

RESTRICTED & PERSONAL

Personal Information redacted by the
RHI Inquiry

HCS-854-07

Mr Timothy Johnston

Personal information redacted by the RHI
Inquiry

26 September 2007

Dear Timothy

APPOINTMENT AS SPECIAL ADVISER TO REV DR I R K PAISLEY MP, MLA

This is to confirm the terms of your appointment as my Special Adviser with effect from 8 May 2007. Unless terminated earlier, your appointment will be for a period terminating on a date on which I cease to be a Minister.

The details of your terms and conditions are set out in the Northern Ireland Civil Service (NICS) Pay and Conditions of Service Code, the NICS Staff Handbook and related Civil Service Circulars. Copies of these documents are available for inspection in the Personnel Division of the Office of the First Minister and deputy First Minister. The Handbook can be accessed on the Internet (www.nics.gov.uk/pay/handbook).

Those parts of the Code and Handbook that have contractual effect, as amended from time to time, form part of your terms and conditions. The main elements of your conditions of service are contained in the attached Schedule 1. The Code of Conduct for Special Advisers at Schedule 2 outlines the duties and responsibilities of a Special Adviser.

Your basic salary is £ [redacted] (within the Special Adviser Pay Band of £56,100 to £78,540 per annum) and within the terms set out in Schedule 3 of your contract.

You will be paid monthly in arrears via Bankers Automatic Clearing Service. You should advise Personnel Branch of OFMDFM immediately of the bank or building society into which your salary should be paid. Your appointment is pensionable

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under Civil Service Pension arrangements from the outset. You do not have to join the Civil Service pension arrangement; you may opt out and be covered instead by a personal pension or the State Second Pension Scheme (S2P). However, if you opt to join the Principal Civil Service Pension Scheme (NI) you will be able to choose between two pension arrangements:

- a) Membership of the Premium scheme, a final salary occupational pension scheme with a 3.5% member contribution rate [if, immediately prior to appointment, you were a member of the Principal Civil Service Pension Scheme (NI) or the Principal Civil Service Pension Scheme, you may be able to remain on your current pension arrangements, but you should consult Civil Service Pensions]; or
- b) Membership of the Partnership pension account, a stakeholder pension with an employer contribution based on your age. You do not have to contribute, but, if you do, your employer will also match your contributions up to 3% of pensionable pay.

You will automatically be entered into the Premium scheme on appointment, unless you opt out.

Further details are provided at Schedule 3 attached. You will also find full details of the two options in the Department's Starter Pack, which you will receive shortly.

Please indicate your acceptance of these terms, both to me and OFMDFM, on the forms set out below, and provide Personnel Division with Parts II and III of Income Tax Form P45 completed by your last employer and also your National Insurance Number.

Yours sincerely

REV DR IAN R K PAISLEY MP, MLA
FIRST MINISTER AND APPOINTING AUTHORITY