

**Director
Corporate HR**



Department of
**Finance and
Personnel**

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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. 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

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