



FROM: NICS HR

DATE: 13 SEPTEMBER 2018

TO: G6/SLA LEGAL STAFF IN NICS AND CSO (EXCEPT PPS) AND THEIR LINE MANAGERS

NICS/CSO VOLUNTARY EXIT SCHEME: Substantive Grade 6 Senior Principal Legal Officers (Civil) and Senior Legal Assistants

1. This note to eligible staff and their line managers is intended to provide a timely reminder in relation to the deadline for Expressions of Interest for the above Scheme.
2. The **deadline for Expressions of Interest is 5.00 pm 14 September 2018**, which is the time by which you must submit an Expression of Interest if you think you might be interested in being considered for leaving under the Scheme. Those who submit an Expression of Interest will receive a personal quote from Civil Service Pensions of the compensation to which they would be entitled, on which to base their final decision (at a later stage) on whether to submit an acceptance of the terms of the Scheme and so confirm their application to be considered for selection.
3. We are aware that those in the eligible pool who had submitted their Expression of Interest before Friday 7 September received a reminder email in error. The reason behind this system error has been investigated and corrected. There is no issue with the registering of Expressions of Interest and this can be checked by logging back on to the TIBUS system. The summary page within the Early Exit Scheme will note by a '✓' or an 'x' indicating your decision if you have or have not expressed an interest (see screenshot at the end of this email). Should you have received this email and are concerned about whether your Expression of Interest has registered please contact the Scheme Administrator (at VESLEGAL@Finance-ni.gov.uk).

4. It would be helpful if all those in the eligible pool would submit a response (either yes or no). However if you do not respond by the Expression of Interest deadline it will be taken that you are **not interested**, and you will have no further opportunity to apply for this Scheme.

5. The guidance provided on the [Scheme Information website](#) continues to be updated. In particular, if you have not already accessed the TIBUS system, you may find the Quick Reference Guide on the website helpful. Some Frequently Asked Questions (FAQs) have also been uploaded, and more will be added as the Scheme progresses. You can also submit queries to the Scheme Administrator (at VESLEGAL@Finance-ni.gov.uk).

NICS HR

To contact Scheme Administrator email - VESLEGAL@Finance-ni.gov.uk

To access Scheme Information website – click this [[link](#)]

The screenshot shows a web browser window displaying the NICS HR system. The page title is 'Eligible Schemes' and it indicates that the user is eligible for the following schemes:

Scheme Name	Expressed Interest	Accepted Early Exit	Selected for Early Exit
Department of Finance Voluntary Exit Scheme: HR staff 2018	✓	Pending	Pending

The page also includes a navigation menu on the left with options like 'Internal Job Vacancies', 'My Applications', 'NICS Competency Framework', 'Secondment Opportunities and Secondments', 'Early Exit Scheme', 'My Emails', and 'Logout'. At the bottom, there is a footer with '© CROWN COPYRIGHT 2018' and links for 'CHANGE PASSWORD', 'ACCESS KEYS', 'PRIVACY', 'DISCLAIMER', and 'SITEMAP'. The system tray at the bottom of the browser shows the date as 30/03/2018 and the time as 7:53 AM.