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### Civil Service Appeal Board

The Civil Service Appeal Board (Appeal Board) is an independent body that deals mainly with appeals from Civil Servants who have been dismissed or retired early. Evidence from you and from your employing Department is obtained before appeals are heard and decisions reached. The Appeal Board is a lay body and does not follow legal procedures.

The Appeal Board has four functions:

1. to decide whether a Departmental decision to retire an individual early or to dismiss is fair and that the proper procedures had been followed
2. to act as the Appeal Board for Civil Servants who have been refused permission by their Departments to participate in political activities
3. to consider appeals against a proposal to withhold superannuation benefits under rule 8.2 of the Principal Civil Service Pension Scheme (NI) and regulation 169(5) of the Public Service (Civil Servants and Others) Pensions Regulations (NI) (see paragraphs 8565 and 8566 in the NICS Pay and Conditions of Service Code)
4. to consider appeals against a Departmental decision not to pay compensation or to pay less than the maximum in cases of dismissal on grounds of inefficiency

The Appeal Board, not being a legal forum, will operate in an informal manner. The entitlement to appeal to the Appeal Board does not prejudice your statutory rights, under the provisions of the Employment Rights (NI) Order 1996, to complain against unfair dismissal to an Industrial Tribunal.

You should send a notice of your intention to appeal to the Secretary to the Appeal Board so that it is received before the expiry of three months from the effective date of termination. The onus to ensure the notice of appeal is lodged before the expiry of the three months rests with you. The notice may be sent either before the date on which employment is due to be terminated or after employment has actually been terminated. It must be sent to;

Secretary  
Civil Service Appeal Board

NICSHR  
2-4 Bruce Street  
Belfast  
BT2 7JD

[Mary.Grimley@finance-ni.gov.uk](mailto:Mary.Grimley@finance-ni.gov.uk)

Full procedures can be found at section 2.07 of the HR Handbook.