

Staff remaining in Dublin

Introduction

1. There is a need to address the position of individuals who wish to remain in Dublin but who will have to transfer to other departments¹ as there will no longer be posts available in Dublin in their existing department.
2. The document which provided the framework for the operation of the CAF and subsequent transfers stated that:

“Staff serving in areas which are being decentralised and who wish to remain in Dublin will also have to be reassigned, if possible, to other posts in their existing Departments and Offices or else to other Departments and Offices. Detailed arrangements for managing this will be discussed between the management and staff sides at a later stage when a clearer picture has been established of the numbers involved. The aim will be to ensure that, so far as possible, only one move between Departments takes place

Where some but not all of the relevant staff in a grade are to be transferred to other posts in the Dublin area the selection of those to transfer will initially be done on the basis of volunteers. If there are insufficient volunteers, the “last in first out” principle will apply. A system will be put in place to allow staff to indicate preferences on where they would wish to transfer to although it must be recognised that it will not always be possible to meet these wishes.”

Overall approach

3. Departments will be asked to identify the numbers of staff in each grade who are likely to have to move to another department in order to remain in Dublin. The number of staff who will actually be affected in this way will change as implementation of the decentralisation programme proceeds. However, for current planning purposes, departments may assume that it would equate to the difference between:-

- (i) the number of posts to be decentralised in each grade; and
- (ii) the number of staff in the same grade in the department who have applied for decentralisation either with their existing department or with another department.

If the number at (ii) equals or exceeds that at (i), a department will assume for the present that none of its staff are likely to have to move to another department in order to remain in Dublin. Otherwise, the following arrangements will apply.

4. In the case of departments which are decentralising in full, each member of staff in Dublin who has not applied to decentralise with their existing or another department will be invited to indicate where they would like to go.
5. In the case of departments which are decentralising in part, each member of staff in Dublin who has not applied to decentralise with their existing or another department

¹ Throughout this note, references to departments covers departments/offices.

will be asked whether they would be interested in volunteering to move out of the department and, if so, will be invited to indicate where they would like to go.²

6. Each department will provide the individuals concerned with a list of all departments remaining in Dublin. This will outline the existing Dublin office locations for each organisation but it will be made clear to staff that they will only be able to apply for a department and not a specific location. If a person is interested in a specific location, s/he may apply to move to that location after moving to the new department and the matter will be dealt with in accordance with that department's normal internal procedures.

7. Staff will be allowed to indicate an interest in transferring to as many departments as they wish and will not have to rank these in any order of priority. It will be made clear to staff that it will not be possible to guarantee that any of their preferences can be met in all cases.

8. Details of the individual staff members concerned and their expressions of interest in relation to Dublin departments will be provided to the PAS by departments. The PAS will then compile a series of panels for each department. Individuals will be placed on the panels in order of seniority.

9. An officer who accepts an offer of transfer to a department in respect of which s/he expressed an interest will have her/his name removed from the panels for any other departments for which s/he expressed an interest. In the event that the officer declines the offer, her/his name will be removed from the panel for that department but will remain on the panels for any other departments for which s/he expressed an interest. However, an officer who declines three offers will have her/his name removed from all the panels.

Posts arising in the context of lateral transfers

10. As inter-departmental lateral transfers proceed, situations may arise where an applicant who is interested in relocating with one of the decentralising departments is from a department which is not decentralising. Similarly, a department which is only partly decentralising may be prepared to release someone who is interested in relocating with another decentralising department and to accept in return someone from that department who wishes to remain in Dublin and who wishes to move to the department concerned on a voluntary basis.

11. In such cases, the departments concerned may proceed with the transfer on the basis of the volunteer being offered a post by the relocating department and the resulting Dublin vacancy being filled on a voluntary basis by someone from the relocating department.

12. If there is no volunteer for the Dublin post from the relocating department, the department with the Dublin post shall obtain from the PAS the name of the next person on its panel. The three departments involved³ will work together to facilitate, if at all possible, the preferences of the person who wishes to transfer in order to decentralise and the person who has expressed a preference for the

² It may prove necessary in due course to make up any shortfall by identifying the most junior people in the grade (excluding those who have applied to move to decentralised locations).

³ The early mover department, the department with the Dublin post and the department in which the next person the panel is currently serving.

resultant Dublin post. The resultant vacancy in the latter's department will then be available for use by that department to arrange a further sequence of lateral transfers.

13. If there is no one remaining on the panel for the department with the Dublin post, the most junior person in the grade (excluding those who have applied to move to decentralised locations) in the relocating department will be transferred to the Dublin post.

Present position

14. Preliminary discussions have taken place between the Department of Finance and the PAS about the procedures to be adopted in respect of staff remaining in Dublin. It is envisaged that Departments will be asked as soon as possible to carry out a survey as to the numbers and grades of such staff. They will be provided with a standard form to be issued to staff which will invite staff to express their preferences for particular organisations in Dublin. An option to express preferences for particular geographical areas in Dublin will also be available. While it is not possible at this stage of the programme to guarantee that all preferences will be available, the PAS will take full account of these stated preferences in offering Dublin vacancies to staff. Departments will be requested to report back to the PAS with the names of staff applying before the end of 2005 to allow arrangements to accommodate staff opting to remain in Dublin to be put into place as soon as possible.

Posts arising in the context of promotion

15. {to be discussed in the context of the ongoing discussions on promotion}