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**FROM:** MARK BAILEY

**DATE:** 18 JUNE 2010

**TO:** ALL STAFF

### **EQUAL PAY UPDATE**

In my update on 14<sup>th</sup> May, I outlined the 3 steps in the process to implement the equal pay settlement for the AA, AO, EOII and analogous grades:

- 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 is now mostly complete, and Step 2 is well underway with the majority of staff having had the opportunity to view their individual settlement amounts

**Step 1 - Staff who have not yet 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 called “Data Validation Exercise - Communication to Staff” on the NICS pay website [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk)

**Step 2 - Staff who have not yet viewed their settlement amounts should do so as soon as possible.** Details on how to do this can be found in the document “Settlement payment – Communication to Staff” with further information contained in the “Settlement Payment – Worked Examples” document, both available online at [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk)

### **Step 3 – Signing of the agreement to accept the terms of the settlement**

Step 3 is the final stage in the process and must be completed by each individual before lump sums can be paid. This step is about to commence and will involve eligible staff signing agreements to accept the terms of the settlement. There are two separate processes depending on whether NIPSA have registered a claim at the Industrial Tribunal on your behalf.

### **Claimants**

NIPSA have already contacted directly their members for whom they have registered equal pay claims with the Industrial Tribunal. NIPSA will be writing to these members again to invite them to sign a compromise agreement, following which the settlement payment will be processed and the claim at the Industrial Tribunal withdrawn (technically referred to as being dismissed).

**These staff are not required to attend the roadshows** that are outlined in the non claimant process below.

### **Non Claimants**

All other staff in the affected grades, for whom NIPSA have not registered equal pay claims with the Industrial Tribunal, will be required to attend a meeting (equal pay roadshow) to sign an agreement if they wish to accept the terms of the settlement.

Staff will shortly receive an email asking them to book onto a roadshow, where they will receive impartial advice from representatives of the Labour Relations Agency regarding the agreement. **These roadshows will be held throughout Northern Ireland over July, August and September and will only be open to staff who have validated their service history (Step 1) and have not lodged equal pay claims with the Industrial Tribunal through NIPSA.** Once individuals sign the agreement instructions will be issued to enable payment of the lump sum.

We will be contacting staff by email in the next few days to advise them of the steps to be taken to book a roadshow session. This email will be staged over the coming week and will be issued on a departmental basis. If colleagues in a different department receive the email before you, you should wait until you receive your email before taking any action.

Please remember that there are two separate processes, a written process for claimants and a 'roadshow' process for non claimants. More information is available from the FAQs which have been recently updated to reflect these processes. The FAQs and further information on equal pay can be found on the NICS pay website at [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk)



**Mark Bailey**