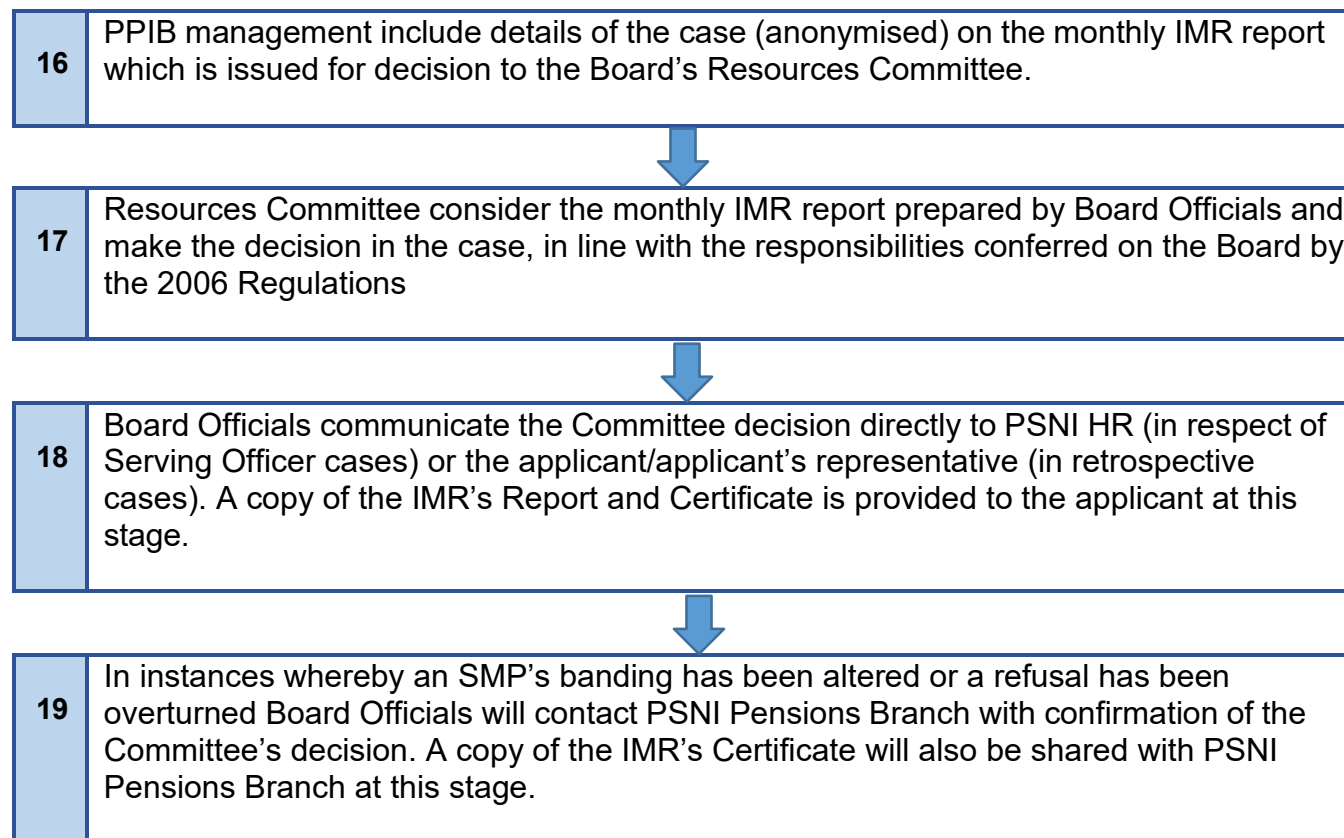


APPLICATION PROCESS UNDER THE PSNI & PSNI RESERVE (INJURY BENEFIT) REGULATIONS 2006

- 1 Application is received by the Northern Ireland Policing Board (the **Board**) from either a serving or retired officer in respect of an award under the *PSNI & PSNI Reserve (Injury Benefit) Regulations 2006* (the **2006 Regulations**).
- 2 The case is allocated to a caseworker within Police Pensions and Injury Benefit Directorate (**PPIB**) who will progress the case in line with PPIB's internal processes prior to the scheduling of an appointment with a Selected Medical Practitioner (**SMP**).
- 3 SMP Assessment takes place during which the SMP produces a Report and Certificate and a decision on the medical evidence.
- 4 PPIB management undertake quality control processes on the SMP's Report and Certificate to ensure that the SMP has discharged their statutory and contractual duties.
- 5 PPIB management include details of the case (anonymised) on the monthly SMP report which is issued for decision to the Board's Resources Committee.
- 6 Resources Committee consider the monthly SMP report prepared by Board Officials and make the decision in the case, in line with the responsibilities conferred on the Board by the 2006 Regulations
- 7 Board Officials communicate the Committee decision directly to PSNI HR (in respect of Serving Officer cases) or the applicant/applicant's representative (in retrospective cases). A copy of the SMP's Report and Certificate is provided to the applicant at this stage.
- 8 If an award has been approved Board Officials will contact PSNI Pensions Branch with confirmation of the Committee's decision. A copy of the SMP's Certificate will also be shared with PSNI Pensions Branch at this stage.

- 9 Notification of Appeal to the Independent Medical Referee (**IMR**) pursuant to *Regulation 30* of the 2006 Regulations received by Board within 28 days after an applicant has received a copy of the final report and certificate of the SMP.
- 10 Statement of Grounds of Appeal to be forwarded to the Board by the applicant within a further 28 days of the initial Notification of Appeal.
- 11 Board Officials provide copies (in duplicate) of the following to the Department of Justice (**DOJ**):
 - Grounds of appeal
 - SMP Report & Certificate
 - Case Referral bundle considered by the SMP
- 12 DOJ confirm what (if any) documents "*determined as necessary*" are to be supplied (in addition to those outlined at Stage above) prior to the appeal hearing. If no further documentation is requested then an appointment shall be arranged for appeal hearing.
- 13 IMR assessment is arranged and reasonable notice thereof is provided to both the applicant and the Board. Board Officials and the applicant will notify the DOJ if they intends to be represented at the hearing and/or submit written evidence.
- 14 IMR assessment takes place during which the IMR produces a Report and Certificate. expressing their "*decision on any of the questions referred to the selected medical practitioner on which he disagrees with the latter's decision.*"
- 15 DOJ provide a copy of the IMR's Report & Certificate to the Board.



NOTES

- 1.1 Board Officials have prepared the attached flowchart being the process overview for initial applications only to the SMPs and IMRs.
- 1.2 The process relates to initial applications under the 2006 Regulations only and does not include applications made under the various police pension schemes.
- 1.3 This process does not relate to specific applications made by virtue of either *Regulation 31(2)* or *Regulation 35* of the 2006 Regulations.