

## **Staff Remaining in Dublin Professional & Technical Grades**

**7 March 2006**

### ***Introduction***

There is a need to address the position of professional & technical staff who wish to remain in Dublin but who will have to transfer to other civil and public service organisations where there will no longer be posts available in Dublin in their existing organisation.

### ***Overall approach***

Each organisation will be asked to identify the numbers of staff in each professional & technical grade who wish to remain in Dublin and who will need to be placed in another civil or public service organisation 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 professional & technical 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.

In the case of organisations which are decentralising in full, each member of staff in Dublin who has not applied to decentralise with their existing or another organisation will be invited to complete a “Dublin Arrangements” form.

In the case of organisations which are decentralising in part, each member of staff in Dublin who has not applied to decentralise with their existing or another organisation and who cannot be placed in an appropriate post within the organisation in Dublin will be invited to complete a “Dublin Arrangements” form.

Details of the individual professional & technical staff members concerned will be provided to the PAS by each organisation.

In light of the diverse range of posts and skills filled by professional & technical staff and the absence of a tradition of interdepartmental mobility in these grades, new arrangements are required to ensure that each member of staff who wishes to remain in Dublin is placed in an appropriate post.

The arrangements for placing of staff in Dublin will be underpinned by the following principles:

- The decentralisation programme is a voluntary programme.
- Each placement will take place following consultation with the individual staff member concerned, the individual's parent organisation and the alternative organisation in which a Dublin post is available.
- Each individual staff member's existing terms and conditions of employment, including each individual's basic pay, will be no less favourable on transfer to another public service organisation.
- The timing of the transfer will be decided taking account of the business needs of the individual's parent department and in light of that organisation's timeframe for relocation.

The following placement options will be explored subject to consultation with relevant staff interests:

### **Options for P&T staff remaining in Dublin**

Each staff member opting to remain in Dublin will be placed in accordance with the following arrangements:

*(i) Professional & technical posts arising in the officer's parent organisation*

Where an organisation is decentralising in part, the organisation will first seek to place the officer in any posts at an equivalent level within that part of the organisation remaining in Dublin

*(ii) Professional & technical posts arising in other organisations*

Where posts in professional & technical grades arise in other Dublin based civil service organisations and officers are available at the same grade level in other departments to fill those posts, they will be filled by lateral transfer.

*(iii) Posts arising at equivalent grade levels in all civil service organisations:*

*(a) Recruitment level posts* - Where an organisation is remaining in Dublin (in whole or in part) and Dublin based posts arise at recruitment level which are equivalent to the grades of professional and technical staff who need to be placed in Dublin, such posts will be available for redeployment of officers at professional & technical level, in consultation with the officer concerned and following an assessment of the skills and competencies required for the post to ensure that there is an appropriate match between the post and the officer concerned. Where more than one officer within expresses an interest in such a post, priority will be based on seniority.

*(b) Any proposals in relation to placement of professional & technical staff in general service posts at recruitment level will require discussion with the full staff panel.*

*(c) Professional & technical promotion posts at equivalent grade levels -*

Where an organisation is remaining in Dublin or is decentralising in part and Dublin based posts arise at an equivalent professional or technical grade level (i.e. equivalent to the grade of the professional and technical staff who need to be placed in Dublin) a proportion of such posts will be available for redeployment of officers at professional & technical level, in consultation with the officer concerned and following an assessment of the skills and competencies required for the post together with the officer's skills and competencies to ensure that there is an appropriate match between the post and the officer concerned. Where more than one officer within expresses an interest in such a post, priority will be based on seniority.

*(d) Proposals in relation to placement of professional & technical staff in general service promotion posts will require discussion with the full staff panel.*

*(iv) Professional & technical posts arising in public service organisations*

The Decentralisation Implementation Group recommended that the aim should be to achieve the maximum interchangeability between civil and public service organisations. Where an officer in a professional or technical post in another public service organisation in Dublin wishes to transfer to an equivalent professional & technical post with a civil service organisation to any of the decentralised locations, consideration will be given to "head to head" swaps between such public servants and civil service staff. Engagement with the management of the various sectors and the staff interests concerns will be actively pursued over the coming months to explore further options in this regard.

***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 names of each person at that grade on its panel. The post will be offered to the most senior officer of those wishing to accept the 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. In the event that no officer expresses an interest in the 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.