

Corporate HR  
Equal Pay Team  
1<sup>st</sup> Floor Carleton House  
1 Cromac Avenue  
Gasworks Business Park  
Ormeau Road  
Belfast BT7 2JA



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**FROM: MARK BAILEY**

**DATE: JUNE 2010**

**TO: ALL STAFF WHO WERE IN THE AA, AO, EOII AND ANALOGOUS GRADES (EXCLUDING TGI, TGII AND INSTRUCTIONAL OFFICER GRADES) IN THE PERIOD 01/02/03 – 31/01/09**

### **EQUAL PAY SETTLEMENT PAYMENT – STEP 3**

In my email dated 18 June, I advised that Step 3 in the process of implementing the equal pay settlement was about to commence.

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

I am now writing to advise eligible staff in the affected grades of the steps they need to complete so that lump sum payments can be made to them. This 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.

#### **Non Claimants**

As I advised in my last email, eligible staff in the affected grades, who have validated their service history and for whom NIPSA have not registered equal pay claims with the Industrial Tribunal, must attend a meeting (equal pay road show) to sign an agreement if they wish to accept the terms of the settlement.

These road shows will be held throughout Northern Ireland during July, August and September where individuals will receive impartial advice from representatives of the Labour Relations Agency regarding the agreement. More information on the role of the LRA and the agreement you will be invited to sign is available from [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk) entitled:

- “Signing of the Agreement – Role of the Labour Relations Agency”
- “Signing of the Agreement – Sample Conciliated Settlement”

You should review both of these documents before attending the roadshow.

If you are a 'non-claimant' and you have validated your service history you should now book onto a road show near you. The web based application <http://equalpay/> has been modified to enable you to view sessions and book a place online. **Due to the large numbers of staff who will be attending the road shows, and in order to ensure continuity of business within Departments, it is important that you jointly agree your attendance with your line manager prior to confirming your booking.**

**[STAFF ON DOI NETWORK ONLY]**

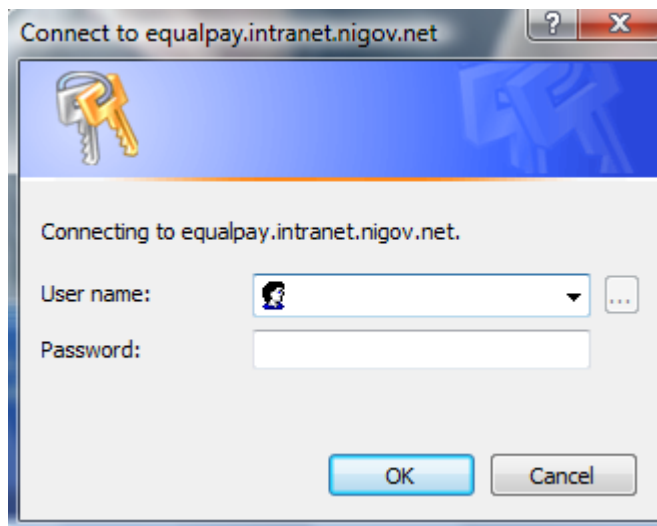
If you are a 'non-claimant' and you have validated your service history you should now book onto a road show near you. The web based application <http://Equalpay.intranet.nigov.net> has been modified to enable you to view sessions and book a place online. **Due to the large numbers of staff who will be attending the road shows, and in order to ensure continuity of business within Departments, it is important that you jointly agree your attendance with your line manager prior to confirming your booking.**

As you are on the DOI network you are required to gain access to the homepage of the data validation system using a specific user name and password, prior to logging into the application itself. In order to do this you need to click on the link above and supply a user name and password as follows:

User name: DFPOFMDFM\Equalpay

Password: staff-history1

A copy of the screen which you should see is below.



Once you input this user name and password you will be taken through to the Equal Pay application and will then be required to go through the process of creating a personal login as all passwords have been reset. You should then follow the instructions on the screen.

If the sessions released initially become fully booked we will release further dates as necessary. If you have a special requirement to enable you to attend the road show, please send an email detailing your requirements to [payenquiries.cpg@dfpni.gov.uk](mailto:payenquiries.cpg@dfpni.gov.uk)

Please note that all passwords have been cleared so you will therefore have to go through the process of setting up a new password. You should then follow the instructions on the screen. Once your booking is made you will receive an email confirming the date and time and providing you with important additional information. You should read and retain this email for future reference.


If you cannot access the online booking facility, in all likelihood you are either a claimant or you have not validated your service history. You should in the first instance check the Frequently Asked Questions on the pay website [www.pay.nics.gov.uk](http://www.pay.nics.gov.uk). If you cannot find an answer to your query there and you are sure that you are not a claimant and that you have validated your service history, you should contact the Equal Pay Helpline on extension 39549 or 028 9082 3549 for further assistance. This service is available Monday to Thursday 0830 – 1730 and Friday 0830 – 1700.

**Please note that you should not contact Corporate HR, Departmental HR or HR Connect with any queries about the equal pay road shows.**

### **Claimants**

NIPSA will be writing to those members for whom they have registered equal pay claims with the Industrial Tribunal 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 road shows as outlined in the non claimant process below and therefore claimants will not be able to access the online road show booking facility.

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)

A handwritten signature in black ink that reads "Mark Bailey". The letters are cursive and slightly slanted to the right.

**Mark Bailey**