

Principal Civil Service Pension Scheme (Northern Ireland) [PCSPS(NI)]

Pension Forum

Terms of Reference

1. Purpose

- 1.1. Under Article 3(1) of the Superannuation (Northern Ireland) Order 1972 the Department of Finance and Personnel has authority to make, and amend pension schemes for civil servants and associated employments. Article 3(2) of the Order places a requirement on the Department to consult with trade unions representing those affected by any change made in secondary legislation to the civil service pension and compensation schemes.
- 1.2. The Pension Forum has been established as an arena for engagement between Management Side and a composite representation of Trades Union Sides for the purpose of information sharing and formal consultation on matters relating to Compensation Scheme reform and Pensions reforms with the aim of reaching agreement on any changes.
- 1.3. Management will provide timely, relevant and meaningful information to Trade Union Side to facilitate constructive and timely consultation. The guiding principle will be to engage effectively with Trade Union Side, representative of all employee groups in the Northern Ireland Civil Service and associated employments covered by the PCSPS(NI) arrangements, at the earliest opportunity and at the most appropriate level.

2. Scope

- 2.1. The scope of the Principal Civil Service Pension Scheme (Northern Ireland) [PCSPS(NI)] Pension Forum shall extend to all employees of the Northern Ireland Civil Service and associated employments covered by the PCSPS(NI) arrangements.

3. Membership

- 3.1. Trade Union Side will consist of persons from Trade Unions recognised by the Northern Ireland Civil Service, namely, Northern Ireland Public Service Alliance (NIPSA); Prison Officers' Association; FDA and participants of the Central Joint Co-ordinating Council (CJCC), representing each of the main NICS staff groups i.e. Non-industrial staff, members of the Senior Civil Service and Industrial Staff respectively. Unite the Union will be the central contact for all the Industrial Trade Unions and will be responsible for the dissemination of information to other participants of the Central Joint Co-ordinating Council (CJCC), the central forum representing Industrial employees on matters relating to pay, and terms and conditions in the Northern Ireland Civil Service.
- 3.2. The Forum will consist of not more than 8 members nominated by Management Side and 8 members nominated by the aforementioned trade union side participants. The quorum for any meeting will be at least 3 representatives from each of Management Side and Trade Union Side (a total of 6 including the Management Side minute taker).
- 3.3. It shall be open to each side represented on the Pension Forum to vary their representatives

4. Contacts

4.1. Central contacts for communications shall be:

Trade Union Side:	Brian Campfield – NIPSA; Finlay Spratt – Prison Officers' Association; Jim Caldwell – FDA; and, Gareth Scott – Unite
Management Side:	Grace Nesbitt – Corporate HR Pensions Division Margaret Miskelly – Civil Service Pensions Blathnaid Smyth – Civil Service Pensions

5. Support

5.1. Civil Service Pensions shall accommodate meetings and provide secretarial support.

6. Meetings

6.1. The Chairperson at every meeting of the Forum shall be a member of Management Side and the Vice-Chairperson shall be a member of Trade Union Side. Meetings shall be held as considered necessary by the Chairperson and Vice-Chairperson.

6.2. The Pension Forum shall keep minutes of its proceedings. The minutes shall be prepared by the Management Side Secretary, and forwarded to Trade Union Side contacts for consideration. The minutes shall be formally tabled for agreement at the next meeting of the Forum.

7. Escalation Arrangements

7.1. This Forum is constituted for the purpose of consultation. However, where disagreement is registered, this can be formally escalated through a variation of the normal Whitley arrangements which shall allow for the participation of representatives from unions representing industrial as well as non-industrial staff.

8. Review Arrangements

8.1. It is noted that the legislative arrangements for engaging with Trade Unions will be subject to review. It is therefore agreed the remit of the Pension Forum will be reviewed to ensure its currency with the relevant legislative provision.

Signed

James Whitt

(Management Side)

Date

25 June 2012

Signed

B. Campbell

(Trade Union Side)

Date

21 June 2012