements?](#)
- 4.6. [I was promoted out of the affected grades prior to 1/2/09. Does my pay on promotion get adjusted?](#)
- 4.7. [Under this proposal an AO can get paid more than an EOII so what is going to be done about the overlapping pay scales?](#)
- 4.8. [I was promoted on or after 1/2/09. Will my pay be recalculated?](#)

### **5. OTHERS**

- 5.1. [I am a technical grade. What is going to happen to me?](#)
- 5.2. [Who can I contact if I have a further query?](#)
- 5.3. [Can the settlement be agreed for each grade independently?](#)

## **6. DATA VALIDATION**

- 6.1. [How secure is my data?](#)
- 6.2. [Will a personal letter be delivered to my home or work address?](#)
- 6.3. [I have moved house since I left/retired. How do I update my home address?](#)
- 6.4. [I am in the affected grades but have not received any letter or email. Who do I contact?](#)
- 6.5. [What do I do if I get an error message from the data validation system which I do not understand?](#)
- 6.6. [What do I do if my personal data is incorrect?](#)
- 6.7. [Can I check my personal data on HR Connect?](#)
- 6.8. [What do I do if following investigation I do not agree with my personal data?](#)
- 6.9. [Do I need to respond if my personal data is correct?](#)
- 6.10. [What do I do if I forget my password?](#)

## **7. SETTLEMENT PAYMENT CALCULATION**

- 7.1. [I cannot view my settlement payment?](#)
- 7.2. [What if I do not agree with the calculation?](#)
- 7.3. [I have just confirmed that my service history is correct but why am I unable to see my settlement payment?](#)

## **8. CLAIMANT PROCESS**

- 8.1. [How do I know if I am a claimant?](#)
- 8.2. [What if I think I am a claimant and have not received any correspondence?](#)
- 8.3. [What happens with my claim to the Industrial Tribunal?](#)
- 8.4. [Can I take another equal pay claim to the Industrial Tribunal?](#)

8.5. [What is the salary quoted in the compromise agreement?](#)

## 9. [NON CLAIMANT PROCESS \(LRA ROADSHOWS\)](#)

9.1. [Who are the Labour Relations Agency \(LRA\) and why are they involved?](#)

9.2. [What is a CO3 conciliated settlement?](#)

9.3. [What happens if I do not sign the conciliated settlement?](#)

9.4. [Do I have to attend one of the roadshows?](#)

9.5. [What do I do if I cannot attend a specific roadshow I have previously booked?](#)

9.6. [What documentation do I have to bring to the roadshow?](#)

9.7. [How long will the roadshow last?](#)

9.8. [Who do I contact if I have a special requirement to enable me to attend the roadshow?](#)

9.9. [Can I take another equal pay claim to the Industrial Tribunal?](#)

9.10. [What is the salary quoted in the conciliated settlement?](#)

## 10. [NEXT STEPS](#)

10.1. [What are the next steps?](#)

10.2. [How soon after I have signed my agreement will I receive my payment?](#)

## **EQUAL PAY FAQ'S**

### **1. ELIGIBILITY**

#### **1.1. Who is eligible for a payment?**

You are eligible for a payment if you satisfy any of the following criteria:

- at 1/02/09, you were employed in one of the NICS Departments/Agencies as an Administrative Assistant (and analogous), Administrative Officer (and analogous) or Executive Officer II (and analogous) grade
- you were employed in one of the NICS Departments/Agencies as an Administrative Assistant (and analogous), Administrative Officer (and analogous) or Executive Officer II (and analogous) grade and left or retired between 1/8/08 and 31/1/09 and you had a minimum of 2 years reckonable NICS service
- you were promoted out of the affected grades since 1/2/03 and remained in employment with the NICS on 1/2/09

Staff in the technical grades are not eligible for a payment unless they were in an AA or AO grade during the period. See also question 5.1.

#### **1.2. What grades are analogous to AA, AO and EOII?**

The grades that are analogous to AA, AO and EOII are listed in Annex A of the "Outline Terms for Settlement of Equal Pay Claims" document which can found at <http://www.pay.nics.gov.uk/>.

#### **1.3. I have left / retired. Will I get a payment?**

If you were employed in one of the NICS Departments/Agencies and left or retired from one of the affected grades on or after 1/8/08, with at least 2 years reckonable service in the NICS you will be eligible for a payment.

#### **1.4. Do both males and females receive a payment?**

Yes, the payment will be made to both male and female staff who are eligible.

**1.5. I am or have been on secondment / loan outside the NICS, am I also included in the settlement?**

If you are or were on secondment or loan to another employer and the NICS remained responsible for your pay negotiation, then you will be included in the settlement provided you meet the other eligibility criteria.

If you are or were on secondment / loan to another employer and they were responsible for your pay negotiation, you will not be included in the settlement for that period.

**1.6. Are NIO staff included in the settlement?**

Following the delegation of pay and grading, the NIO has separate pay and grading arrangements and do not fall within the remit of devolved administration.

NIPSA has indicated that it wishes to discuss this matter with the NIO. Further information will issue to staff in due course

**1.7. Are directly employed staff in non-NICS bodies (including NIO and NDPBs) included in the settlement?**

No, staff who are directly employed by non-NICS bodies are not included in this proposal as their pay negotiation is not the responsibility of the NICS.

**1.8. My pay is now negotiated by a non-NICS body, but during the 6 year period, I transferred from the NICS who previously negotiated my pay. Will I receive a payment for the period that my pay was negotiated by the NICS?**

If you have remained a civil servant in the NI Civil Service then you will be eligible for a payment for the period that your pay was negotiated by the NICS provided you meet the other eligibility criteria.

If you are no longer a civil servant in the NI Civil Service, and you left prior to 1/8/08, you will not receive a payment for the period that your pay was negotiated by the NICS.

**1.9. I only have casual service – will any of it count?**

Only casual staff directly employed by the NICS on 1/2/09 will be entitled to a settlement payment. Those recruited by employment agencies are not employees of the NICS and will not be entitled to a settlement payment.

## **2. COMPENSATION PAYMENT**

### **2.1. How much will I get and how do you work out the compensation payment?**

The amount of the compensation payment is determined by the length of service in the affected grades between 1/2/03 and 31/1/09 and reduced by any continuous periods of non reckonable service greater than 6 months. It is also determined by your substantive grade and part time staff will receive a pro-rata payment (see also question 2.6). You will be advised of the principles of the calculation as well as a personal calculation based on your individual circumstances.

### **2.2. What period does the compensation payment cover?**

The compensation payment will vary depending on the time spent in the affected grades. The most likely periods covered will be

- the period 1/2/03 to 31/1/09, or;
- your start date in the NICS to 31/1/09, or;
- the period 1/2/03 to the date you were promoted out of the affected grades, or;
- your start date in the NICS to the date you were promoted out of the affected grades.

### **2.3. Are you taking overtime and deputising into account in the compensation payment?**

The funds associated with overtime and deputising have been allocated within the overall offer.

### **2.4. Is my time on temporary promotion taken into account in the compensation payment?**

In calculating the compensation payment, rates of pay have been used and temporary promotion has been factored in. These have been calculated on average rates rather than on an individual basis.

### **2.5. Will you take my casual service into account in the calculation of the payment?**

The service of casual staff who became permanent will be included if the break in service between casual and permanent service is 6 months or less.

**2.6. I work part time. How does this affect my compensation payment?**

The compensation payment will be pro-rated by the average hours worked during the period. This will be calculated based on your working hours in the February payroll file in each year of the compensation payment. You will be advised of any adjustment to your payment as a result of part time hours.

**2.7. I was out on a career break during the past 6 years. How does this affect my payment?**

The compensation payment will be reduced to take account of all continuous periods of non reckonable service (including career break) which are greater than 6 months.

**2.8. How was the settlement date of 1 February 2009 determined and why does the settlement payment cover a period of 6 years?**

NIPSA lodged claims on behalf of a number of its members with the Industrial Tribunal in February 2009. Under equal pay legislation, an Industrial Tribunal may award up to six years of back pay to the date of the equal pay claim being lodged. This was used as a frame of reference in constructing the settlement proposal so revised rates of pay will be effective from 1/2/09, with a 6 year settlement period going back to 1/2/03.

**2.9. Will I receive a different settlement payment if I voluntarily downgrade from EOII to AO?**

No. Staff cannot unilaterally decide to change their grade and downgrading is at the discretion of management. In any event, downgrading cannot be applied retrospectively. Therefore the settlement payment is based on your substantive grade during the 6 year period to 31/1/09

**2.10. Why is the proposed settlement for EOII's so much less than that for AOs and AAs?**

Management Side's position, based on very clear legal advice, is that there was no valid equal pay claims in respect of EOII's. However, as part of the proposal to settle all the equal pay claims, a one-off settlement payment has been offered to EOII's, in addition to an increase in EOII pay with effect from 1 February 2009. The comprehensive pay and grading review will also prioritise the examination of the EOII grade within the NICS pay and grading structures.

**2.11. What is defined as non reckonable service in the settlement?**

Non reckonable service is defined as:

- continuous periods of 6 months or more on unpaid leave, career break, pension rate of pay or unpaid sick, and
- Any periods of secondment / loan to another employer who was responsible for your pay negotiation

**2.12. Will the settlement payment affect my student loan repayments?**

Deductions for student loan repayments are calculated on the same gross pay amount used to calculate National Insurance contributions (NICs). As the settlement payment is not reckonable for National Insurance contributions your student loan repayment should not be affected.

**2.13. Is the settlement payment worked out on the number of days in each grade rather than in bands of 1 year but less than 2, 2 years but less than 3 etc?**

The number of days' service for each grade is calculated and divided by 365. This figure is then used to determine which band you fall into and the subsequent payment. For example if you have 705 days' service as an AA then you fall into the AA band '1 or more but less than 2 years.

**2.14. Will the compensation payment affect my means-tested social security benefits (such as housing benefit, income support, income related employment and support allowance)?**

Depending on your circumstances, the compensation payment may affect your benefits. Recipients of means-tested benefits should therefore notify the relevant benefit office. This includes Land and Property Services (housing benefit for rates for home owners) and the Northern Ireland Housing Executive (housing benefit for rent and/or rates for people who rent their home).

### **3. TAXATION**

**3.1. Do I have to pay tax on the payment?**

No. All tax and national insurance due in relation to the payment being made to you, will be paid over to HM Revenue and Customs by the NICS. The amounts due will be calculated by way of a central agreement reached with HMRC. As a result of the agreement no individual liabilities will be calculated. Because of this you are not required to report the

amount being paid to you to HM Revenue and Customs for any purpose whatsoever.

**3.2. Will the compensation payment affect my working family tax credits?**

No. The NICS has made a central arrangement with HM Revenue and Customs and the compensation payment will not affect your working family tax credits in the past or in the future.

**3.3. I complete a personal tax return every year. Do I have to declare this payment on my annual return?**

No. The NICS has made a central arrangement with HM Revenue and Customs and the compensation payment does not have to be declared on your personal tax return.

**4. NEW SALARY**

**4.1. Will I get an increase in my monthly salary as well?**

Yes. Staff in AA, AO, EOII and analogous grades, will be moved, or assimilated, to revised pay scales, based on the assimilation terms agreed with NIPSA. These assimilation terms are in the "Outline Terms for Settlement of Equal Pay Claims" document which can be found at <http://www.pay.nics.gov.uk/>.

**4.2. How do you decide what my new monthly salary is?**

Your new salary will be based on the terms of assimilation agreed with NIPSA. These assimilation terms are in the "Outline Terms for Settlement of Equal Pay Claims" document which can be found at <http://www.pay.nics.gov.uk/>.

**4.3. What is the effective date of the increase in my monthly salary?**

Your new salary will be with effect from 1 February 2009.

**4.4. How does the compensation payment impact on my pension entitlements?**

If you were in post at 1/2/09 the compensation payment will have no impact on your pension entitlement.

If you left or retired between 1/8/08 and 31/1/09, the compensation payment may have an affect on your pension entitlement (see paragraph

5.3 of the “Outline Terms for Settlement of Equal Pay Claims” document which can found at [http://www.pay.nics.gov.uk/.](http://www.pay.nics.gov.uk/))

**4.5. How does the increase in my monthly salary impact on my pension entitlements?**

A revised salary will have an impact on pension entitlements. The impact will vary depending on your personal circumstances and the scheme to which you belong (see paragraph 5.2 of the “Outline Terms for Settlement of Equal Pay Claims” document which can found at [http://www.pay.nics.gov.uk/.](http://www.pay.nics.gov.uk/))

**4.6. I was promoted out of the affected grades prior to 1/2/09. Does my pay on promotion get adjusted?**

No. Pay on promotion will not be adjusted as part of the equal pay resolution.

**4.7. Under this proposal an AO can get paid more than an EOII so what is going to be done about the overlapping pay scales?**

Overlapping pay scales have been a feature of the NICS pay structure for many years. The equal pay settlement proposal creates further anomalies which will be addressed in the priority examination of the EOII grade within the NICS pay and grading structures.

**4.8. I was promoted on or after 1/2/09. Will my pay be recalculated?**

Yes. Staff who received a temporary or substantive promotion on or after 1/2/09 will have their pay recalculated.

## **5. OTHERS**

**5.1. I am a technical grade. What is going to happen to me?**

There is no direct impact on technical grades as a result of the resolution of the equal pay issue.

There may be an indirect impact on all grades within the NICS (including technical grades) as a result of a comprehensive pay and grading review. More information will be shared about this exercise as it develops

The review of Technical Grade I and II (28 August 2009) is under consideration by Corporate HR in conjunction with relevant departments and any outworking from this will be the subject of negotiation with Central Whitley

**5.2. Who can I contact if I have a further query?**

More information will be issued in the coming weeks. However, if you have an urgent query at this stage, you should send an email to [payenquiries.cpg@dfpni.gov.uk](mailto:payenquiries.cpg@dfpni.gov.uk).

**5.3. Can the settlement be agreed for each grade independently?**

No, the proposal covers all the equal pay claims and may not be partially implemented for specific grades.

## **6. DATA VALIDATION**

### **6.1. How secure is my data?**

The data validation system will check the payroll number you input against the payroll number you used to logon to your computer, if these do not match then access to the database will be denied. Staff who do not use their payroll number to logon to their computer will have to supply 2 pieces of information and if either of these are incorrect access to the database will be denied. In addition, you will be required to specify a password the first time you enter the system. This password will need to be re-entered every subsequent time that you log in.

### **6.2. Will a personal letter be delivered to my home or work address?**

Current staff who were in post at 1 February 2009 will be able to check online to confirm their details to be used to calculate the compensation payment and assimilation to the new pay scales. They will receive an email advising them how to do this.

Current staff who are on long term absence will be sent a personal letter to their home address which they will have to review, sign and return.

Staff who have retired or left since 1 February 2009 will be sent a personal letter to the last known home address which they will have to review, sign and return.

Staff who have retired or left between 1 August 2008 and 31 January 2009 with a minimum of 2 years service, will be sent a personal letter to the last known home address which they will have to review, sign and return.

### **6.3. I have moved house since I left/retired. How do I update my home address?**

If you have moved house since you left/retired you should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549 to update your home address. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700. If appropriate, you should also advise Civil Service Pensions Branch of your change of address.

### **6.4. I am in the affected grades but have not received any letter or email. Who do I contact?**

If you have not received a letter or email by 12 March 2010 you should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549 who will log the details and pass it on to a member of the equal pay team for

investigation. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700

**6.5. What do I do if I get an error message from the data validation system which I do not understand**

You should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549, quoting the error number. This Helpline will enable you to report any such queries for investigation. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700

**6.6. What do I do if my personal data is incorrect?**

You should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549, quoting the line reference number of the incorrect data. This Helpline service will enable you to report any queries you may have about the service history information that we hold about you. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700

**6.7. Can I check my personal data on HR Connect?**

This is a separate data validation exercise which will determine the equal pay settlement calculation. There is no requirement to also check your personal data on HR Connect.

**6.8. What do I do if following investigation I do not agree with my personal data?**

You will need to provide substantive evidence (e.g. a payslip or a promotion letter) to the equal pay team in order to support your claim.

**6.9. Do I need to respond if my personal data is correct?**

Yes. If you are still in employment you have to confirm your personal details are correct via on-line validation. If you have received a letter you must complete and return the reply slip to confirm your personal data is correct.

**6.10. What do I do if I forget my password?**

If you have forgotten your password you should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549 to arrange to have your password reset. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700.

## **7. SETTLEMENT PAYMENT CALCULATION**

### **7.1. I cannot view my settlement payment?**

Only an eligible member of staff who has validated their service history will be able to view their calculated settlement payment.

Staff who have not validated their service history should do so as soon as possible as their settlement payment cannot be calculated until this is complete. Details on how to do this are available in the document “Data Validation Exercise – Communication to staff” on the NICS pay website at <http://www.pay.nics.gov.uk>

### **7.2. What if I do not agree with the calculation?**

If you have a query about the accuracy of the calculation you should in the first instance look at the worked examples on the N.I. Civil Service pay website (<http://www.pay.nics.gov.uk>). If you still consider the calculation to be incorrect you should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549 for further assistance. This Helpline service will enable you to report any queries on the accuracy of the calculation of your settlement payment. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700.

### **7.3. I have just confirmed that my service data is correct so why am I unable to see my settlement payment?**

If you have just recently confirmed that your service data is correct, there is a time delay before the calculation of the settlement payment takes place. New settlement payment calculations take place at the beginning of each week, so to view your settlement payment, you should check the online system again in the middle of the week following confirmation of your service data.

## **8. CLAIMANT PROCESS**

**This section relates ONLY to those who HAVE registered equal pay claims in the Industrial Tribunal**

### **8.1. How do I know if I am a claimant?**

NIPSA have contacted 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.

### **8.2. What if I think I am a claimant and have not received any correspondence from NIPSA?**

You should in the first instance follow the procedures for non claimants as only non claimants have the option to book a roadshow (see section 9 below). If you do not have the option to book a roadshow you should contact NIPSA to confirm that you are a claimant and to receive advice on the next step.

### **8.3. What happens with my claim to the Industrial Tribunal?**

Once a settlement is signed and you have advised NIPSA of receipt of the monies due, NIPSA will advise the Industrial Tribunal that a settlement has been reached and the claim is then withdrawn (technically referred to being dismissed). If you do not sign the compromise agreement you will not receive any compensation payment and you have the right to continue to pursue your case through the normal Industrial Tribunal process.

### **8.4. Can I take another equal pay claim to the Industrial Tribunal?**

If you sign the compromise agreement you will have waived your rights to an equal pay claim in relation to the matters covered by the terms for settlement of these equal pay claims in the NICS. You will be unable to lodge another equal pay claim or commence equal pay proceedings relating to the terms for settlement of these equal pay claims in the NICS but your rights in respect to any other period of employment and other employment rights will remain unaffected.

### **8.5. What is the salary quoted in the compromise agreement?**

The salary quoted in the compromise agreement is your full time equivalent gross substantive salary at 1 February 2009 and does not take account of temporary promotion.

## **9. NON CLAIMANT PROCESS (LRA ROADSHOWS)**

**This section relates ONLY to those who HAVE NOT registered equal pay claims in the Industrial Tribunal**

### **9.1. Who are the Labour Relations Agency (LRA) and why are they involved?**

The Labour Relations Agency provides an impartial and confidential employment relations service to those engaged in industry, commerce and the public services. The LRA will provide you with information on your legal rights and will explain the implications of accepting a compensation payment. The LRA will remain completely independent and will neither encourage nor discourage acceptance of the settlement terms.

**9.2. What is a CO3 conciliated settlement?**

This is a formal agreement which, if signed, will enable payment to you of the settlement terms in return for your waiving of any legal rights to an equal pay claim against your employer in relation to the matters covered by the terms for settlement of these equal pay claims in the NICS.

**9.3. What happens if I do not sign the conciliated settlement?**

This is a personal choice but if you do not sign the conciliated settlement you will not receive any compensation payment.

**9.4. Do I have to attend one of the roadshows?**

If you have **not** submitted an equal pay claim to the Industrial Tribunal and you wish to receive the compensation payment you must attend one of the roadshows and sign an agreement called a conciliated settlement. The conciliated settlement is a legally binding agreement which settles actual or potential claims. Conciliated settlements are executed by the Labour Relations Agency and as part of their process they meet with individuals to provide them with impartial advice and oversee the signing of the legal document. Instructions on how to book on a roadshow will be issued separately.

Staff who are on long term absence whose illness will prevent them attending a roadshow should send an email to [payenquiries.cpg@dfpni.gov.uk](mailto:payenquiries.cpg@dfpni.gov.uk) where alternative arrangements will be considered.

**9.5. What do I do if I cannot attend a specific roadshow I have previously booked?**

Once you have consulted with your local line manager, you can jointly agree to book, cancel or rebook yourself onto a roadshow near you.

**9.6. What documentation do I have to bring to the roadshow?**

You will need to bring the following documentation to the roadshow:

- Confirmation email/letter of the roadshow booking which includes details of your personal compensation payment
- NICS Photo Id (or another form of photo id such as Passport / Driving Licence)

**9.7. How long will the roadshow last?**

The roadshow will last approximately 45 minutes and will include a group briefing followed by a short one-to-one conversation with an LRA Officer. If

you wish to accept the compensation payment, there will be opportunity to sign the conciliated settlement at the end of the session.

**9.8. Who do I contact if I have a special requirement to enable me to attend the roadshow?**

If you have a special requirement to enable you to attend the roadshow, please send an email detailing your requirements to [payenquiries.cpg@dfpni.gov.uk](mailto:payenquiries.cpg@dfpni.gov.uk).

**9.9. Can I take an equal pay claim to the Industrial Tribunal after I have signed the conciliated settlement?**

If you sign the conciliated settlement, you will be unable to commence equal pay proceedings relating to the terms for settlement of these equal pay claims in the NICS but your rights in respect to any other period of employment and other employment rights will remain unaffected. These matters will be addressed at the roadshows.

**9.10. What is the salary quoted in the conciliated settlement?**

The salary quoted in the conciliated settlement is your full time equivalent gross substantive salary at 1 February 2009 and does not take account of temporary promotion.

## **10. NEXT STEPS**

**10.1. What are the next steps?**

There are 3 main steps in the equal pay process

- Step 1 – Data validation
- Step 2 – Notification of Settlement Payment Calculation
- Step 3 - Signing of the agreement to accept the terms of the settlement

Step 1 and step 2 are now mostly complete.

NIPSA have contacted 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.

For staff in the affected grades who have not registered equal pay claims, the Department will require them to sign an agreement accepting the

terms of the settlement. This is the third and final step in the process before the lump sums will be paid. This step has now also commenced.

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. 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.

**10.2. How soon after I have signed my agreement will I receive my payment?**

Payment of the settlement lump sum amount will be made through the payroll system. Payments will start in August 2010 and it is our intention that those signing an agreement receive the payment no later than the end of the month following signature e.g. if we receive a signed settlement agreement in July, payment should be made at the end of August.