

**Department of Finance – Discussion Paper**  
**Decentralisation: Proposals on Promotion-27 April 2005**  
**Draft**

***Introduction***

1. During the Implementation Phase of the Decentralisation Programme, civil service promotion arrangements must meet the following objectives: these arrangements must ensure that

- decentralising Departments, offices and business units have built up a sufficient and trained staff able to work in the new locations with minimum disruption to service levels;
- staff opting to remain in Dublin are re-deployed as quickly and efficiently as possible;
- the morale and productivity of staff is maintained by maintaining appropriate promotion opportunities in Dublin; and
- the procedures allow departmental management to discharge its core functions.

***Proposed arrangements***

2. In the light of these principles, the Department of Finance proposes the following arrangements:

[a] the ratios of posts to be filled by inter-departmental competition will be as already agreed; that is, 40% of promotion posts, rising to 50% with effect from 1 January 2007 in accordance with the terms of Sustaining Progress;

*Inter-Departmental promotions*

[b] all **appointments from inter-departmental panels** will be made on the basis of the appointee agreeing to move to a post in a decentralising unit or existing provincial office. The details of how this will work in practice are set out in paragraph [c] below;

[c] where a promotion is due to be made from an inter-departmental panel

(i) in a Department which is short of the required number of persons to fill the necessary number of decentralising posts in that grade, or which is short of the required number of persons to fill the vacancies in that grade in existing provincial offices arising from staff moving under the CAF, that vacancy will be filled

(a) in the first instance by an applicant under the CAF in the same grade for the relevant location, in which case the resultant vacancy in that applicant's Department will be filled from the inter-departmental panel in accordance with this paragraph; or

(b) if there is no such applicant, by promotion from the panel on the basis of a commitment to relocate to the relevant location;

(ii) in any other Department, by the transfer from another Department of an officer in the same grade who has to move to another department in order to remain in Dublin; the resultant vacancy in that officer's Department will be filled from the inter-departmental panel in accordance with this paragraph.

*Internal promotions*

[d] **Internal promotions** will continue to be made according to the arrangements currently in place except that,

(a) in a Department which is decentralising in its entirety, from 52 weeks before a decentralisation is due to take place all promotions in the Department concerned will be made on the basis of a written commitment by promotees to relocate with that Department, and

(b) in a Department which is decentralising in part, from 52 weeks before a decentralisation is due to take place one half of all promotions in the Department concerned will be made on the basis of a written commitment by promotees to relocate with that Department

and, in each case, these arrangements will apply until all of the Department's decentralisation requirements in the relevant grade are met. The date for triggering the above 52 week periods will be agreed centrally at the General Council Sub-Committee on Decentralisation on foot of information from OPW on the progress of the building programme for each location.

[e] Where it does not prove possible to make a suitable internal promotion subject to these conditions an appointment will be made from the relevant inter-departmental panel creating a future debt to internal promotions.

[f] Where Departments are due to decentralise in phases it is envisaged that the above arrangements will apply on a rolling basis, but in certain circumstances it may be necessary to tailor specific solutions depending on the pace of decentralisation and the local needs of Departments.

[g] Where Departments/Offices are not decentralising, it is envisaged that a proportion of internal vacancies will also be used to help reduce any possible Dublin surplus by absorbing staff who wish to remain in Dublin.

[h] These arrangements will be subject to a regular ongoing review – from the commencement of these arrangements - to ensure that sufficient progress is being made towards the early implementation of the Decentralisation programme.