

CONFIDENTIAL TO MEMBERS



**Association of Higher Civil and Public Servants**  
Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**ANNUAL REPORT**  
**2012/2013**



## CONTENTS

<b>INTRODUCTION</b>	9	<b>PART FOUR: AFFILIATIONS AND RELATIONS WITH OTHER ORGANISATIONS</b>	
<b>PART ONE: ORGANISATION</b>		4.1 Irish Congress of Trade Unions	29
1.1 Annual Delegate Conference	11	4.2 Civil Service Unions	29
1.2 Executive Committee	11	4.3 Veterinary Officers' Association	29
1.3 Standing Orders Committee	11	4.4 Retired Civil & Public Servants' Association	29
1.4 ADC Resolutions 2012 including Motions Remitted	11	4.5 European Federation of Public Service Unions (EPSU)	29
1.5 Trustees and Auditor	14	4.6 Union of Finance Personnel in Europe (UFE)	29
1.6 Honorary President & Vice Presidents	14	4.7 Union Network International (UNI)	29
1.7 Consultative Council	14	4.8 FDA UK	29
1.8 Membership	14	4.9 Institute of Public Administration	29
1.9 Membership Services	14	4.10 Irish Labour History Society	29
1.10 Rules & Constitution	15	4.11 Hospital Saturday Fund	29
1.11 Staff	15	4.12 Combined Service Third World Fund	30
		4.13 Civil Service Charities Fund	30
<b>PART TWO: CIVIL SERVICE</b>		<b>APPENDICES</b>	
2.1 Pay	17	<b>Appendix A</b>	<b>31</b>
2.2 Retirements	21	Minutes of the Annual Delegate Conference 2012	
2.3 Redeployment	21	<b>Appendix B</b>	<b>43</b>
2.4 Annual Leave	21	Rules and Constitution	
2.5 Pensions	22	<b>Appendix C</b>	<b>53</b>
2.6 Sick Leave	22	Standing Orders of Delegate Conference	
2.7 PMDS	22	<b>Appendix D</b>	<b>55</b>
2.8 Shared Services	23	Executive Committee Attendances 2012/2013	
2.9 Allowances	23	<b>Appendix E</b>	<b>56</b>
2.10 AHCPS Working Hours Survey	24	General Council Staff Panel Annual Report 2013	
2.11 Decentralisation	24	<b>Appendix F</b>	<b>63</b>
2.12 TLAC	24	ICTU Public Services Committee Annual Report	
2.13 Senior Public Service	24	<b>PART FIVE: ACCOUNTS</b>	<b>65</b>
2.14 General Council	25		
2.15 Work Life Balance	25		
<b>PART THREE: STATE ENTERPRISES</b>			
3.1 An Post and National Lottery Company	26		
3.2 FÁS	27		
3.3 Irish Aviation Authority	28		
3.4 Injuries Board	28		
3.5 Other Agencies	28		

## OFFICERS OF THE ASSOCIATION FROM 1943 - 2013

Year	Chairman	Vice-Chairman	Hon. Secretary	Hon. Treasurer
1943/5	M.J. Kenny		E. O'Connor	E. O'Connor
1945/6	J. Mahony		E. O'Connor	E. O'Connor
1946/7	J.J. Waldron		E. O'Connor	E. O'Connor
1947/9	J.J. Waldron		M.A. O'Connellain	T. O'Brien
1949/51	J.J. Waldron		C.P. O Ceallaigh	J. O'Dwyer
1951/2	J.J. Waldron		B. Carty	C.P. O Ceallaigh
1952/3	J.J. Waldron		T.J. Collins	C.P. O Ceallaigh
1953/5	J.J. Waldron		T. Tobin	S.M. O Miodchain
1955/7	C.P. O'Ceallaigh		T. Tobin	S.M. O Miodchain
1957/8	C.H. Murray	C.P. O'Ceallaigh	T. Tobin	S.M. O Miodchain
1958/9	C.H. Murray *	C.P. O'Ceallaigh	P.A. Terry	S.M. O Miodchain
	T.J. Cahill			
1959/60	T.J. Cahill*	M.B. Lawless	N. MacLiam	N. MacLiam
	M.B. Lawless	W. Drain		
1960/1	P.A. Terry	W. Drain	J.G. Buckmaster	T. O'Sullivan
1961/2	P.A. Terry	P.J. Mulvany	J.G. Buckmaster	T. O'Sullivan
1962/3	R.C. O'Connor	P.J. Mulvany	J.G. Buckmaster	T. O'Sullivan
1963/4	R.C. O'Connor		J.G. Buckmaster	L. O'Laidhin
1964/5	R.C. O'Connor	J.M. McNicholl	L. O'Laidhin	T.J. Mooney
1965/6	R.C. O'Connor	J.M. McNicholl	N. Tobin	T.J. Mooney
1966/8	P.A. Terry	J.M. McNicholl	D. O'Mahony	T.J. Mooney
1968/9	P.A. Terry	J.C. Horgan	D. O'Mahony	T.J. Mooney
1969/73	J.C. Horgan	M. Kilcullen	D. O'Mahony	T.J. Mooney
1973/74	J.C. Horgan	M. Kilcullen	J. O'Dwyer	T.J. Mooney
1974/75	M. Kilcullen	M. Corcoran	M.F. Fahy	T.J. Mooney
1975/76	M. Kilcullen	D. O'Mahony	<b>General Secretary</b>	T.J. Mooney
1976/77	T.J. Mooney	D. O'Mahony	Ralph B. Pares	J.C. Tucker
1977/78	T.J. Mooney	D. O'Mahony*	1975-1980	J.C. Tucker
		M. Corcoran**		
		J.C. Horgan		
1978/79	T.J. Mooney	T.H. Nally		J.C. Tucker
1979/81	J.C. Tucker	M.F. Fahy		T. Tuite
1981/83	M.F. Fahy	T. Tuite	John Dowling	P.J. O'Grady
1983/84	M.F. Fahy	J.P. O'Brien	1980-1987	P.J. O'Grady
1984/86	J.P. O'Brien	Sean Healy ***		P.J. O'Grady
		John Melia		
1986/87	J.P. O'Brien	John Melia		P. Greene
1987/88	J.P. O'Brien	Michael O'Donoghue	Seán Ó Ríordáin	P. Greene
1987/91	Michael O'Donoghue	Padraig Cullinane	1987-2007	P. Greene
1991/92	Padraig Cullinane	Richard Ryan		P. Greene
1992/95	Richard Ryan	Des Coppins		Benny Kevitt
1995/96	Richard Ryan	Benny Kevitt		Brian Murnane
1996/97	Benny Kevitt	Brian Murnane		Tom Power
1997/98	Brian Murnane	Patrick Dowling		Tom Power
1998/2001	Brian Murnane	Patrick Dowling		Kieran Coyle
2001/2002	Patrick Dowling	Seamus Molloy		Liam Kelly
2002/2003	Patrick Dowling	Seamus Molloy ****		Liam Kelly
		Sean McDonald		
2003/2004	Sean McDonald	Brigitta O'Doherty		Liam Kelly
2004/2005	Brigitta O'Doherty	Philip Crosby		Mary McLoughlin
2005/2007	Philip Crosby	Ciaran Rohan		Mary McLoughlin
2007/2008	Ciaran Rohan	Peadar Carpenter	Dave Thomas	Mary McLoughlin
2008/2010	Peadar Carpenter	Tom Allen	2007-	Mary McLoughlin
2010/2011	Peadar Carpenter	Tom Allen		Bernard O'Shea
2011/2012	Peadar Carpenter	Tom Allen		William Thompson
2012/2013	Tom Allen	John Glennon		William Thompson

\* Resigned on promotion to Assistant Secretary \*\* Resigned on posting to Personnel Officer

\*\*\* Resigned on posting to London as Labour Attache \*\*\*\* Deceased

### Trustees

Ms Margaret Kelly, Mr Brian Murnane, Mr Sean McDonald.

### Auditor

Anne Brady McQuillans DFK was appointed Auditor by the Trustees in January 2011.

### Head Office

The Association's Head Office is:  
Fleming's Hall, 12 Fleming's Place, Dublin 4.

## HONORARY OFFICERS OF THE ASSOCIATION 2012/2013

<b>President</b>	Tom Quigley
<b>Vice-Presidents</b>	Paddy A. Terry Mary McGuire Padraig Cullinane Benny Kevitt Richard Ryan J.P.O'Brien Con Ryan Pat Dowling Seán O Ríordain Brian Ingoldsby Peter Greene

### The following Officers were elected at the Annual Delegate Conference held on 11 May 2012:

<b>Chairperson</b>	Tom Allen	(Revenue)
<b>Vice-Chairperson</b>	John Glennon	(Courts)
<b>Treasurer</b>	William Thompson	(Revenue)

## EXECUTIVE COMMITTEE 2012/2013

<b>Bolger Grainne</b>	Justice & Law Reform
<b>Bourke Declan</b>	Environment Community & Local Government
<b>Boyle Pat **</b>	Environment Community & Loc Govt (co-opted)
<b>Burke Denis</b>	Social Protection
<b>Dowling Edna</b>	Social Protection
<b>Fanthom Tom</b>	Revenue
<b>Holleran Noel</b>	Agriculture Food & the Marine
<b>Hughes Eamon</b>	An Post
<b>Hughes John</b>	Jobs, Enterprise & Innovation
<b>Smyth Kieran</b>	Health
<b>McBreen Orla</b>	Foreign Affairs & Trade
<b>McIntosh Willie*</b>	Education & Skills (co-opted)
<b>O'Brien Barry *</b>	PER (co-opted)
<b>O'Shea Bernard</b>	Tourism Culture & Sport
<b>Walker Alan</b>	Injuries Board

\* Barry O'Brien (PER) and William McIntosh (Education & Skills) were co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association.

\*\* Pat Boyle (Environment, Community & Local Government) was co-opted following the resignation of Declan Bourke.

## EXECUTIVE SUB-COMMITTEE 2012/2013

AHCPs Officers are ex-officio members of all Sub Committees

### PAY & STRATEGY

Allen Tom (**Chair**)  
 Glennon John  
 Thompson Billy  
 Hughes John  
 Holleran Noel  
 McIntosh Willie

### COMMUNICATIONS SUB COMMITTEE

Allen Tom (**Chair**)  
 Dowling Edna  
 Hughes John  
 Burke Denis  
 Walker Alan  
 Chadwick Brian  
 Crowther Mark

### ORGANISATION & GENERAL PURPOSES

Allen Tom (**Chair**)  
 Glennon John  
 Thompson Billy  
 Boyle Pat  
 Hughes John  
 Holleran Noel  
 McIntosh Willie  
 Smyth Kieran

### EQUALITY & DIVERSITY SUB COMMITTEE

Allen Tom (**Chair**)  
 Glennon John  
 Bolger Grainne  
 Dowling Edna

### FINANCE & SERVICES SUB COMMITTEE

Thompson Billy (**Chair**)  
 Allen Tom  
 Glennon John  
 Hughes Eamon  
 McIntosh Willie

## Trustees

Mr Brian Murnane  
 Ms Mary Mcloughlin  
 Mr Billy Carrie

## Auditor

Ann Brady McQuillians DFK appointed as Auditor by the Trustees in January 2011.

## Head Office

The Association's Head Office is:

Fleming's Hall, 12 Fleming's Place, Dublin 4.

## Consultative Council

The Consultative Council comprises members of the Executive Committee, Branch Chairpersons and Secretaries or their deputies.

### BRANCH SECRETARIES 2012/2013

Agriculture, Foods & the Marine	Brid Farrell
An Post	Joe Gleeson
Arts, Heritage & Gaeltacht	Mark Bohan
Central Statistics Office	John O'Reilly
Communications, Energy & Natural Resources	John King
Comptroller & Auditor General	Peter Kinsley
Commission for Energy Regulation	Keelin O'Brien
Courts Service	Teresa Brophy
County Enterprise Boards	Michael Tunney
Children & Youth Affairs	Darragh Doherty
Defence	Colm O'Cinnseala
Education and Skills	Peter Kelly
Eircom	Vacant
Jobs, Enterprise & Innovation	Sabha Green
Environment, Community & Local Government	Eoin Corrigan
FÁS	Charles Notley
Finance	Eamann Phelan
PER	Larry Dunne
Food Safety Authority of Ireland	Pat Farrell
Foreign Affairs & Trade	Frank Flood
Garda Civilian	Kieran Downey
Health	Peter Lennon
Health and Safety Authority	Andrew Allen
Houses of the Oireachtas	Sinead McCann
Irish Aviation Authority	Vacant
Justice & Equality	Maeve Hogan
Property Registration Authority	Frank Godfrey
National Centre for Partnership & Performance	Edna Jordan
Office of Public Works	Marian O'Dwyer
Office of the Ombudsman	Derek Charles
Ordnance Survey Ireland	Jennifer Gilmartin
Pensions Board	Tom Dunphy
Injuries Board	Alan Walker
Prison Governors	Ronan Maher
Public Appointments Commission/Service	Vacant
Revenue	Val Jeffrey
Social Protection	Kieran Lea
Taoiseach's	Ray Henry
Transport, Tourism & Sport	Orla Corrigan
Chief State Solicitors Office	Michael Fallon
Attorney General	Brian Scannell
Legal Aid Board	Clare Kelly
National Council Special Education	Clare Farrell





## INTRODUCTION

Last year I reported that the Public Service Agreement 2010-2014 had met all the targets and that this has been acknowledged by the Troika (ECB, EU and IMF). This year I have to report that the Government intends to cut a further 1 billion from the Public Service Pay bill by 2016.

The Government invited the Public Services Committee of ICTU to talks under the auspices of the LRC. The LRC reported on 25 February 2013 and noted that the Government intends to reduce the pay of public servants earning over 65k. There was no negotiation on this aspect of the proposal and this was presented as a *fait accompli*.

The Executive has decided that the proposals go to ballot and have recommended a no vote in the ballot on these proposals. In addition they have sought legal advice on the cut and on the anti-family friendly elements of the proposals.

The goodwill and flexibility given by the membership obviously counts for nothing in the eyes of this Government.

We are entering the darkest period ever for the Association and hope that we can pull back on some of the severe measures imposed on us.

Dave Thomas  
**General Secretary**



# ORGANISATION

## 1.1 ANNUAL DELEGATE CONFERENCE

The 30th Annual Delegate Conference of the Association took place in The Radisson Blu Hotel, Golden Lane, Dublin on Friday 11 May, 2012. 148 Branch Delegates and 17 Executive Committee members attended.

The Association's guests at the Conference were Mr Jonathan Baume General Secretary FDA London, Mr Philip Cummings and Mr Harry Baird, Northern Ireland FDA.

## 1.2 EXECUTIVE COMMITTEE

Tom Allen, Revenue Commissioners was elected to the office of Chairperson. John Glennon (Courts) was elected as Vice-Chairperson. William Thompson (Revenue) was re-elected as Treasurer.

The following candidates were elected to the twelve ordinary positions on the Executive Committee at the Annual Delegate Conference:

### Executive Committee

- |     |                       |   |
|-----|-----------------------|---|
| 1.  | <b>Bolger Grainne</b> | <b>Justice &amp; Law Reform</b>                     |
| 2.  | <b>Bourke Declan</b>  | <b>Environment Community &amp; Local Government</b> |
| 3.  | <b>Burke Denis</b>    | <b>Social Protection</b>                            |
| 4.  | <b>Dowling Edna</b>   | <b>Social Protection</b>                            |
| 5.  | <b>Fanthom Tom</b>    | <b>Revenue</b>                                      |
| 6.  | <b>McBreen Orla</b>   | <b>Foreign Affairs &amp; Trade</b>                  |
| 7.  | <b>Holleran Noel</b>  | <b>Agriculture Food &amp; the Marine</b>            |
| 8.  | <b>Hughes Eamon</b>   | <b>An Post</b>                                      |
| 9.  | <b>Hughes John</b>    | <b>Jobs, Enterprise &amp; Innovation</b>            |
| 10. | <b>O'Shea Bernard</b> | <b>Transport, Tourism &amp; Sport</b>               |
| 11. | <b>Smyth Kieran</b>   | <b>Health</b>                                       |
| 12. | <b>Walker Alan</b>    | <b>Injuries Board</b>                               |

Barry O'Brien (PER) and William McIntosh (Education & Skills) were co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association.

Pat Boyle (Environment Community & Local Government) was co-opted following the resignation of Declan Bourke.

Details of attendances at Executive Committee meetings during the year are set out in **Appendix D**.

## 1.3 STANDING ORDERS COMMITTEE

The Standing Orders Committee elected at the Annual Delegate Conference was:

<b>Cashman Larry</b>	Agriculture, Fisheries & Marine
<b>Denny David</b>	PER
<b>Dunne Ben</b>	Social Protection
<b>Hanley Sheila</b>	Revenue
<b>Greene Michael</b>	Jobs, Enterprise & Innovation
<b>Lenihan Ronan</b>	Houses of the Oireachtas

Mr David Denny was subsequently elected Chairperson of the Committee.

## 1.4 CONFERENCE RESOLUTIONS

A brief indication of action taken in relation to these resolutions is set out hereunder. Part II of the Annual Report contains more detailed information in appropriate cases.

### RULE CHANGE

#### Motion 1

*That Conference approves the following amendments to Rule 9: In Rule 9(d)(i) delete "nine weeks" and replace with "seven weeks". In Rule 9(d)(iii) delete "six weeks" and replace with "five weeks" and delete "four weeks" and replace with "three weeks".*

**Revenue Branch**

**ACTION: The rule was amended and the amended Rules and Constitution were registered with and approved by the Registrar of Friendly Societies.**

### PUBLIC SERVICE AGREEMENT

#### Motion 2

*That Conference directs the incoming Executive to harness all the necessary resources within its power to ensure that the Croke Park Agreement continues to be implemented in full and that any attempts to cause its collapse are resisted in the strongest terms.*

**Revenue Branch**

**ACTION: Adopted as Association policy.**

**Motion 3**

*That Conference instructs the incoming Executive Committee to facilitate the creation of a report outlining meaningful and immediate reforms properly costed, which can be delivered under the Croke Park Agreement, thereby rebutting the accusation of inertia being levelled at public sector unions.*

**Revenue Branch**

**ACTION: This was already requested at General Council and will be followed up on.**

**Motion 4**

That Conference instructs the incoming Executive to give its full support to members through the current process of rationalisation of State Agencies to ensure that members do not suffer any unfavourable impact on their terms and conditions. Where subject to the provisions of the Public Sector Agreement, the members' interests must be protected in relation to redeployment or any other unforeseen events.

**Justice Branch**

**ACTION: Adopted as Association policy.**

**Motion 5**

*That Conference recognises the continued benefits of the implementation of the flexibilities agreed under the Croke Park Agreement, and supports continuing the development of information sharing between Departments, to ensure more efficient implementation of the taxation and social welfare codes.*

**Revenue Branch**

**ACTION: Adopted as Association policy.**

## STAFFING

**Motion 6**

This Conference, while fully supporting the rights of all civil servants to make their own decisions regarding the timing of their retirement, notes with concern that the recent spate of retirements is causing problems for many of our members, both in terms of increasing their personal workloads as they cover for unfilled vacancies, and increasing their difficulties as managers who have to address the service delivery problems arising from unplanned departure of so many staff at the same time. This Conference calls on the Government and Department of Public Expenditure and Reform to ensure that any pension changes which incentivise early retirement in the future are implemented in a way that facilitates a more phased departure of staff.

**Social Protection Branch**

**ACTION: Adopted as Association policy.**

**Motion 7**

That this Conference notes that many of our members have had to take on increasingly large workloads, either to cover vacant posts or as a result of additional work being taken on without additional staff resources. We call

on top management and the Government to ensure that workloads are distributed in a fair way, by measures including:

- identifying those areas where most pressures arise, and those which are less busy, and arrange for deployment of staff to where they are most needed, and
- identifying lower priority areas of work, with a view to ceasing such activities in order to focus limited resources on main priorities.

**Social Protection Branch**

**ACTION: Adopted as Association policy.**

**Motion 9**

That Conference supports the Revenue Branch campaign to maintain staffing resources at specialist AP grades and critical PO grades.

**Revenue Branch**

**ACTION: Raised at regular bilateral meetings with HR in Revenue.**

## TRANSFER/DECENTRALISATION

**Motion 10**

That Conference notes that under the Decentralisation Programme, the CAF system was put in place to facilitate a transfer system based on geographical location. In view of the fact that the Decentralisation Programme has now been abandoned this ADC calls on the Executive Committee to seek the establishment of a formal geographically based transfer system across the Civil Service based on the CAF model.

**Agriculture Food and the Marine Branch**

**ACTION: This was already raised at General Council.**

## ECONOMY

**Motion 11**

*This Conference directs the incoming Executive to actively support a cost effective enquiry into the banking collapse, as it is one of the main factors which has contributed to an unprecedented drop in living standards of members through lost earnings and reduced pension entitlements.*

**Revenue Branch**

**ACTION: Raised with the Department of Finance.**

**Motion 12**

*That Conference mandates the Executive Committee to consider having a series of reports prepared which quantify the value added to local economies from Public Sector spend.*

**Revenue Branch**

**ACTION: Under consideration by the Executive Committee.**

**Motion 13**

*That Conference mandates the Executive Committee to consider having a series of reports prepared which quantify the value added to the economy from the regulatory functions carried out by Civil Servants.*

**Revenue Branch**

**ACTION: Under consideration by the Executive Committee.**

**TAX**

**Motion 14**

*That Conference notes that, in relation to the Universal Social Charge [USC], pensioners with occupational pensions only, such as "pre-1995 entry" public servants, are treated inequitably as compared to pensioners with both occupational and social welfare pensions and directs the AHCPS Executive Committee to seek a comparable USC exempt amount for all pensioners.*

**Revenue Branch**

**ACTION: Incorporated as part of ICTU pre budget submission.**

**Motion 15**

That Conference

- (a) notes the failure of Company Law to eliminate rogue individuals from trading in the state
- (b) *calls on the government to introduce legislation in taxation to prevent individuals, who persistently fail to pay fiduciary taxes, from trading in the state, either as individuals or directors of limited companies.*

**Revenue Branch**

**ACTION: Incorporated as part of ICTU pre-budget submission.**

**Motion 16**

*That Conference is mindful of the level of tax arrears and calls on the Government to introduce legislation to make company directors personally liable for the non-payment of fiduciary taxes by companies of which they are directors.*

**Revenue Branch**

**ACTION: Incorporated as part of ICTU pre-budget submission.**

**Motion 17**

That Conference

- (a) *notes that ICTU recommended an increase in the rate of Corporation Tax in its recent Budget Proposals.*
- (b) *confirms the AHCPS policy that, in the interests of Ireland's economic recovery, the rate of Corporation Tax should not be increased*

**Revenue Branch**

**ACTION: Already Association policy.**

**Motion 18**

That Conference

*notes that Loss Relief under current legislation adds no economic value and merely benefits high earners by paying less tax calls on the Government to restrict Loss Relief to within trade and to abolish Terminal Loss Relief.*

**Revenue Branch**

**ACTION: Incorporated as part of ICTU pre budget submission.**

**Motion 19**

*That Conference instructs the incoming Executive Committee to develop a public relations strategy in consultation with other public sector unions that creates public awareness of the value of a functioning and adequately resourced public service. This strategy should seek to expose behaviours and practices that are detrimental to the citizens by organisations and groups who persistently attempt to undermine the reputation of the Public Service and seek to have it shoulder an unfair share of the burden of fiscal correction.*

**Revenue Branch**

**ACTION: Raised with Public Services Committee of ICTU.**

**MEMBER SERVICES**

**Motion 20**

*That Conference requests the Executive Committee to explore the viability of inclusion of spouses of insured members in the Group Life Insurance Scheme.*

**An Post Branch**

**ACTION: Initial discussions have taken place with Cornmarket and will be considered by the Executive Committee when the scheme is being renewed in early 2014.**

**ADC Motion Remitted 2012**

**Motion 8**

*That Conference recognizes that the recent drastic staff reductions are likely to have a significant impact on the work structures within the Office of the Revenue Commissioners and in many areas may lead to a significant risk of actual revenue loss. In order to counteract this, conference instructs the incoming Executive to make a strong case to Revenue management for qualified replacement staff in key areas either by promotion or by external recruitment.*

**Revenue Branch**

**ACTION: Raised at regular bilateral meetings with HR in Revenue.**

### 1.5. TRUSTEES AND AUDITOR

The Association's Trustees are Mr Brian Murnane, Ms Mary McLoughlin and Mr Billy Carrie. The trustees were appointed for a further term up to May 2014.

Ann Brady McQuillian Accountants continue as the Association's Auditors.

### 1.6. HONORARY PRESIDENT AND HONORARY VICE PRESIDENTS

Mr Tom Quigley remains Honorary President of the Association. Honorary Vice Presidents continue to be as set out in the list of Honorary Officers of the Association.

### 1.7 CONSULTATIVE COUNCIL

The Consultative Council met in AHCPS Head office on one occasion during the year on the 13 November 2012 Paul Reid, Assistant Secretary General Department of Public Expenditure & Reform (Reform and Delivery Section) addressed the meeting.

### 1.8 MEMBERSHIP

The Association, at 31 December 2012, represented 2865 members at Principal and Assistant Principal in the Civil Service and equivalent levels in a number of state enterprises. This is a reduction of 165 on the previous year. 103 new applications were received during the year.

The gender breakdown of membership is 999 female (35%) and 1866 male (65%).

### 1.9 MEMBERSHIP SERVICES

#### LEGAL DISCLAIMER

**The Executive Committee and the Association accept no legal responsibility for the services provided to members under the various schemes and arrangements in operation.**

The Association operates the following schemes.

#### Income Continuance Plan – Covering Long-Term Disability

The Plan, which is operated on behalf of the Association by Irish Life Company, provides a guaranteed source of income in the event of: (a) total disability or (b) partial disability following total disability as defined in the Plan and explanatory Booklet available to members. There are currently 1797 members in the Plan. The cost of the plan for members is 0.65% of salary.

#### Group Life Assurance Scheme

The Group Life Assurance Scheme, which provides supplementary Death in Service cover of twice salary, is underwritten by New Ireland Assurance at a contribution rate of 0.53% of salary. The scheme now allows members

continue cover when they retire up to age 80 with reduced cover.

The Scheme is under the umbrella of the existing AHCPS Additional Voluntary Contribution Plan and the deduction qualifies for full Income Tax/PRSI Relief. There are 831 members currently in the scheme.

#### Additional Voluntary Contributions

Under the Finance Acts it is possible for a person in an occupational pension scheme to make additional voluntary contributions. In 2012 the AVC Scheme will be reduced to 34% allowable for Income Tax and PRSI relief. It will be further reduced in 2013 and 2014.

Please note there is a charge on every contribution and an ongoing management fee for the fund. If you are availing of an AVC please check with the Broker regarding the cost of the AVC before you agree.

#### Car/House Insurance

The providers are as follows:

- AA Ireland Tel. Telephone 01 6179253 or Email [AHCPS@aaireland.ie](mailto:AHCPS@aaireland.ie)
- Cornmarket, Christchurch Square, Dublin 8 Telephone 01 4084040.
- Glennons Insurance: Telephone 01 7075959 or Email [ahcps@glennons.ie](mailto:ahcps@glennons.ie)
- \*Abbey Insurance Group Motor/Home Insurance through Santam Europe Ltd. Telephone: 1890 808666 (049 4371505)

\*Please note that Prestige Underwriting Services are now trading as Abbey Insurance.

#### Travel Insurance

- Abbey Insurance Ltd. 8 Ashe Street, Cavan. Telephone 1890 808666
- Cornmarket, Christchurch Square, Dublin 8 Telephone 01 4084040.

#### Health Insurance Advice Service and Group Mortgage Insurance Scheme provided by:

Lyons Financial Services, Office 1, Dunboyne Business Park, Dunboyne, Co Meath. Telephone 01 8015808 Website: [www.lyonsfinancial.ie](http://www.lyonsfinancial.ie)

#### Mortgage Advisors

Omega Financial Management, 110 Rock Road Booterstown, Blackrock, Co Dublin. Telephone 01 2884272



### Investment Advice and Portfolio Management Service

- Cornmarket Group, Christchurch Square, Dublin 8  
Telephone 01 4084000
- Omega Financial Management, 110 Rock Road  
Booterstown, Blackrock, Co Dublin (Tel 01 2884272)

### Legal Advice Service

The Association's solicitors, provide a general legal service to members are:

O'Mara Geraghty McCourt,  
51 Northumberland Road, Dublin 4.  
Telephone 01 6606543

McGarr Solicitors, 12 City Gate,  
Lower Bridge Street, Dublin 8.  
Telephone 01 6351580.

Further information regarding the above schemes are available on the Association's website.

### 1.10 RULES AND CONSTITUTION

A copy of the Rules and Constitution is attached as Appendix B.

The Rules and Constitution of the Association are available on the AHCPS Website [www.ahcps.ie](http://www.ahcps.ie).

### 1.11 STAFF

The staff of the Association are:

General Secretary	<b>Dave Thomas</b>
Deputy General Secretary	<b>John Kelleher</b>
Assistant General Secretary	<b>Ciaran Rohan</b>
Executive Assistant	<b>Jacqueline Lacey</b>
Receptionist	<b>Dorothy Aughey</b>

Mark Crowther assisted with recording and writing of the minutes of the 2012 ADC. Tom Quigley Honorary President and Joe Brennan also assisted at the ADC. Their contribution is greatly appreciated.

The Executive Committee also wish to express its appreciation for the work and commitment of the staff.





## CIVIL SERVICE

### 2. PAY

The Secretary General of the Department of Public Expenditure and Reform wrote to the Public Services Committee (PSC) of the Irish Congress of Trade Unions inviting the PSC to talks on an addendum to the Croke Park Agreement. (See letter below) The purpose of the discussions was to seek agreement on additional

reductions to the overall pay and pensions bill and on a set of measures to further improve productivity in the public service.

The PSC agreed to accept the invitation to talks on 21 November 2012. An initial meeting was held with the Official Side on Wednesday 28/11/12. Talks commenced with a view to concluding them by the end of February.

20 November 2012

Mr. Tom Geraghty  
Secretary  
ICTU Public Services Committee  
30 Merrion Square  
Dublin 2

Dear Tom

I am writing to advise you that the Government has decided, following discussions at its meeting today, to extend an invitation to the members of the Public Services Committee to enter discussions with representatives of public service management.

The purpose of these discussions would be to seek agreement on additional reductions to the overall pay and pensions bill and on a set of measures to further improve productivity in the public service.

For information, Mr. Paul Reid and his team will lead the discussions on behalf of the public service management representation.

I look forward to hearing from you at an early stage.

Yours sincerely



Robert Watt  
Secretary General

The unions asked the question: Why is the Government seeking an additional pay bill reduction of 1Bn by 2015? And Mr Robert Watt, Secretary General of the Department of Public Expenditure and Reform replied as follows:

*Mr Tom Geraghty, Secretary  
Public Service Committee, ICTU  
Parnell Square, Dublin 1.*

*7 January 2013.*

*Dear Tom,*

*I refer to my letter of 20 November 2012 extending an invitation to the unions representing public servants to discussions on measures to secure additional savings from the cost of the public service pay and pensions bill over the period 2013 to 2015, along with additional productivity measures. Subsequently a presentation was given by officials of my Department on the effect of the measures applied over the last 4 years across areas of public expenditure, and on the challenges that remain to be addressed in the course of the coming 3 years. I believe that in advance of the next meeting on 14 January, it may be useful for me to recap briefly the scale of those challenges.*

*Since 2008, expenditure reducing and revenue raising measures designed to save/yield approximately €25 billion (around 16% of 2011 GDP) have been implemented to date. This is a very significant level of consolidation by any measure. The revenue-raising and expenditure-reducing measures introduced have been wide-ranging and have had a significant impact on the living standards of all the citizens of the State, including of course public servants. The current strategy is gradually delivering on its principal aim of returning the public finances to a more sustainable position.*

*Ireland is committed to reducing its general government deficit – the gap between Government revenues and spending, which must be financed by borrowing – to less than 3% by 2015. As well as being necessary to comply with our European obligations, this is critical to ensuring that the country is able to restrict its borrowing level to a sustainable, albeit high, level. Given the volume of borrowing required, the State's debt-to-GDP ratio is set to rise further next year to over 120% of GDP – a dangerously and unsustainably high level – and the proportion of revenue that goes towards servicing that debt will also increase. The deficit for 2012 is estimated to be just under 8% of GDP or over €15 billion in Exchequer terms, so there is still a very large challenge, both in terms of developing additional revenue streams and reducing public expenditure, to reduce that deficit to the necessary sustainable level over the years ahead.*

*The Medium Term Fiscal Statement indicated that, in addition to the overall fiscal consolidation of €3.5 billion required for 2013, an additional €3.1 billion in savings and revenue-raising measures must be identified for 2014 and €2 billion in 2015. To the extent that structural savings are identified for 2013, with full-year savings larger than the first-year effect, this will help with securing the required level of savings for 2014 and 2015.*

*The scale of consolidation required can only be achieved as part of a suite of measures with contributions from all the main components of expenditure. You will be aware that Budget 2013 included difficult measures to contain social expenditure within the available resources. While fully recognising the contribution that public servants, including retired public servants, have made to date, the pay and pensions bill has to make a proportionate contribution to the remaining necessary reduction in expenditure.*

*In our view, if the pay and pensions bill at 36% of spending is to make a proportionate contribution to the necessary additional expenditure reduction currently identified as necessary for the next 3 years based on current economic forecasts, it will require a further reduction of some €1 billion in the cost of the pay and pensions bill. That saving must be over and above the numbers-related savings already identified for the pay bill through to 2015.*

*A substantial part of that additional saving, some €300 million, must come through in 2013. The commitments on expenditure reduction in 2013 include savings of some €180 million that had not previously been allocated to any particular line of expenditure but, given current economic and budgetary forecasts, must be allocated now. There have also been specific cost pressures within the paybill that have limited the fall in the paybill due to numbers reductions alone. Of course any savings delivered in 2013 may assist in meeting the more challenging savings targets for 2014 and 2015.*

*It is clear that the existing suite of measures agreed for implementation under the existing Agreement, however successful, will not deliver savings to the extent necessary. It is also not possible to envisage achieving that level of saving through head count reductions alone, while maintaining adequate levels of public services to the public, in particular given the level of alternative cost pressures that may arise due to head count reduction. Therefore the measures the Official Side propose to put on the table will have to involve reductions in payroll costs for serving staff, as well as substantial additional productivity and workforce reform measures for all to assist in controlling any underlying expenditure pressures that may relate to the reduction in public service numbers.*

*I have no doubt that it will be difficult to identify the necessary measures to achieve that saving in a way that achieves the necessary saving in a way that is broadly equitable. However the Official Side are willing to explore all options to secure the necessary saving in the period to 2015 and to work with you to ensure that that the measures adopted are as balanced and fair as possible and impact most on those best able to afford it.*

**Yours sincerely,**

**Robert Watt  
Secretary General.**

On the 14 January 2013 at the start of the negotiations both sides set out their positions.

### Management position

Management said it would be implementing measures to further reduce the public service pay and pensions bill by €1billion, on top of the measures currently being implemented under the Croke Park agreement, and that it would seek to do this by agreement.

Management opened the meeting by outlining the issues it intended to table during the negotiations, which were grouped under three headings or 'modules': Productivity and efficiency measures; workforce reform; and further pay and pension bill measures. Management said it required different application of these measures in different sectors.

### Productivity and efficiency measures

- Working hours, day and week
- Overtime/premia/twilight/supervision and substitution, etc
- Flexibility to deploy atypical working arrangements
- Management flexibility in the use and deployment of hours, rosters etc
- Extended opening hours of public offices

### Workplace reform

(a) Redeployment:

- Simplified arrangements for more flexible and faster redeployment
- Extended distance
- Better identification of surplus staff
- Exit mechanisms

(b) Standardisation and modernisation of terms and conditions:

- Flexitime
- Work sharing patterns
- Performance based contracts for management grades
- Progression across grades on merit only and competitive promotion

(c) Workforce restructuring and performance:

- Grade rationalisation and consolidation in each sector
- Streamlining management structures and increasing spans of control
- Increased staff flexibility in the assignment of work, including duties previously done at more senior levels

- Measures to strengthen performance management processes, including robust measures to manage underperformance

### Further pay/pensions bill measures

- Pay and pensions measures, including rates of non-core pay
- Increments
- reductions "at certain levels"
- Allowances review

### Union response

Union representatives opened by saying that the Croke Park agreement was still 'live' and did not expire until March 2014. The negotiation was aimed at seeking an extension to this agreement and its core protections must remain in place.

The unions said it was responding to management 'without prejudice' and that none of the measures or 'modules' outlined by management had been accepted. In general terms, the unions said any outcome of the talks would have to meet three criteria:

Management would have to demonstrate that any proposal would make genuine and necessary savings.

Any measures would have to be fair, which meant the outcome could not fall disproportionately on any group of staff, particularly those on low and middle incomes

The outcome would have to pass the tests of ballots of union members.

The unions said that the negotiation would have to make a clear distinction between temporary measures needed to address the current budgetary crisis and change that would remain in place beyond the crisis. They then outlined measures that they required to be satisfactorily addressed in the negotiations. These included:

- An adjustment to pension levy by exempting more earnings
- Measures to ensure the elimination of the two-tier workforce
- The consolidation of relevant allowances
- Outsourcing policy and practice (including 'section 38/39' agency issues)
- Agency workers – costs and approach
- Redeployment policy and practice and the 'hoarding' of staff
- Casualisation, particularly in second level teaching
- The moratorium on filling promotion posts
- Jobs initiatives from Department of Social Protection
- Waste and duplication elimination measures

- Reduction in consultancy expenditure
- Incentivised career break and hours reductions
- The treatment of State agencies
- Outstanding third party recommendations.

The unions said they would also raise some other industrial relations issues in the course of the negotiations.

The Management Side further clarified their position at a later meeting.

The additional €1 billion is to be achieved from the various sectors in the following order.

Health sector:	€420 Million
Education Sector:	€350 Million
Civil Service and Non Commercial Semi State Sector:	€120 million
Local Government:	€90 million
Garda:	€60 million

There were a number of proposals from management that were common across all sectors (Core hours, Saturday work, and additional hours) and proposals that were specific to sectors.

Within the Civil Service sector the Official side indicated that the areas that they wished to explore in relation to savings were

- O/T Bill and core hours. (Core hours would be 8am to 8pm and Saturday)
- Allowances
- Extra hours. Official side proposal is to work an extra hour per day.
- A pay cut for higher paid staff. There is no indication of what the threshold for higher pay will be or the amount of the proposed cut.
- Changes in flexi-time.

The union side engaged Eugene Mc Mahon (Mazars) to verify the figures.

The union side indicated that they see any savings from an accelerated head count reduction as being part of the 1 billion.

The Public Services Committee met on Friday 15th February and the following update was given to the unions representatives by the Officers of the PSC.

- There will be a headcount element in the reduction, and that headcount reduction plus a reduction in pay for higher paid could be in the region of €350million.
- What constitutes higher paid, will be a political decision taken by Government.

- There will be a contribution from higher paid pensioners. However numbers in this category will be small as 80% of Public Service pensioners are on €30k or less.
- Stand alone sectors (Prisons/Defence) will have specific talks with specific outcomes.
- The extra hours, management are seeking an additional 5 hours per week, may be narrowed, but there are different working hours in different sectors of the Public Service. It is managements' intent to standardise the hours across all sectors.
- Additional working hours will reduce overtime, agency work and contractors and will contribute to cost savings.
- Supervision/substitution in schools will be progressed through an Education Forum
- Premium payments (Saturday/Sunday/Twilight) across the public service, seeking savings of 170m. That figure can be adjusted if there is a reduction in the volume of attendances. This will be examined at sector level.
- The unions have placed the cut off point for the payment of the pension levy and the two tier work force on the agenda. They also want equity across the various sectors.
- Management want a negotiated settlement but they have stated that Government will impose a reduction in pay by an act of the Oireachtas if agreement is not possible.

The discussions under the auspices of the Labour Relations Commission (LRC) in relation to the Government's proposals to reduce the pay and pensions bill by an additional 1 billion between 2013 and 2015 intensified on the week commencing Monday 18th February and concluded early on the 25th February 2013 and the LRC put its proposals to both sides.

The main elements are:

### Savings

Management's target of achieving additional savings of 1 billion in the pay and pension bill will be achieved by:

Measure	Savings
Additional working hours	€100 million
Headcount reductions	€150 million
Overtime	€92 million
Premium payments	€65 million
Increments	€110 million
"Higher pay"	€210 million
Sector specific pay measures	€156 million
Other measures	€55 million
<b>TOTAL</b>	<b>€938 million</b>



## Higher Pay

The major elements that affects AHCPS grades are pay cuts for medium and higher paid staff. The union position was that we were opposed to pay cuts. However, the Official Side was clear that this was a political decision and the Government will legislate for it regardless.

The details were not outlined until the final plenary session at 10.15am on Monday 25th February..

The cuts will be progressive and the Official Side believe will yield significant savings. The cuts will vary from 5.5% up to 10%.

For those earning (including allowances in the nature of pay) between:

€65k - €80k	5.5%
€80k - €150k	8.0%
€150k - €185k	9.0%
€185k +	10.0%

The threshold will be €65k (including allowances in the nature of pay).

For those on salaries of between €65k and €100k there will be a pull back and increment freeze for the duration of the Agreement. For those over €100k there will be a pay cut and increment freeze.

For illustrative purposes a PO on €95k their salary will be pulled back by

- 5.5% on the first €80k and
- 8% on the remaining €15k.

They will remain on this salary for the duration of the Agreement.

Other elements of the proposals are:

### Hours:

Those employees currently working greater than 35 net hours will move to 39 net hours. Those on less than or equal to net 35 hours will move to 37 net hours. (AP and POs have a scheduled working week of 34.75 net hours) those working 39 hours or more (Prisons) there will be no change.

### Flexible Working Arrangements (Flexitime)

The Official Side proposals initially proposed that FWA would not apply to staff at AP or above. After discussion and with the assistance of the LRC the following was proposed "FWA will not apply to Staff at the Assistant Principal Officer grade and its equivalents in the Civil Service and other sectors, except for those staff that already have this arrangement. In these cases the staff concerned will not be eligible to avail of flexi leave."

### Increments

This impacts on those below €65k. For those on less than €35k there will be one 3 month incremental pay pause.

(i.e. there will be one 15 month, rather than 12 month duration before moving along pay scale)

For those between €35k and €65k there will be two, 3 months incremental pay pauses.

For those on the max point or LSI points of the scale (salaries below €65k) there are proposals relating to reduction in annual leave or cash equivalent for duration of agreement.

At the time of writing there is still no clarity on precisely what might happen after the three years.

### Overtime Rate:

For those under €35k new rate 1.5 times

For those over €35k rate will be 1.25 times.

### Premium / Twilight

Twilight hours payments – eliminated

Sunday/Public Holidays – new rate of 1.75 times

### Compulsory Redundancies

There will be no compulsory redundancies. The union side successfully moved management from its opening position that compulsory redundancies should be allowed in some circumstances.

The Executive Committee met on Tuesday 26 February 2013 and decided that it would be putting the LRC proposals to ballot and recommending a **No** vote.

## 2.2 RETIREMENTS

Numbers in the Public Service have fallen from 320,000 to 292,000. It is intended that they will fall further to 282,500. This obviously will impact on those members remaining in employment. However, the Association has had some limited success in having some key positions filled. The Association will continue to monitor the situation.

## 2.3 REDEPLOYMENT

The Department of Public Expenditure and Reform proposes to maximise the use of the redeployment provisions of the Agreement. Legislation will be introduced to remove barriers to mobility across sectors. The Public Appointments Service (PAS) will continue to operate the redeployment resource panel system and a PAS web-based Redeployment Toolkit has been made available to support HR Units and staff.

## 2.4. ANNUAL LEAVE

From 2012 no existing public servant will have more than 32 days annual leave. In addition, new entrants to the public service will have a maximum of 30 days leave per annum. Existing public servants promoted to higher grades will also have a maximum leave allowance of 30 days.

## 2.5 PENSIONS

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 became law on 28 July 2012. The Act provides for a *Single Public Service Pension Scheme* (the "Single Scheme") for new public servants. It also makes certain other changes affecting existing public service pension arrangements.

The Act imposes a 40-year limit on the total service which can be counted towards pension where a person has been a member of more than one existing public service pension scheme; such a limit already applies to service in any one scheme. This extended 40-year limit came into effect on 28 July 2012, though persons exceeding the limit on that date will not lose any service accrued up to that point. (See section 52, subsections (6) and (7), of the Act.)

New recruits to the public service on or after the 1st of January 2013 will join the new scheme, while already-serving staff will remain in their existing schemes.

Extension of pension abatement: The Act enables the extension of pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service.

## 2.6 SICK LEAVE

Last year the Association reported that the Minister for Public Expenditure and Reform had indicated that he was to bring forward proposals for changes in sick leave arrangements.

The Official Side produced figures that showed sick leave in the Public Service cost the Exchequer €488m. They put forward proposals to reduce the amount of uncertified leave that could be taken in a year to 3 days and to reduce certified sick leave to 3 months on full pay, followed by 3 months on half pay in a rolling 4 year period. They proposed also that these arrangements should take fairly immediate effect.

A process of negotiation was commenced and the assistance of the Labour Relations Commission, (LRC), was enlisted. It was not possible to agree certain matters at the LRC and they were referred to the Labour Court under the terms of the Public Service Agreement 2010 - 2014, which provide for binding third party adjudication.

In its finding on the four specific issues referred to it, the Labour Court found as follows

- (i) Seven days paid self-certified sick leave should be granted over a rolling two year period
- (ii) Critical illness cover should be provided for six months at full pay and six months at half-pay. The total maximum period should remain at two years. The Court recognised that such a concession should be regarded as exceptional and normally non-recurring but, rather than management having an

unfettered discretion, it recommended further discussion with a view to reaching agreement on a protocol, which should provide for independent appeals mechanisms

- (iii) A minimum payment equal to social welfare rates should be applied to pre-1995 entrants
- (iv) On transitional arrangements, the Court recommended that the recommendation on self-certified sick leave should come into immediate effect. The new arrangements for certified sick leave should take effect from 1 January 2014.

Legislation will be introduced in 2013 to give effect to the new arrangements for certified sick leave.

## 2.7 PMDS

Discussions took place during 2012 between the Civil Service Group of Unions and the Department of Public Expenditure & Reform on a review of the Performance Management & Development System (PMDS) for the Civil Service.

These discussions focused on:

- *Fairness and Consistency*
- *Competency Framework*
- *Ratings*
- *Role of the Reviewer*
- *Independent Review*
- *Linking PMDS to the award of individual increments.*

A memorandum of understanding was agreed in relation to changes to be introduced into the system from 2013. The changes provided for were as follows:

- *A new Competency Framework, based on the grade-based competency model used by the Public Appointments Service will come into operation*
- *A revised Ratings Scale with improved descriptions of performance levels, including competency evaluation will be used*
- *Ratings will be decided by Calibration review, this system to be introduced on a phased basis, commencing with the grades of Assistant Secretary, Principal and Assistant Principal, prior to rollout to all grades*
- *Internal review of ratings up to Head of Division level will be available*
- *Independent External Review of ratings will be available*
- *A rating of 'Fully Achieved Expectations' will be required for the award of an increment*
- *Guidelines and training will be provided to assist in the introduction of the Phase 2 changes*

Issues which had featured in discussions had included the

concept of a forced distribution of ratings, mechanisms to ensure equity in the award of ratings, the linkage of increments to performance and the necessity to have an independent review mechanism for staff in circumstances where they might be dissatisfied with their rating.

The Union Side had strongly opposed the concept of “forced distribution” of ratings and had also attached very considerable importance to the need for an independent review mechanism for staff. A panel of suitably qualified external reviewers will be agreed between the Unions and the Management Side. The agreement reached avoids the “forced distribution” of ratings and, instead, provides for the introduction of a mechanism of calibration which is intended to try and ensure that performance evaluation is carried out in a fair and consistent way across each organisation. Again, this was an issue of critical importance to the Union Side as we could not countenance a system whereby managers were obliged to rank proportions of staff based on an artificial model of ratings distribution.

Documentation to give effect to the agreed changes can be accessed at: <http://hr.per.gov.ie/pmds-2013/>

## 2.8 SHARED SERVICES

The Public Service Reform Plan published in November 2011 contained a range of ambitious actions relating to shared services. The establishment of a Shared Service for HR and Pensions (HRSSC) in the Civil Service was prioritised and its development is being led by the Department of Public Expenditure and Reform.

Office premises has been secured in Clonskeagh, Dublin 14 and applications were sought from Officers serving in a range of grades from CO to APO level who wished to transfer to roles at the same grade on a permanent basis to what is now known as PeoplePoint.

**Payroll Shared Service:** This project is the next immediate priority to be progressed with a view to driving greater efficiencies and improving payroll services across the Civil Service. A Baseline Review took place, a project team with representatives from across the Civil service is in place, and work to assess options and develop a business case has commenced. Site visits have taken place by the Project Team and data from Departments/Offices has been gathered and validated.

Towards the end of 2012 following an analysis of the data by the Project Team and External Experts working on the project a draft Business Case for consideration by the project Programme Board with five options for the delivery of Payroll for the Civil Service and for other Public Service Organisations was drawn up. Each of the options has been assessed against a set of criteria based on financial cost, quality of service and risk. The five options under consideration are:

### 1. Payroll Shared Service – Single Site location

Implement a Shared Services Payroll with a single

governance structure, a common technology platform, single licence agreements with technology providers, improved and standardised processes and Service Level Agreements (SLAs) with client Departments for the delivery of payroll in a single location Shared Services Centre.

### 2. Payroll Shared Service – Multi-site location

Implement a Shared Services Payroll with a single governance structure, a common technology platform, single licence agreements with technology providers, improved and standardised processes and Service Level Agreements (SLAs) with client Departments, in more than one location.

### 3. Outsource Provider

Implement a Shared Services Payroll to be managed and operated by an external provider.

### 4. Common Technology Platform with Process Improvement

Each of the existing 18 Payroll Centres to retain payroll function, but with a common technology platform, improved and standardised processes and shared licence agreements with technology providers.

### 5. As is – No change to the current process of delivery of payroll

Each of the existing 18 Payroll Centres to retain payroll function, with no changes to existing technology platforms, existing licence agreements for the provision of technology, and no changes to existing processes.

### Banking & Finance Shared Service:

This is the third in a series of Shared Services Projects. The Project Board has held its first meeting. Deloitte have been appointed as Management Consultants for the project.

## 2.9 ALLOWANCES

In early 2012, the Minister for Public Expenditure and Reform indicated his intention to review all allowances in the Public Service. These cost the Exchequer in the region of 1.5bn p.a. The Minister stated that he would seek to reduce this bill by 5%, ( 75m), in the first year, rising to 10% in the second year.

The review was undertaken by the Minister’s Department in consultation with all relevant ‘line’ Departments. There was no negotiation with the Public Services Committee of the ICTU.

It is evident from the outcome that the Minister and, indeed, the Government discovered that was not a straightforward exercise, with the vast majority of allowances being either linked to additional time

attendance or being, in reality, a part of basic pay as they applied to all in particular grades. In respect of over 1,100 allowances across the Public Service, over 800 business cases were submitted by Departments for retention of allowances. In September, the Government announced the outcome of the review. The only Civil Service wide allowance paid to current beneficiaries that was identified for abolition was the 'Chairpersons and Delegates' allowance paid to officials who travel outside Ireland to meetings of the EU or other international bodies. This decision had an immediate impact on a number of AHCPS members who were directly affected. A range of allowances were discontinued for new beneficiaries and other allowances were to be subject to modification of payment terms. In October, the Minister's Department published a list of allowances to be modified or discontinued.

## 2.10 AHCPS WORKING HOURS SURVEY 2013

### Methodology

The survey was conducted online using www.surveymonkey.com between January-February 2013. All AHCPS members were invited to participate via e-mail through their local Branch representatives. This meant a total possible sample of 2665. There were 1,372 responses of the total possible membership. This represents a good response to a survey of this nature. The response rates across the various Departments and Offices although different in parts was broadly similar.

The actual survey questions used and results is set out on the AHCPS website.

### Key Findings

- A huge majority of AHCPS members already work more than their contracted hours with a significant percentage (particularly POs) receiving work queries outside of office hours and a large number already working a number of weekend days each month.
- The key findings arising out of the survey are set out under three main headings below.

### Extra Hours Worked

- 90% of AHCPS members work more than their legally contracted hours each week
- More than 33% work between 6-10 hours extra each week i.e. more than 1 day extra per week
- Almost a quarter (23%) of POs do more than 10 extra hours each week

### Contacted Outside Office Hours

- 58% of all members get contacted (e-mail/ phone) outside of normal working hours

- 75% of POs get contacted (e-mail/ phone) outside of normal working hours

### Number of non-weekdays worked per month

- 28% of all AHCPS members work 1-3 non-weekdays each month
- 10% of POs work more than 3 non-weekday days every month.

## 2.11 DECENTRALISATION:

Some outstanding issues were resolved in discussions at General Council and in April 2012 it was agreed that any further issues could be dealt with at Departmental level. The CAF transfer system remains in place for some locations that have not yet filled their staffing quota. The Association is involved in progressing individual cases.

## 2.12 TLAC

27 TLAC competitions held during 2012 were all run as open competitions.

- 7 Secretary General Level
- 20 Assistant Secretary level

## 2.13 SENIOR PUBLIC SERVICE (SPS)

The Senior Public Service has been established to further enhance the leadership skills and performance of senior civil servants. A vacancy that arises at Deputy/Assistant Secretary General level in the Civil Service must first be offered to the Senior Public Service. Mobility is overseen by the Mobility Subgroup of the SPS Management Committee. The subgroup is chaired by the Secretary General, PER. Its membership comprises the Secretary General, Department of the Taoiseach and the Secretary General, Department of Social Protection. When the Department of Public Expenditure and Reform approves the filling of a vacancy at Deputy/Assistant Secretary level, it is notified in the first instance to the SPS secretariat. The Mobility subgroup then considers, in conjunction with the Secretary General of the Department in which the vacancy arises, how the vacancy should be filled. This decision should be made no later than a week after receipt of the job description. If it is decided that the post should be filled by open competition, the TLAC secretariat will be notified and the normal TLAC process will apply. If it is decided that the vacancy should be filled by lateral mobility, all SPS members at that level will be notified by email and the vacancy will be advertised on the SPS website. The Mobility subgroup, together with the Secretary General of the sponsoring Department, will make a decision on the most suitable candidate for the position, based on the information submitted in respect of each applicant. In the event that there are no suitable applications through mobility for the post, it will be filled through open competition by TLAC. Six positions have been filled through this process in the last year.



## 2.14 GENERAL COUNCIL

The General Council Staff Panel is comprised of representatives of the six civil service unions and constitutes the staff side operation of the Civil Service General Council at which matters relating to pay and terms of conditions of employment are discussed with the Official Side in accordance with the terms of the Conciliation and Arbitration machinery for the civil service.

During the past year there were 11 monthly meetings of the Staff Panel and 10 General Council and together with numerous meetings of sub-committees of General Council. There was 1 agreed report (Report 1524) of the General Council in 2012.

The officers for 2013, elected at the AGM in January 2013, are Chairperson Stephen Delaney (POA) and Vice Chairperson Joan Byrne CPSU. Gerry Malone PSEU remains as Secretary to the Panel.

The annual report of the Secretary of the General Council Staff Panel for 2012 **Appendix E** is available on the full version of the AHCPS Annual Report at [www.ahcps.ie](http://www.ahcps.ie). The report includes details on the principal industrial relations issues impacting across the civil service during the past year.

## 2.15 WORK LIFE BALANCE/DIVERSITY

The Association is represented at the Equality Sub-Committee of General Council by Assistant General Secretary, Ciaran Rohan.

### Term Time

On the 30th of April 2009, the Department of Finance issued a circular replacing the term time scheme with a new Shorter Working Year scheme. Under this arrangement staff can take leave in periods of 2, 4, 6, 8, 10 or 13 consecutive weeks. The scheme is detailed in Finance circular 14/2009. The operation of the scheme was to be reviewed in 2012 but the Department of Public Expenditure and Reform announced that the scheme would be extended into 2013.

### Crèches:

Under the Civil Service Childcare Initiative the Minister for Finance appointed a management board made up of representatives of the Department of Finance, the Civil Service Unions and a childcare expert. It is the responsibility of the Board to ensure that the crèches operate in accordance with appropriate management, financial and childcare standards.

There are seven crèches in operation under the civil service childcare initiative. Mount Street and Marlboro Street in Dublin, Backweston, Athlone, Sligo, Cork and Ennis.

Independent consultants are engaged to carry out quality audits and make appropriate recommendations.

During the past year, a Focused Policy Assessment of the

Civil Service Childcare Initiative was undertaken by the Department of Public Expenditure and Reform's Central Evaluation Expenditure Unit [CEEU] and it recommended that the State should end its involvement in the civil service crèches in a structured and planned way.

The Minister for Public Expenditure and Reform, Mr Brendan Howlin, T.D., accepted the recommendations and decided that the State will no longer subsidise or have any management role in the Initiative.

All crèche operators expressed an interest in considering new licences for operating in the existing properties. The OPW will engage with the crèche operators on details of the new licences.

### Parental Leave Circular:

Finance circular 13/2010 outlines the provisions of this scheme. A new EU directive on parental leave has been transposed into Irish law since the 8th of March 2013. The Directive grants longer leave periods of 4 months. It also introduces some limits to the transfer of the leave between parents and strengthens the protection for workers applying for Parental Leave.

### Worksharing:

A revised worksharing circular (Finance circular 11/2010) issued in 2010. This circular outlines that regular reviews of arrangements are required and that the business needs of a section should be taken into account along with the personal needs of the staff member. The proposals from the Labour Relations Commission are, on the face of it, an attack on the worksharing scheme. The Official Side are now requiring a minimum worksharing period of half time. This is ironic given that the Association is still having difficulty in getting work sharers back to full time employment because of payroll issues in Departments.

### Career Breaks:

A revised career break circular (PER Circular 4/2013) was recently issued by the Department of Public expenditure and Reform. This main change in the scheme is that staff will be permitted to take up alternative employment in Ireland.

### Flexible Working Hours:

There are currently over 400 members availing of flexitime. These members will all be impacted by the proposals from the Labour Relations Commission. The LRC Proposals contain the following provision: *Flexible working hours will not apply to staff at the Assistant Principal Officer grade and its equivalents in the Civil Service and other sectors, except for those staff who already have this arrangement. In these cases the staff concerned will not be eligible to avail of flexi leave.*

# STATE ENTERPRISES

## 3.1 AN POST AND NATIONAL LOTTERY COMPANY:

### Introduction.

An Post continues to face major trading difficulties, with declining mail volumes as a result of the downturn in the economy, electronic substitution and postal liberalisation. The Company is due to report a loss in the region of 17 million for 2012. The Company is part way through a staff reduction programme where it plans to shed 2,600 posts between 2009 and 2016. By end December 2012 1,284 posts have been shed. The Company is also facing the prospect of no longer being the sole operator of the National Lottery as the Government has decided to award the new licence for an upfront payment of circa 400 million. At best the Company will be part of a joint venture in bidding for the licence. There is also a major deficit in the pension fund. These issues are covered below.

### Pension:

Discussions between the company and the group of unions in relation to the deficit in the pension fund are continuing. The trustees of defined benefit schemes that are in deficit must prepare recovery plans and submit the plans to the Pensions Board for approval by 31st June 2013. These plans must have the twin objectives of eliminating the deficits and to place the scheme on a stable footing so that members and their dependents can be reasonably confident that the benefits promised will be paid. If no funding proposal is forwarded for that purpose then under pension law, it is incumbent on the Pensions Board to impose a funding proposal on the scheme concerned, and which the scheme Trustees will be legally bound by.

Many different options for dealing with the deficit have been considered and costed, but no final proposals have yet been agreed. Options being considered include freezes in pensionable pay and allowances, limiting annual increases in pensionable salary, increasing normal retirement age to bring it into line with changes in the state pension age. Whatever proposals do emerge will have to be put to ballot to the members of all four unions in An Post.

### Employee Director Elections:

The Association nominated Joe Gleeson branch secretary to contest the Employee Director Elections which were held last October. Joe polled a very credible 678 first preference votes and was in sixth position ahead of the CPSU/PSEU candidate after the first count. However transfers from a number of CWU candidates who had

exceeded the quota on the first count to the lowest placed CWU candidate saw the CWU take all five seats.

### An Post National Lottery Company:

In relation to the Licence, a debate took place in the Senate at the end of May 2012 on the Government's decision to conduct a competitive process for the awarding of a Licence to operate the National Lottery in which the Minister for Public Expenditure and Reform Brendan Howlin TD paid tribute to the substantial achievements of the National Lottery since it started in the mid 80's, envisaged that the competition for the next licence would take place in 2013, and that the Government would respect the statutory employment position of existing National Lottery Staff.

A new National Lottery Bill was approved by the Government at its meeting in July and this Bill was due to be published at the end of September 2012. The Department of Public Expenditure and Reform also received a number of applications for the role of external advisors and Davy Consultants were appointed as advisors in October 2012.

The National Lottery Bill 2012 was published on December 20th 2012 as new legislation is necessary to facilitate the competition for the new Licence.

The Lottery Bill is based on the current National Lottery Act 1986 but also included new provisions such as the establishment of a new National Lottery Regulator, the sale of tickets via interactive channels and that there would be no Ministerial involvement in the Company.

The Minister for Public Expenditure and Reform outlined the following timetable for the process as follows:

Q2 2013 Launch of Licence Competition

Q3 2013 Selection of preferred bidder and negotiation of final terms

Q4 2013 Up Front payment by Successful Bidder

2014 Commencement of 20 year Licence, subject to transitional arrangements

The Bill has now moved to the Committee Stage which is scheduled for late March 2013 where detailed discussions will take place on each section of the Bill

### IT – Labour Court:

The Association in the year 2000 negotiated a performance related pay system in the IT area which included a performance related incentive pay scheme which is comprised of two elements; a basic salary and payment for the achievement of specific objectives

achieved annually. The Company unilaterally decided in June 2012 to cap the payment of the performance related incentive element in relation to 2011, despite the personal objectives having been achieved by the Level 3 members and signed off by their managers and despite the collective agreement not having any clause in the agreement that allowed the Company to make any such decision.

The Association in conjunction with the PSEU in relation to their grades jointly referred the matter to the Labour Relations Commission for conciliation. This was unsuccessful and both unions then jointly referred the matter to the labour Court. The Court found in favour of the unions and the full payment of the outstanding monies has now been paid to the members.

### **IT – Proposal to amend Career and Reward Model for IT staff:**

The Company presented proposals to the Association in relation to amending the Career and Reward Model agreed with the Association in 2000. Similar proposals were also made to the PSEU in relation to their members. The proposal aims to amend a number of the sections of the 2000 agreement and to make them less favourable to the employees. The proposals include changing the agreement to include a clause that payment will be made at the discretion of the Company, that 50% of the payment will be based on Company objectives, and changes to the pay range. The proposals were not acceptable to the Association or its members in IT and were referred to the LRC. The matter was not resolved at the LRC and is now going to the Labour Court. At the time of writing the Association is awaiting a date for the Court hearing. In the interim members in IT have been advised that in the event of the Court ruling in the Company's favour that the performance payments for 2013 will be based on 50% personal performance and 50% company performance. The Association will be joined at the Labour Court by the PSEU for a joint hearing.

### **Attendance Recording:**

The Association has had a number of meetings with the Company in relation to their proposals to implement an attendance recording system to replace the STREAMS system for grades represented by the Association. The Association has received confirmation that no infringements will arise in relation to AHCPs grades in relation to the hours recorded. The system is presently being rolled out after a pilot in the HR area and the Association will monitor the roll out of the system.

### **Internal Audit:**

A report by Grant Thornton following the misappropriation of company money from the Gorey office made a number of recommendations in relation to the role of audit and the reporting relationships of the regional audit function. The Company proposed that elements of the audit work performed by the Level 3

regional staff is to be passed over to the IOS II staff (Level 4) in operational audit. The Association sees this as a downgrading of the work and is in discussion with the Company on this issue.

### **Annual Leave/Privilege Days:**

The traditional privilege days at Easter and Christmas including Good Friday have been abolished and three extra days have been added to the annual leave entitlements of all staff in AHCPs, CPSU and PSEU grades who were employed prior to the implementation dates of the change agreements (November 2004 for AHCPs grades). Staff recruited after November 2004 have different annual leave entitlements.

### **Bereavement Leave:**

The group of unions have successfully re-negotiated the bereavement leave to include one days paid leave in the event of the death of an aunt, uncle, brother in law or sister in law. Prior to this these categories of relatives were not included under the bereavement leave arrangements. The amended policy takes effect from 17th December 2012 and is due for review in 2014.

## **3.2 FÁS**

The break-up of the FÁS organisation continues. 700 staff were redeployed to the Department of Social Protection from January 2012. The establishment of the new bodies to replace what remains of FÁS is in progress. The training element of FÁS will be incorporated into the 16 new Education and Training Boards (ETBs), which are being established to replace the VECs. The remainder of the organisation will be a new Further Education and Training Authority called SOLAS. The legislative bills for the establishment of the ETB's and SOLAS is in process. It is anticipated that the ETB legislation could be enacted by the end of March 2013 and that the SOLAS legislation would be enacted possibly after the summer.

It is envisaged that the transfer process of FAS/SOLAS Training Centre Staff and Resources to ETB's will be carried out in three phases.

#### **Phase 1 –**

October 2013: Dublin, Cork, Kerry, Donegal and Kildare/Wicklow

#### **Phase 2 –**

February 2014: Limerick/Clare, Tipperary, Waterford/Wexford, Kilkenny/Carlow and Galway.

#### **Phase 3 –**

June 2014: Mayo/Sligo/Leitrim, Cavan/Monaghan, Louth/Meath, Longford/Westmeath and Laois/Offaly

The unions in FAS are awaiting the establishment of an IR forum under the auspices of the Department of Education and Skills to address the many IR issues in the transfer of staff into 16 ETB's and SOLAS.

### 3.3 IRISH AVIATION AUTHORITY (IAA):

The year saw the implementation of the IAA's Cost Recovery Plan which was introduced as a result of the Commission for Aviation Regulation's decision to reduce terminal service charges. Accordingly, the working week was increased from 34.75 hours to 36 hours and privilege days were suspended for 2012. It should be noted that privilege days were incorporated into Annual Leave in 2013.

In January, the IAA introduced a Random Drug and Alcohol Testing Policy. This policy was agreed by two of the Unions of the Staff Panel, but the AHCPS, PSEU and CPSU did not agree to the introduction of this policy. The matter was referred to the Labour Relations Commission.

### 3.4 INJURIES BOARD

The Association has recognition for staff in the AP and PO grades working in the Injuries Board. The Association is the largest Union there.

There were a number of meetings of the Joint Consultative Committee during the course of the year. These meetings dealt with issues such as communication between the Board and staff, performance management, the air conditioning system and family friendly policies.

### 3.5 OTHER AGENCIES

The Association continues to provide a negotiating and representational service in respect of pay, terms and conditions of employment and related matters in a number of state agencies including :

- Commission for Communications Regulation (ComReg)
- Commission for Energy Regulation (CER)
- Eircom
- Family Support Agency
- Food Safety Authority
- Food Safety Promotion Board (SafeFood)
- Health & Safety Authority
- Irish Sports Council
- Irish Water Safety
- National Centre for Partnership & Productivity
- National Library of Ireland
- National Museum of Ireland
- NCSE
- Ordnance Survey Ireland
- Pensions Board
- Roads Safety Authority (RSA)
- Western Development Corporation



# AFFILIATIONS AND RELATIONS WITH OTHER ORGANISATIONS

## 4.1 IRISH CONGRESS OF TRADE UNIONS

The Association continued its membership of ICTU during the year. The General Secretary Dave Thomas was elected to the Executive Committee of the ICTU at the Biennial Conference in July 2011.

### 4.1.1 PUBLIC SERVICES COMMITTEE

The Association participated in the work of the Public Services Committee of Congress. The Committee is representative of public service unions in the civil service, local authorities, health boards, teaching and those general and craft unions which have members in the public service. The Annual General Meeting of the Public Services Committee took place on 30 May 2012 and the Annual Report of PSC is attached as **Appendix F**.

### 4.1.2 ICTU WOMEN'S COMMITTEE

The Association continues to be represented at the ICTU Women's Committee by Edna Dowling Executive Committee and John Kelleher, Deputy General Secretary.

### 4.1.3 ICTU RETIRED WORKERS' COMMITTEE

The Association is represented on the Retired Workers' Committee of Congress by Vice President Con Ryan and Brian Fitzpatrick.

## 4.2 CIVIL SERVICE UNIONS

The Association maintains close contact with the CPSU, PSEU, IMPACT, and the POA.

## 4.3 VETERINARY OFFICERS' ASSOCIATION (VOA)

The AHCPs continues to provide negotiating and representational facilities to the Veterinary Officers' Association.

The VOA represents 274 veterinary staff in the State Veterinary Service. The members of the VOA are also associate members of the Association.

## 4.4 RETIRED CIVIL AND PUBLIC SERVANTS ASSOCIATION

The Association provides accommodation facilities to the Retired Civil and Public Servants' Association and facilitates them in every way possible.

## 4.5 EUROPEAN FEDERATION OF PUBLIC SERVICE UNIONS (EPSU)

The Association has affiliated to EPSU from 1st January 2006. The Federation, which was founded in 1978, represents 8 million workers in 216 public service unions in all EU countries.

## 4.6 UNION OF FINANCE PERSONNEL IN EUROPE (UFE)

The Association is affiliated to the UFE in respect of its Revenue membership.

The 35th UFE Meeting was held in Copenhagen in Sept 2012. The Association was represented by Tom Allen Chairperson, Val Jeffrey, Revenue Branch. Ciaran Rohan, Assistant General Secretary,

## 4.7 UNION NETWORK INTERNATIONAL [UNI]

The Association is affiliated to UNI in respect of its An Post membership. The Deputy General Secretary John Kelleher and An Post Executive member Eamon Hughes attended a meeting of the group in UNI Meeting Luxembourg 6 & 7 Dec 2012

## 4.8 FDA UK

The Association was represented at the 2012 FDA Annual Delegate Conference by Chairperson Tom Allen, Dave Thomas General Secretary, John Kelleher Deputy General Secretary and Jackie Lacey, Executive Assistant. The Association also maintained close contact with the FDA (Northern Ireland) and the General Secretary Dave Thomas and Deputy General Secretary John Kelleher attended their Annual General Meeting on 14 March 2013.

## 4.9 INSTITUTE OF PUBLIC ADMINISTRATION

The Association continued in membership of the IPA.

## 4.10 IRISH LABOUR HISTORY SOCIETY

The Association is also affiliated to the Irish Labour History Society.

## 4.11 HOSPITAL SATURDAY FUND

The Association is represented on the Board of the HSF Health Plan by the General Secretary, Dave Thomas, who is the Vice-Chairman of the Board.

#### 4.12 COMBINED SERVICES THIRD WORLD FUND

The Association is currently represented on the Third World Fund by the Assistant General Secretary, Ciaran Rohan.

#### 4.13 CIVIL SERVICE CHARITIES FUND

The Association is represented on the Civil Service Charities Fund by Larry Dunne PER and Ciaran Rohan, AHCPS Assistant General Secretary.



# MINUTES OF THE ANNUAL DELEGATE CONFERENCE HELD ON 11th MAY 2012

## 1 Opening of Conference

- 1.1 The Chairperson, Peadar Carpenter, called Conference to order at 13.45
- 1.2 He welcomed the delegates, press and guests to the conference. In particular, he welcomed Jonathan Baume, General Secretary of the FDA in London, and Harry Baird and Philip Cummins from the Northern Ireland branch of the FDA.

## 2 Appointment of Tellers

- 2.1 The following delegates were appointed as tellers:

Billy Carrie	C&AG
Larry Dunne	PER
Liam Kelly	OPW
Peter Dockery	Revenue

## 3 Adoption of the minutes of the Annual Conference 2011

- 3.1 The minutes of the Annual Delegate Conference 2011 were adopted unanimously by Conference.

## 4 Adoption of Standing Orders Committee Report

- 4.1 David Denny (Chairperson of Standing Orders Committee) proposed the adoption of Standing Orders Reports 1 and 2, covering the order of motions and order of the Annual Report. **Appendix 1**
- 4.2 Motion 1, involving a rule change, will require a two-thirds majority.

## 5 Chairperson's Address

The Chairperson's Address is reproduced at **Appendix 11** to these minutes

## 6 Annual Report 2011/2012

- 6.1 The text of the General Secretary's Address, introducing Part I of the Annual report 2011/2012, is reproduced at **Appendix 111** of these minutes.

## 7 The Financial Statement – Treasurer's Report

- 7.1 The Financial Secretary, Billy Thompson, firstly explained that there was a small error in the Balance Sheet of the Accounts.
- 7.2 The Financial Secretary then went through the Income and Expenditure Account. He outlined that

income was down 7%, that expenditure was down 1%, and that the Association would continue to maintain or drive down expenditure. He also outlined that there has been a decline in membership, which was projected to be below 3000 by the end of 2012.

- 7.3 The Financial Secretary expressed his thanks to John Kelleher, for his help in preparing the budgets for the year.

- 7.4 The Financial Statement was adopted by Conference

**The Chairperson then put it to Conference that Tom Quigley should continue as Honorary President. This was agreed.**

## 8 MOTIONS

### Motion 1

Proposed by Val Jeffrey (Revenue) and seconded by Paul Monks (Revenue).

Speaker on the motion was John Kelleher (Deputy General Secretary).

The motion was carried.

### Part II of the Annual Report

A presentation was then made by Ciaran Rohan (Assistant General Secretary) on Part II of the Annual Report, focusing on Sick Leave and PMDS.

Speakers on this were Brian Lucas (Arts), Larry Dunne (PER), Liam Kelly (OPW) and Birgitta O'Doherty (Defence).

### Motion 2

Proposed by Paul Monks (Revenue) and seconded by Val Jeffrey (Revenue).

The motion was carried.

### Motion 3

Proposed by Paul Monks (Revenue) and seconded by Val Jeffrey (Revenue).

Speaker on the motion was Ciaran Rohan (Assistant General Secretary).

The motion was carried.

#### Motion 4

Proposed by Ann Davis (Justice) and seconded by Maeve Hogan (Justice).

Speaker on the motion was Tom Allen (Executive/Revenue).

The motion was carried.

#### Presentations

A presentation was made by Larry Dunne (PER) on the Civil Services Charity Fund, including the announcement of a new website. A presentation of a testament of gratitude was then made to Dave Thomas (General Secretary) and Peadar Carpenter (Chairperson) on behalf of the CSCF.

A presentation was made by Adeline Meagher, Development Officer, on behalf of the Public Service Friendly Society, which was founded in 1927. She stressed that continuous support was needed, as they were paying out more that they received in income last year.

A presentation was made by Dr Tom Healy, Director, on behalf of the Nevin Economic Research Institute, on the Case for an Alternative Economic Strategy. He covered areas such as future tax revenues, capital investment, domestic demand, and responded to questions from the floor on tax revenues and from Noel Holleran (Executive/Agriculture) on bank recapitalisation and domestic mortgages.

**Results were then announced for the Election of Officers, Executive and Standing Orders Committee. Conference formally ratified the nominees for these positions.**

#### Part III of the Annual Report

A presentation was then made by John Kelleher (Deputy General Secretary) on Part III of the Annual Report, covering the State Sector. Issues included, for An Post, the pension fund, voluntary redundancy and the future of the National Lottery, for FAS, the transfer of 700 staff to DSP, including 28 members and the forthcoming breakup into Solas and the ETBs, for the IAA, the hybrid pension scheme and smaller budget, and for the Injuries Board and the Road Safety Authority, arbitration on the PCW 1%.

#### Part IV of the Annual Report

A presentation was then made by John Kelleher (Deputy General Secretary) on Part IV of the Annual Report, covering Affiliations. He outlined that Dave Thomas (General Secretary) is now on the Executive Committee of ICTU, and Ciaran Rohan (Assistant General Secretary) is the new Chair of the Staff Panel.

We also continue in our membership of the European Public Services Union, UFE and UNI.

There were no other questions raised on the Annual

Report and it was adopted unanimously having been proposed and seconded by Conference.

#### Motion 5

Proposed by Margaret Doyle (Revenue) and seconded by Jim Ryan (Revenue).

Speaker on the motion was Tom Fanthom (Executive/Revenue).

The motion was carried.

#### Motion 6

Proposed by Des Henry (DSP) and seconded by Eltin Moran (DSP).

Speaker on the motion was John Glennon (Executive/Courts).

The motion was carried.

#### Motion 7

Proposed by Des Henry (DSP) and seconded by Eltin Moran (DSP).

Speaker on the motion was Edna Dowling (Executive/DSP).

The motion was carried.

#### Motion 8

Proposed by Val Jeffrey (Revenue) and seconded by Paul Monks (Revenue).

Speaker on the motion was Billy Thompson (Executive/Revenue).

Proposal to Remit by Nigel Hutson (Foreign Affairs), seconded by Frank Flood (Foreign Affairs)

Paul Monks (Revenue) then opposed the proposal to remit.

The motion was remitted.

#### Motion 9

Proposed by Val Jeffrey (Revenue) and seconded by Michael Hickey (Revenue).

The motion was carried.

#### Motion 10

Proposed by Aidan Dillon (Agriculture) and seconded by Brid Farrell (Agriculture).

Speaker on the motion was Ciaran Rohan (Assistant General Secretary).

The motion was carried.

#### Motion 11

Proposed by Michael Hickey (Revenue) and seconded by John Maher (Revenue).

The motion was carried.



**Motion 12**

Proposed by Jim Ryan (Revenue) and seconded by Margaret Doyle (Revenue).

The motion was carried.

**Motion 13**

Proposed by Margaret Doyle (Revenue) and seconded by Paul Monks (Revenue).

The motion was carried.

**Motion 14**

Proposed by Eamon Healy (Revenue) and seconded by Val Jeffrey (Revenue).

Speaker on the motion was Dave Thomas (General Secretary).

The motion was carried.

**Motion 15**

Proposed by John Maher (Revenue) and seconded by Val Jeffrey (Revenue).

The motion was carried.

**Motion 16**

Proposed by John Maher (Revenue) and seconded by Paul Monks (Revenue).

The motion was carried.

**Motion 17**

Proposed by Paul Monks (Revenue) and seconded by Val Jeffrey (Revenue).

Speakers on the motion were Declan Bourke (Executive/Environment), speaking against the motion in a personal capacity, and Tom Fanthom (Executive/Revenue), in favour of the motion.

The motion was carried.

**Motion 18**

Proposed by John Maher (Revenue) and seconded by Val Jeffrey (Revenue).

The motion was carried.

**Motion 19**

Proposed by James Keane (Revenue) and seconded by Val Jeffrey (Revenue).

The motion was carried.

**Motion 20**

Proposed by Gerry McGrath (An Post) and seconded by Joe Gleeson (An Post).

Speaker on the motion was John Kelleher (Deputy General Secretary).

The motion was carried.

**Conference was then declared closed.**



# STANDING ORDERS REPORTS

## NOS, 1 & 2

### STANDING ORDERS REPORT NO. 1

The Standing Orders Committee has received nominations for Officerships, Executive Committee and Standing Orders Committee as set out in the Draft Agenda.

There are 2 nominations for the post of Chairperson; it will therefore be necessary to have an election for this post.

There is one nomination for the post of Vice Chairperson; it will therefore not be necessary to have an election for this post.

There are 2 nominations for the post of Treasurer; it will therefore be necessary to have an election for this post.

There are 16 nominations for the 12 elective places on the Executive Committee; it will therefore be necessary to have an election for these places.

As two nominees for the Executive are also nominees for officership positions. When the election for Chairperson, Vice Chairperson and Treasurer are completed one or two nominations for Executive Committee will lapse leaving 15 or 14 for election.

3 nominations were received for the six positions on the Standing Orders Committee. Branches are accordingly invited to submit further nominations in accordance with Rule 9 (d) (iii).

In all 39 motions have been received.

The Committee recommends as follows **Agenda A** in relation to the motions which have been submitted.

Motion 4 will stand for itself and Motions 5.

Motion 18 is out of order due to lack of clarity.

Motion 19 is out of order it is not the business of the Association.

Motion 33 & 34 are out of order because they refer to the ABDM and not the ADC.

### B. List

These motions are existing policies of the Association and will not be put to the conference unless a branch wants to oppose the motion. In this case a branch must bring it to the attention of Standing Orders Committee in advance of conference.

### Rule Change

Delegates are reminded that changes to rules require a two-thirds majority of delegates present and voting in order to be passed.

David Denny (Chair)

*Ben Dunne*

*Sheila Hanley*

*8 March 2011*

### STANDING ORDERS REPORT NO. 2

1. The Standing Orders Committee recommends that the motions be taken in the order as set out in the timetable at 8 below.

### Motions

2. The Committee reminds delegates of the contents of Report No. 1 as they relate to motions standing for others.

### Annual Report

3. It is recommended that, following the presentation of the Annual Report by the General Secretary, it will be open for debate during which the reference back of individual items on the basis of factual accuracy only may be moved and voted upon. Following such general debate, the Report shall be put forward for adoption.

### Amendments to Motions

4. Amendments have been submitted to motions nos. 4, 33 and 34. The amendment to motion no. 4 is in order.

Amendments to motions 33 and 34 are not in order because they seek to amend motions which themselves have been ruled out of order in Standing Orders Report No. 1.

Delegates are reminded that a simple majority is required for amendments to motions.

### Election of Officers and Executive Committee

5. Mr Tom Allen (Revenue) has withdrawn his nomination for the position of Chairperson. Accordingly no election is required for the post of Chairperson on his appointment as Vice

Chairperson, the nomination of Tom Allen (Revenue) for the Executive lapses. Accordingly, there are 15 valid nominations for the 12 elective positions on the Executive.

### Election of Standing Orders Committee

6. One further nomination Mr Peter Finnegan (Houses of the Oireachtas/Taoiseachs) has been received for the Standing Orders Committee.

### Catering arrangements

7. Light lunch available to delegates from 12.30pm at the venue. Coffee will be available on a continuous basis immediately outside the conference room.

# Timetable

8. Conference will commence **13.30pm sharp**, and conclude at 17.00pm. Motions not reached by that time will be remitted to the Executive Committee.

The following timetable is recommended.

AGENDA		TIME
No. 1	Opening of Conference and Introduction of Guests	13.30 – 14.30
No. 2	Adoption of the Minutes	
No. 3	Appointment of Tellers	
No. 4	Adoption of Standing Orders Reports Nos.1 & 2	
No. 5	Chairperson's Address	
No. 6	Annual Report	
No. 7	Financial Statement	
No. 8	Appointment of Hon. President	
No. 9	<b>Motions</b> Rule Change Motions 1 – 2 Motions 3 – 39	14.30 – 15.00
No. 10	Election of officers, Executive Committee & Standing Orders Committee <b>Collection of Ballot Papers</b>	<b>15.00pm</b>
No. 11	Presentation by <b>P.J. Fitzpatrick Chairman</b> <i>Joint Implementation Body</i> <i>Public Service Agreement 2010–2014</i>	15.00 – 15.30
	Motions resumed.	15.30 – 16.55
No. 12	Close of Conference	16.55 – 17.00

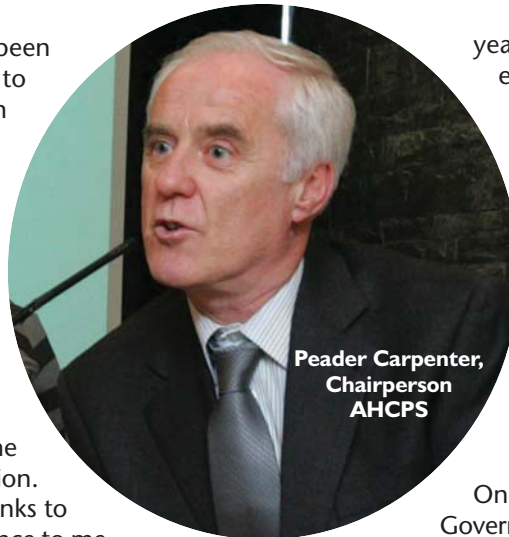
David Denny (Chair)  
Peter Finnegan  
*Standing Orders Committee*  
11 April 2011

# ADDRESS OF THE AHCPS CHAIRPERSON PEADER CARPENTER

Delegates and friends, I have been very proud on a personal basis to have been elected as Chairman of this Association over the past 4 years. I would wish to express my deep and sincere thanks to all those who assisted me in this role from my fellow Officers, Executive Committee members and many Branch Officers. The Chairman and EC rely on Officials and Head Office staff to take many issues forward, and to advise EC on ongoing issues to ensure that decisions are taken in the best long term interest of the Association. I would like to place on record my thanks to all of them for their support and assistance to me during my term of office. I think the timing of my period in office will not be fondly remembered by all of us and probably ranks at the top of the worst period of our history!

Due to the financial crisis the Government has used the crudest of methods to reduce pay costs and unfortunately the members of our Association have taken a wholly disproportionate cut in our salaries. All workers should be paid on the basis of the job that they do and the Government should use taxation as the primary method for balancing social objectives and not pay. It is little wonder that over the last few years there has been an ongoing exodus from the public service and the numbers have been greatest at Principal and Assistant Principal Officer levels. In my own department the number of staff has been reduced by over 10% since 2008 and again the exodus has been greatest at senior level thus increasing considerably the pressure on those who have remained. **Survivor stress** is with very much a daily fact of life for the greatly reduced staff and unless decisions are made to prioritise work and decide what work we will no longer be able to do then members will not be in a position to do their jobs properly and the system will gradually seize up. I smiled when I read the report in yesterday's paper averting to the comments by the Secretary General of the Department of Finance that due to staff and other cuts that the Dept would not be able to achieve goals set out by the Government. I welcome this honesty and hopefully we'll see more of this.

I'm no economist but I do understand that the Government's income (leaving aside the cost of the bank bailout) has seriously declined to the point that real cuts are inevitable as day to day spending is just not sustainable as the Government won't be in a position to borrow to make up the difference between spending and their income. The reality with borrowing is that you have to pay interest on borrowed monies until you have to pay back the capital. 4 years ago we were paying roughly €2.5b and this



Peader Carpenter,  
Chairperson  
AHCPS

year we will pay roughly €5.5B, that's an extra €3B in interest which represents a considerable amount of money at a time when the Gov is cutting back on many services. This should bring home to everyone the absolute need for us to get our national finances back to some semblance of a reasonable and sustainable level. If we don't, we will continue to face never ending cuts and for those of us who are reliant of the exchequer for our pay and pensions we will face a very uncertain and difficult future.

One huge issue for us colleagues is that the Government decided that we would be targeted not only first but also for a second cut as a way of getting expenditure down. We, I hope, understand that pay cuts to public servants and extra taxes on all PAYE workers will not solve our problems and that is why we would accept that broadening the tax base is the only way to ensure that workers do not carry a disproportionate burden and that everyone makes some contribution towards public services. It has been deeply shocking in recent years to see how many very high earners paid very little and incredibly in some cases no tax on incomes of over a million euro.

Some of us have seen tough times before and we managed to get our finances in order. This gave us the benefits that go with good and prudent accounting. Governments like individuals cannot live beyond their means and borrow beyond what they can reasonably afford. One of the things that gave me cause for hope recently was the truly patriotic gesture of our former President Mary Mc Aleese who gifted back to the State €500,000 in respect of the surplus which was remaining in an allowance that the office attracts. This was an act of singular generosity and showed a true and exemplary spirit of patriotism that one would wish to see from our elected leaders. In my view no public representative should have access to funds that are not for specified purposes and all expenses should be paid on a strictly vouched basis only. Expenses should be paid to cover all costs reasonably incurred but the current system is viewed as grubby and unbecoming of those whom would set themselves up as acting in the national interest. We have developed a system of expenses where many public representatives at different levels are making considerable earnings from the so called expenses system.

We were told before the last election that we would have a referendum on the abolition of the Seanad. I would certainly vote in favour of any such amendment as I believe that the Seanad has never provided any real value for money and it is a waste and unjustified for such a small population as ours. We have so many elected representatives in this country that

democratic representation has been diminished due to these representatives competing to service their many electorates. We obviously do not need 166 TDs, 30 Ministers/Ministers of State, Government Departments, State boards, etc. I recall one member calling me joking that after the appointment of a minister for school buses that we should run a competition for what would the next ridiculous office to be created to give as a reward to a loyal and long serving TD. When we are in a position that we are reviewing all public services we must look at the most basic level of government and one that is still basically organised on Victorian structural lines, I am of course talking about local government. We have to look at this and build new models for local government appropriate to a modern 21st century state. Remember colleagues that last week Londoners voted for a mayor for a city with a population of approx 2.5 million.

In Ireland we have something like 35 county councils and 80 smaller local councils, and these smaller councils could not possibly have the many professional skill sets to perform the duties such as planning etc that they have legal obligation to provide. We need to move to much bigger council areas and perhaps Dublin should have one council to cover the entire Dublin area to plan delivery of all local services including transport? When it looked like we were going to lose EU funding some years back we established the BMW regional council and perhaps we should now look at a model for the country of having 4 council areas based possibly on EU parliamentary election boundaries. The current cost of administering so many council areas cannot be justified and the costs of having so many elected councillors is frightening. I recall one press release from one council I think it was Mayo County Council, bringing the good news that they had reduced their attendance and travel expenses from over 1 million to 900,000, I'm sure this came as a great relief to the people of Mayo! If you multiplied that figure around all all councils and you'd come to a very significant sum. If we delegated real power for revenue raising and spending to larger councils we might get some significant savings and improved local services.

If I can address some more parochial issues for the Association could I firstly mention some of the achievements that I consider we have managed despite the recent difficult times. Firstly in regard to our financial position we have over the last number of years purchased our modern HQ building which is loan free. We conducted a governance review, very necessary in the current climate, which was very positive but did make recommendations which most of which have been implemented. We have a sound financial basis and we should be relatively stable into to the foreseeable. We reduced the rate of subs for our members, negotiated a greatly reduced income continuance scheme and got extra benefits as well. We will now be communicating with our members via an email and this if used correctly will ensure rapid dissemination of information to members. On the organisation of the ADC, this still seems to take over our agenda, and much energy, for many months from Branch AGMS to all the business in organising motions delegates etc. I wonder at this stage should we look to having a

biennial conference and make greater use of the Consultative Council? We could also look again at other issues such as the number of delegates and the format of conference. Just a few thoughts that delegates may wish to reflect on.

On the wider issue of amalgamations of trade unions I would be personally very reluctant to consider any amalgamation of the AHCPs into some much bigger organisation as I firmly believe that we represent a specific cohort of workers that would not fit comfortably into a very large organisation. Indeed I believe that if there were to be an opening up of representational rights that we could actually face the issue of whether we would become a focal point for colleagues in management grades across the wider public service who might wish to be represented by an association such as ours.

On the recent discussion paper on the ratings for staff under the PMDS I have to say that I would have to say that the ratings system proposed, forced distribution, will be totally unworkable. What if a manager tells a member of staff that they consider that they should get a higher mark but have to be given a lower one to fit in with the scheme? At least the current scheme did give us some scope for rewarding staff when morale is so low and there is little we can offer them. This scheme has the potential to tie managers up in endless discussions and arguments about marks and I question the whole logic behind it.

I would share concerns that there has been abuse of the sick leave provisions by a very small minority of staff. Staff who abuse the system should be tackled but officers on genuine sick leave for the most serious or life threatening illness should not be disadvantaged because of a failure to tackle the problem where it is occurring.

Colleagues, the Association continues to represent your interests on very many fronts and we need to ensure that we remain active and resolute in our actions on behalf of our members. I always say that as bad as things are, could you imagine how bad they would be if there was no Association!

I decided to stand down from the EC this year as I think it is right for me to take a break for a period., who knows I may be back... I attended my first ADC As a delegate for the Social Welfare Branch to a CPSSA conference in the Gresham Hotel in 1978, that's 34 years ago for those struggling with the calculation! I recall a very important lesson that day where the Chairman was impatient with a young delegate and pointed to procedures. I recall an older member, of the P&T Branch, rebuking the Chair and reminded conference that we should always encourage participation and debate. This is something that I've always remembered and I hope as Chair that I did try to encourage debate, even sometimes at the expense of procedure! It has been a real privilege and I hope that we all have a great conference and I look forward to having a drink and chat with my old friends not only tonight but on many future occasions.

Rath Dé ar an obair



# ADDRESS OF THE AHCPs GENERAL SECRETARY DAVE THOMAS

### Chairperson, delegates, guests

The Croke Park deal is delivering. The Agreement has met all the targets. The numbers in the public service have been reduced by 25,000 and now stand at approximately 296,000 with a target of 280,000 by the end of 2014.

Within the civil service there are considerable problems where posts are left unfilled. Indeed in the civil service there is a problem looming in the next 5 to 10 years. The average age of a civil servant is 45. 70% of civil servants are over 40 years of age. Within the next 5 to 10 years 50% of those currently serving will have retired. The figures at management grades highlight the problem. 65% of Principal Officers and 86% of Assistant Secretaries are 50 years of age or over. The Department of Public Expenditure and Reform are acutely aware of the looming problems and have embarked on a recruitment process for specialised grades at administrative officer level. While we welcome this, we think that the current manpower planning review has to provoke a greater response from the Government.

The redeployment of staff from FÁS and Community Welfare Service into the Department of Social Protection has taken place. Over 1700 staff have transferred. These staff at AP and PO equivalent level have now been re-certified as civil servants. Many have applied for and have been accepted into membership of the Association. Some of them have joined us today and they are very welcome. We hope that their colleagues will join them in the AHCPs.

The Government have announced that they are trying to reduce the total expenditure by cutting allowances by 5% this year and by 10% in 2013. They are currently reviewing the situation and we are awaiting a report from the Department of Public Expenditure and Reform in relation to this. However, we are in a position to say that the allowances for the Presidency 2013 will be maintained at the current levels.

I cannot let this conference go without mentioning the Decentralisation Programme. The Association's position in relation to decentralisation is to support it if it is done in a planned and coherent manner. The 2003 decentralisation programme was everything except planned and coherent and was done on the basis of



Dave Thomas,  
General Secretary  
AHCPs

electoral advantage. The Association was a lone voice in highlighting the problems and the waste associated with it. There are some residual problems remaining for individual and we are endeavouring to make sure that these are dealt with.

There are a number of measures which are being mooted within the public service which are under the heading of modernisation. We have recently received proposals to revise PMDS and the proposals that have been put on the table will cause our members significant problems if they are implemented in the manner envisaged by the Official Side. Ciaran, our Assistant General Secretary, will talk about these in a little more detail later.

The Official Side have put forward revised Sick Leave proposals to the union under the aegis of the Labour Relations Commission. We have circulated the proposals to Branch Secretaries. The proposals include the reduction in uncertified sick leave from 7 days to 3, the reduction of certified sick leave from 6 months full pay and 6 months half pay in a four year period to 3 months full pay and 6 months half pay to 3 months half pay. We have major problems with the proposals particularly in relation to long-term illnesses and we are in discussions with the Official Side. We are not convinced that changing sick leave entitlements is the way to address the abuse of sick leave within the public service.

Turning now to the Senior Public Service. The first phase in this initiative is a mobility process amongst Assistant Secretaries General in the Civil Service. The first post in this initiative is due to be filled in the Revenue Commissioners. We have some concerns about the process of filling this post and other posts under the Senior Public Service and we will continue to raise these concerns with the Department of Public Expenditure and Reform.

The Commission for Public Service Appointments recently published a report on the eligibility criteria for promotion of staff in the Civil Service i.e. "cross-stream" promotions. This report deals with The Commission's recommendation to the Minister for Public Expenditure and Reform. The Commission recommends that, in establishing eligibility criteria for promotions to positions



in the Civil Service, the Minister for Public Expenditure and Reform removes any criteria that may prevent Civil Servants with the requisite knowledge, skills, experience and attributes from applying for these positions. The Commission asks the Minister for Public Expenditure and Reform to consider that, where his Department's approval for promotions within the Civil Service is required, that this approval is made conditional on the opening of these promotions to those in the Office/Department (or within the Civil Service in the case of inter-departmental promotions) with the requisite knowledge, skills, experience and attributes to perform the duties of the position and not exclude anyone on the basis of their professional, technical and administrative background. A sub-committee of General Council has been established to consider the matter further and we will continue to keep members informed.

There are proposals to introduce monthly salary payments in the civil service. We have asked the Official Side to give a breakdown in relation to savings that will be made in the civil service from such a move and we are awaiting a response. We are aware that this proposal will have major consequences for our members. It is ironic that the Government policy is to have a seamless public service and that at the same time sections of the HSE are moving from monthly to fortnightly pay. This says a lot about joined-up thinking.

The Nevin Economic Research Institute which was set up under the umbrella of the Irish Congress of Trades Unions by a number of trade unions including the AHCPs was formally launched to coincide with their first quarterly economic observer on the 27th March this year. This Institute is headed up by Dr Tom Healy who will be here later today to address the Conference and to show how we need an alternative economic strategy.

At long last legislation is being introduced to protect Whistleblowers within the state. Many of the demands of the ICTU have been incorporated into the proposed legislation. A briefing was arranged on the heads of the

bill and Congress has made a response in relation to the proposed legislation. The Association has for many years supported the introduction of such legislation.

The Ministers for Jobs, Enterprise and Innovation has published a blueprint on employment rights bodies. This sets out the proposed new workplace industrial relation structures. The Minister proposes by the end of this year that there will be two statutory independent bodies replacing the current five. There will be a new single body of first instance to be called the Workplace Relation Commission. This will take on the functions of the Labour Relations Commission, the National Employment Rights Authority, The Equality Tribunal and the first instance functions of the Employment Appeals Tribunal. The Labour Court will become the single appeal body for all workplace related appeals including those currently heard by the EAT. While the blue print provides significant details of the shape and format of the new workplace relations structures and processes some of which were recommended by trade unions, it also throws up some questions and concerns.

In conclusion we are now halfway through the Croke Park Agreement. As I said earlier, the Agreement is delivering. While I would like, as General Secretary, to stand up here and tell you all that we will reverse the pay cuts, we know that is unlikely in the short term. What I can tell you is that the Executive Committee and Officials will continue to work hard to protect the Agreement and maintain salaries at their current levels.

Finally I would like to thank the outgoing Officers and Executive Committee for their hard work throughout the year. I would particularly like to thank the outgoing Chairman Peadar Carpenter for his dedication and commitment over the years and in particular over the last four years as Chairman. I would like to wish his successor Tom Allen the very best of luck over the coming year. I would also like to thank my Head Office colleagues Dorothy, Jackie, Ciaran and John for their work.



# RULES AND CONSTITUTION

## 1. NAME

The Association shall be known as The Association of Higher Civil and Public Servants (Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí), hereinafter referred to as the Association.

## 2. OFFICE

The Association's office shall be at Fleming's Hall, 12 Fleming's Place, Dublin 4 or such other place as may from time to time be determined by the Executive Committee. Any change shall be notified to the Registrar of Friendly Societies.

## 3. OBJECTS

The Objects of the Association are:

- (a) to protect and promote the interests of its members,
- (b) to maintain and improve the remuneration and other terms and conditions of employment of members,
- (c) to regulate the relations between members and their employers and between members and fellow members and other workers,
- (d) to provide and maintain services, including legal assistance, for the benefit of members,
- (e) to provide relief to members involved in, or affected by, disputes,
- (f) to promote excellence and effectiveness in the public sector having regard to the interests of members,
- (g) to promote equality of opportunity and the development of work-life balance in the workplace,
- (h) to promote the development of partnership in the workplace.

## 4. POWERS

- (a) The Association, in furtherance of its objects, may:
  - (i) acquire, hold and dispose of property;
  - (ii) affiliate, amalgamate, assist, cooperate or enter agreement with any association, union, or other organisation; and
  - (iii) do all things necessary or incidental or conducive to the attainment of the objects of the Association.

- (b) The funds of the Association shall be applied in carrying out the objects of the Association and in defraying the expenses of management and administration.

## 5. MEMBERSHIP

- (a) (i) Membership of the Association comprises those accepted into membership by the Executive Committee and entered on the Register of Members.
  - (ii) Membership shall be open to employees in managerial and professional positions in the civil service, public sector and such other employment as deemed appropriate by the Executive Committee. Membership shall be subject to acceptance by the intending member of the Rules and Constitution and approval by the Executive Committee and shall commence on the date of this approval whereupon the member's name shall be entered on the Register of Members.
- (b) An application for membership shall be made to the intending member's local branch in writing in a form approved by the Executive Committee and shall be transmitted by the local branch to the General Secretary. The application shall be accompanied by a completed form of authorisation for deduction from salary of the appropriate subscription.
- (c) Every new member shall be issued with a copy of the Rules and Constitution on acceptance into membership.

## 6. CESSATION OF MEMBERSHIP

- (a) A person shall cease to be a member of the Association (and the member's name shall accordingly be removed from the Register of Members) in the following instances:
  - (i) written resignation to the Executive Committee;
  - (ii) retirement or resignation from the Civil Service or other employment where the Association represents members;
  - (iii) expulsion under paragraph (b) below;
  - (iv) cancellation of authorisation for deduction of subscription from salary;
  - (v) on leaving the grades catered for by the Association.

- (b) Notwithstanding anything elsewhere in these Rules and Constitution the Executive Committee shall have power to expel from membership of the Association (and to remove from the register of members) or suspend from membership for a specified period or fine or censure any member whose actions or conduct the Executive Committee, after consultation with the Branch Committee of the member concerned, believes to be prejudicial to the interests of the Association or its members. The member concerned shall be informed in writing of the intention of the Executive Committee to consider his or her position and the reasons therefor, and the member concerned shall have the right to appear before the Executive Committee and give an oral or written statement or call others to give evidence on his or her behalf.
- (c) A member expelled, suspended, fined or censured under the provisions of this rule shall have the right of appeal to the next Annual Delegate Conference of the Association following the decision of the Executive Committee. Notice of intention to appeal shall be given to the General Secretary not later than one month after notification of the decision of the Executive Committee.
- (d) A person who has ceased to be a member may be re-admitted to membership on such terms and conditions as the Executive Committee, following consultation with the relevant Branch Committee, may determine.
- (e) Notwithstanding any other provisions of these Rules, the Executive Committee may exclude from membership of the Association any person whose continued membership conflicts with a finding of the Irish Congress of Trade Unions concerning disputes between Unions on the organisation of members.

## 7. ASSOCIATE MEMBERSHIP

- (a) (i) A person who ceased to be a member in accordance with rule 6(a)(ii) or 6(a)(v) and such other as the Executive Committee may decide from time to time, may apply to become an associate member, such application to be dealt with in a form and a manner approved by the Executive Committee.
- (ii) An associate member shall be entitled to participate in membership services, as appropriate, organised for members of the Association and shall be entitled to receive Newsletters and the Annual Report.
- (iii) Associate members shall not be entitled to attend branch meetings or Delegate Conferences of the Association other than by invitation and shall not be entitled to participate in ballots of members held in accordance with

these Rules.

- (b) Members of the Veterinary Officers Association may be admitted en bloc to associate membership on such financial terms as may be determined by the Executive Committee following consultation with the Executive Committee of the Veterinary Officers Association. The Association may in this context provide a negotiation service to the Veterinary Officers Association.

## 8. MANAGEMENT

The management of the Association is vested in

- (i) Delegate Conferences and
- (ii) The Executive Committee

in accordance with the provisions of the Rules and Constitution.

## 9. DELEGATE CONFERENCE

- (a) (i) The delegate conference shall be the supreme policy making instrument of the Association. The policy of the Association shall be determined by the delegate conference, which shall have the power to rescind or vary any decision taken previously by the Association.
- (ii) For the purpose of these Rules the term "delegate conference" includes both annual and special delegate conferences.
- (b) (i) The delegate conference shall consist of the Executive Committee, the Standing Orders Committee and accredited delegates elected by and from Branches in the numbers indicated below, and notified to the General Secretary:
  - (A) Branches with 30 members or less – two delegates;
  - (B) Branches with more than 30 members – two delegates for the first 30 members, and thereafter, one delegate per 30 members or part thereof.
- (ii) For the purpose of this rule, branch membership shall be the number of members at the end of the last complete financial year. In exceptional circumstances the Executive Committee may specify some other date for the purpose of assessing branch membership.
- (iii) Delegates to a delegate conference shall be elected at a branch meeting to be held in accordance with Rule 22(f) or (h). In the case of an Annual Delegate Conference the names and addresses of delegates shall be notified in writing by branch secretaries to the General Secretary not less than 21 days before the date of the Conference. The General Secretary shall then issue each delegate with a credentials card, stating the name and branch. It shall

however, be in order for a Branch to nominate a replacement for any delegate originally nominated by that Branch, in the event of such delegate being unable to attend conference for any reason.

- (iv) Any member of the Association not being a delegate shall be entitled to attend a delegate conference but shall not speak or vote thereat.
- (v) Such other persons as the Executive Committee invite may attend conference but may not vote thereat.
- (c) The Annual Delegate Conference shall be held not later than 31 May in each calendar year on a date and at a venue to be determined by the Executive Committee.
- (d) (i) The General Secretary, not later than fifteen weeks prior to the date of the Annual Delegate Conference, shall advise Branch secretaries of the date, time and venue of the Annual Delegate Conference and invite Branches to submit nominations and motions to form part of the agenda for the delegate conference. A Branch may make nominations for the offices of Chairperson, Vice-Chairperson and Treasurer and for membership of the Executive Committee and Standing Orders Committee to be filled at the conference and every nomination shall be accompanied by the written agreement of the person nominated. Subject to (iii) below, nominations and motions shall be submitted to and received by the General Secretary not later than seven weeks prior to conference. Motions sent to the Association Headquarters by electronic mail will be deemed to be received by the General Secretary on the same day as the mail was sent provided that evidence of sending is provided by the sender.
- (ii) The Executive Committee shall not have power to make nominations but shall have power to put down motions.
- (iii) The General Secretary shall issue, not later than five weeks prior to the Annual Delegate Conference, a draft agenda of business including motions to be discussed at conference and shall invite Branches and the Executive Committee to submit amendments to the motions. At the same time the General Secretary shall set out the nominations received for the offices and places on the Executive Committee and Standing Orders committee to be filled. If on the due date there are insufficient nominations for any or all of the offices or places, then notwithstanding anything contained in subparagraph (i) it shall be open to a Branch to submit a nomination for such offices or places in respect of which no nomination has

been made. Such nominations and amendments to motions must be submitted to and received by the General Secretary not later than three weeks prior to the conference.

- (iv) A final agenda, together with the recommendations of the Standing Orders Committee and a copy of the annual report, shall be issued by the General Secretary to all Branch secretaries and to all delegates not later than two weeks prior to conference.
- (e) Additions to the final agenda may be accepted by the Standing Orders Committee only when it receives a motion deemed by it to be of such extreme urgency and importance to the interest of the members that the matter warrants inclusion on the agenda for conference. Any such motion of urgency shall be submitted to the Standing Orders Committee who shall decide on its acceptability and its place on the agenda.
- (f) The business of the annual delegate conference shall include:
  - (i) Adoption of Standing Orders and Standing Orders Committee Report;
  - (ii) Consideration of the annual report and accounts of the Association;
  - (iii) Election of officers, namely Chairperson, Vice-Chairperson and Treasurer;
  - (iv) Election of twelve ordinary members of the Executive Committee;
  - (v) Election of Standing Orders Committee;
  - (vi) Consideration of motions and amendments thereto;
  - (vii) The appointment on the nomination of the Executive Committee of an Honorary President and Honorary Vice Presidents on such terms as may be recommended by the Executive Committee;
  - (viii) Consideration of any other business as may be submitted by the Executive Committee and allowed by the Standing Orders Committee.
- (g) (i) Ballot papers for elections shall be issued to each delegate on presentation of his or her credentials card, and to each of the members of the Executive Committee.
- (ii) A candidate for any elective office at a delegate conference may not be appointed a teller at that conference.
- (h) (i) Accredited delegates and members of the Executive Committee shall have the right to vote.
- (ii) Save as may otherwise be provided for in these rules voting at conference shall be decided by a simple majority of accredited delegates



showing credentials cards and the members of the Executive Committee.

- (iii) The quorum for a delegate conference shall be one third of the total number of accredited delegates nominated by Branches and notified to the General Secretary in accordance with Rule 9(b)(i).
- (i) The order of business at the Annual Delegate Conference shall be determined by the Standing Orders Committee.
- (j) A Special Delegate Conference shall be held:
  - (i) on the direction of the Executive Committee.
  - (ii) on the direction of a previous Delegate Conference, or
  - (iii) within 28 days of the receipt by the General Secretary of a requisition for, and stating the purpose of, such a conference from at least 5 branches representing at least 15% of the total membership of the Association. Each such Branch requisition must have been approved by general meetings of the members in the Branches concerned.
- (k) The business of the Special Delegate Conference shall be stated in the notice convening the conference which shall be sent to all Branches not later than 7 clear days before the conference. No other business shall be transacted by the Conference.
- (l) Names of delegates nominated by Branches for the purpose of the Special Delegate Conference shall be notified to the General Secretary not later than one day before the conference.
- (m) If a quorum is not present after one hour of the stated time for a delegate conference, the conference shall stand adjourned for not less than 7 days and not more than 28 days. Rule 9(h)(iii) shall not apply to an adjourned conference. At least 5 days notice shall be given to Branches of the time date and venue for the resumption of the adjourned conference.

## 10. CONSULTATIVE COUNCIL

- (a) There shall be a Consultative Council which shall consist of the Chairperson and Secretary of each Branch or their deputies together with the Executive Committee. The Chairperson of the Association shall act as Chairperson of the Consultative Council.
- (b) The Consultative Council shall meet not less than twice yearly on dates to be determined by the Executive Committee.
- (c) The functions of the Consultative Council shall be:
  - (i) To act as a forum where the members may, through their council representative, make their

views known to the Executive Committee and where the Executive Committee may obtain the membership opinion;

- (ii) To promote understanding between Branch Secretaries and between Branch Secretaries and the Executive Committee.

## 11. THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall comprise:
  - (i) The Chairperson, Vice-Chairperson and Treasurer;
  - (ii) Twelve other members elected by simple majority by the Annual Delegate Conference from nominations made by branches; and
  - (iii) not more than two members co-opted by the Executive Committee. The Executive Committee, in making the co-options, shall have regard to candidates nominated for but not elected to the Executive Committee, to the desirability of representations being accorded to smaller branches of the Association and as between the various employments where the Association has representation and of a balanced representation as between gender and grade on the Executive Committee.
- (b) The Executive Committee shall hold office until the end of the delegate conference at which their successors are elected. Any vacancy shall be filled by co-option by the Executive Committee.
- (c) A Special Delegate Conference convened for the purpose may remove any one or more of the Executive Committee by resolution. Such resolution shall be adopted by a vote of not less than two-thirds of those present at the conference and voting. Upon any Executive member or members being removed under this rule, the conference at which the removal takes place shall elect another person or persons to fill the vacancy or vacancies, who shall hold office for the unexpired term of the Executive Committee member or members so removed.
- (d) The Executive Committee shall exercise the powers of the Association in furtherance of the objects of the Association.
- (e) The functions of the Executive Committee shall include:
  - (i) management, direction and control of the affairs of the Association in accordance with and subject to the direction of delegate conference;
  - (ii) The development of policies and strategies for the achievement of Association objectives within the guidelines and directives laid down by delegate conference;

- (iii) Determining strategy for, and participating in, negotiations;
  - (iv) Controlling the pace and direction of the Association's development between Delegate Conferences;
  - (v) Considering and accepting of applications for membership;
  - (vi) Appointing trustees as provided for in these rules;
  - (vii) nominating the Honorary President and Vice Presidents for appointment by annual delegate conference.
- (f) The Executive Committee shall interpret the Rules and Constitution and the Standing Orders of the Association where doubt or dispute may arise and shall decide on any matter not covered by the Rules and Constitution. Such interpretation will stand unless the annual delegate conference or special delegate conference following the decision decides otherwise.
- (g) The Executive Committee shall have power to appoint sub-committees and other committees as necessary and to define their terms of reference.
- (h) The Executive Committee shall have power to appoint and dismiss the General Secretary and to appoint and dismiss any other staff as may be required for the efficient conduct of the Association's business. It shall also settle the terms of employment of the General Secretary and other staff.
- (i) The Executive Committee shall ensure that the affairs of the Association are being properly conducted by the General Secretary and other staff of the Association.
- (j) The Executive Committee shall have power to negotiate and to spend money in giving effect to Association policy.
- (k) A quorum for meetings of the Executive Committee shall be seven members.
- (l) The Executive Committee shall meet not less than ten times in a year and, so far as practicable, at least once a month.
- (m) The agenda for ordinary meetings of the Executive Committee shall be circulated at least 3 days in advance. Special meetings may be called at shorter notice by the General Secretary in consultation with the Chairperson or, in the latter's absence, with the other elected officers.
- (n) The Executive Committee shall prepare and circulate to all members an Annual Report and Statement of Accounts of the Association.

- (o) The Executive Committee may invite other members to participate in an advisory capacity and without voting powers in any of its deliberations.

## 12. STANDING ORDERS COMMITTEE

- (a) A Standing Orders Committee which shall consist of not more than six members shall be elected at the Annual Delegate Conference.
- (b) Members of the Standing Orders Committee shall hold office until the end of the delegate conference at which their successors are elected. Any vacancy arising between conferences shall be filled by a member of the Association appointed by the Executive Committee.
- (c) A member of the Executive Committee may not at the same time be a member of the Standing Orders Committee.
- (d) The Standing Orders Committee shall elect a Chairperson from among its members and shall regulate its own procedures. Three shall constitute a quorum at meetings of the Standing Orders Committee.
- (e) The Standing Orders Committee shall meet with the General Secretary prior to each delegate conference on a day to be decided by its Chairperson and the General Secretary to consider the business proposed for the delegate conference.
- (f) The Standing Orders Committee shall make recommendations as it deems necessary in accordance with the Rules and Constitution and Standing Orders of the Association as to the order in which the business of each conference should be taken for the purpose of the efficient conduct of the conference.
- (g) The Standing Orders Committee may also meet during each delegate conference and make such recommendations as it deems necessary from time to time to facilitate the business of the conference.
- (h) The Standing Orders Committee may also recommend procedures for the better conduct of delegate conferences generally. Its recommendation shall be considered by the Executive Committee and decided on by a simple majority of the delegates voting at conference. If adopted they shall become part of the Standing Orders of the Association.

## 13. ELECTED OFFICERS

- (a) The Chairperson, Vice-Chairperson and Treasurer shall be elected by simple majority at the Annual Delegate Conference.
- (b) If a vacancy in the office of Chairperson arises between Annual Delegate Conferences it shall be filled by the Vice-Chairperson. All other vacancies in these officerships arising between annual

conferences shall be filled by the Executive Committee.

- (c) The respective functions and duties of the elected officers shall be as follows:
- (i) The Chairperson shall uphold the objects, aims, policy and constitution of the Association. The Chairperson's principal functions shall be:
    - (A) to preside at meetings of the Consultative Council and Executive Committee;
    - (B) to preside at delegate Conferences;
    - (C) to preside at such other Association meetings as are appropriate;
    - (D) to deliver an address at the Annual Delegate Conference;
    - (E) such other duties as delegate conferences or the Executive Committee may assign to the Chairperson.
  - (ii) The Chairperson shall have a second or casting vote in the event of a tie in voting on any matter other than a motion to change the Rules and Constitution of the Association.
  - (iii) The Vice-Chairperson shall carry out the duties of the Chairperson in the absence of the latter and shall be regarded as the Chairperson for this purpose. The Vice-Chairperson shall discharge such additional duties as are assigned to the Vice-Chairperson by delegate conference or the Executive Committee.
  - (iv) The Treasurer shall report to the Executive Committee and to the Annual Delegate Conference on the financial affairs of the Association and shall ensure that proper accounts and receipts of payment of the Association are kept. The Treasurer shall inspect all financial books and records of the Association.
- (d) The Officers of the Association shall ensure that the decisions of the Executive Committee are carried out.

#### 14. HONORARY PRESIDENT AND HONORARY VICE PRESIDENTS

The Executive Committee may nominate an Honorary President and a number of Honorary Vice-Presidents for appointment by annual delegate conference. These offices shall be purely honorary and shall be for such term as the annual delegate conference on the recommendation of the Executive Committee may decide.

#### 15. TRUSTEES

- (a) The Executive Committee shall appoint three trustees to carry out the functions assigned to them under these rules.

- (b) The trustees shall be members of the Association in good standing and shall not be members of the Executive Committee.
- (c) The trustees shall be appointed for a term of five years, but may be individually or otherwise suspended or removed by the Executive Committee before the end of such term. Any vacancies arising shall be filled on the nomination of the Executive Committee.
- (d) Any real or leasehold property acquired by the Association in accordance with Rule 4(a)(i) shall be vested in the trustees.
- (e) The trustees shall appoint the Association's Auditor.

#### 16. GENERAL SECRETARY AND OTHER EMPLOYEES

- (a) The Association shall have a full time General Secretary and such number of other staff as may be determined by the Executive Committee to be necessary for carrying out the business of the Association.
- (b) The General Secretary shall be the Chief Executive Officer of the Association and shall be responsible to the Executive Committee for negotiation and representation of members' and Association interests, for recruitment of new members and for the proper management and development of the Association, including the maintenance of minutes, records and accounts and the management and operation of systems and procedures in accordance with the Rules and Constitution, decisions of delegate conferences and directions of the Executive Committee. The General Secretary may, with the consent of the Executive Committee, delegate any of these functions.
- (c) The General Secretary shall report to meetings of the Executive Committee and the Consultative Council on the business and affairs of the Association and has the right to speak at Annual or Special Delegate Conferences.
- (d) Except where otherwise decided by the Executive Committee, the General Secretary shall not be entitled in any negotiations conducted by him or her to enter into any final or binding agreement on behalf of the Association. The General Secretary shall otherwise be free to speak and shall have the same authority and status as would any accredited deputation or negotiating team.
- (e) The General Secretary and any Deputy General Secretary or Assistant General Secretaries or other staff shall be appointed by the Executive Committee. The remuneration and other conditions of appointment of the General Secretary, Deputy General Secretary, Assistant General Secretaries and other staff shall be determined by the Executive Committee.





## 17. INDEMNITY

The Executive Committee shall make suitable provision to indemnify members of the Executive Committee, the General Secretary and other staff of the Association against any damages or financial loss suffered by them arising from the due execution of their duties on behalf of the Association.

## 18. STRIKES AND INDUSTRIAL ACTION

- (a) The provision of this Rule shall apply notwithstanding any other provision contained in these Rules.
- (b) In this Rule the terms “strike” and “industrial action” shall have the same meaning as in the Industrial Relations Act 1990.
- (c) In this Rule the term “member” shall have the same meaning as in Rule 5.
- (d) The provisions of this Rule shall apply to the Republic of Ireland only.
- (e) The Association shall not organise, participate in, sanction or support a strike or other industrial action without a secret ballot, entitlement to vote in which shall be accorded equally to all members whom it is reasonable at the time of the ballot to believe will be called upon to engage in the strike or other industrial action.
- (f) The Association shall take reasonable steps to ensure that every member entitled to vote in the ballot votes without interference from, or constraint imposed by, the Association or any of its members, officials or employees and, so far as is reasonably possible, that such members shall be given a fair opportunity of voting.
- (g) The Executive Committee shall have full discretion in relation to organising, participating in, sanctioning or supporting a strike or other industrial action notwithstanding that the majority of those voting in the ballot, including an aggregate ballot referred to in Paragraph (h) of this Rule, favours such strike or other industrial action.
- (h) The Executive Committee shall not organise, participate in, sanction or support a strike or other industrial action against the wishes of a majority of the Association’s members voting in a secret ballot, except where, in the case of a ballot by more than one trade union, an aggregate majority of all the votes cast favours such strike or other industrial action.
- (i) Where the outcome of a secret ballot conducted by the Association or in the case of ballots conducted by the Association and any number of other trade unions which are affiliated to the Irish Congress of Trade Unions an aggregate majority of all the votes cast is in favour of supporting a strike organised by

another trade union, a decision to take such supportive action shall not be implemented by the union without the sanction of the Irish Congress of Trade Unions.

- (j) As soon as practicable after the conduct of a secret ballot the Association shall take reasonable steps to make known to the members of the Association entitled to vote in the ballot—
  - (i) the number of ballot papers issued,
  - (ii) the number of votes cast,
  - (iii) the number of votes in favour of the proposal,
  - (iv) the number of votes against the proposal, and
  - (v) the number of spoiled votes.
- (k) Nothing in this Rule shall constitute an obstacle to negotiations for the settlement of a trade dispute nor the return to work by members of the Association party to the trade dispute, and any decision taken in accordance with this rule to organise, participate in, sanction or support a strike or industrial action may be rescinded or amended without the necessity of a further ballot of the members concerned.

## 19. GENERAL BALLOT

- (a) A General Ballot of the members may be held to determine the policy of the Association on any matter. Such ballot shall be held:
  - (i) On the direction of a delegate conference or the Executive Committee;
  - (ii) Within 28 days of the receipt by the General Secretary of a requisition for such a ballot from at least 5 Branches, representing at least 15% of the total membership of the Association, provided each such requisition has been approved by a general meeting of the members in the Branches concerned; or
  - (iii) Within 28 days of the receipt by the General Secretary of a requisition from one-fifth of the entire membership.
- (b) The Executive Committee may decide to hold a Special Delegate Conference instead of a general ballot within 28 days of receiving a request under Rule 19 (a)(ii) or (iii).
- (c) When it is determined that a general ballot of members is to be held, the ballot paper, together with a brief memorandum setting out the principal considerations for and against the proposals to be balloted on, shall be sent to each member at the members’ normal official location. The ballot paper shall be accompanied by a stamped addressed envelope for the return of the completed paper. Ballot papers shall be returned within 21 days of the

date of issue, or such shorter time as may be determined by the Executive Committee and advised to each member with the ballot paper. The Association's Auditor shall be responsible for the opening, counting and certification of the result of any general ballot of members.

- (d) Policy determined by a ballot on a simple majority of votes cast will be binding on the Association as if it were a motion passed at an Annual Delegate Conference.

## 20. FINANCE

- (a) The Executive Committee shall have overall responsibility for the financial affairs of the Association.
- (b) The Executive Committee shall have the power to raise funds by borrowing money on any real or personal property of the Association.
- (c)
  - (i) The Executive Committee shall have power to levy members to augment the funds of the Association in order to provide assistance to members in dispute or for such other purposes in accordance with these rules as the Executive Committee may decide.
  - (ii) Members of the Association shall be entitled to claim financial assistance from the Association, at a rate to be determined by the Executive Committee, where disputes result in members withdrawing their services on the instructions of the Executive Committee or where the Executive Committee deems members to be locked-out or victimised by their employer as a direct consequence of action taken by members of the Association where such action has the approval of the Executive Committee.
  - (iii) Legal advice for members may be financed from Association funds at the discretion of the Executive Committee where the matter on which advice is sought arises from or is related to the member's employment.
- (d) The financial year of the Association shall end on 31st December of each year.
- (e) The accounts of the Association shall be audited annually by the auditor appointed by the trustees.
- (f) All monies received as subscriptions or otherwise by the Association shall be lodged to a Banking Account or to Banking Accounts opened in the name of the Association as approved by the Executive Committee.
- (g) All disbursements on account of the Association shall be drawn on such bank or banks and authorised by any two of the Officers, i.e. Chairperson, Vice Chairperson or Treasurer. However, the Executive Committee may delegate authority to the General Secretary or in his absence to the Deputy General

Secretary to authorise payments to meet the ordinary running costs of the Association provided they are also authorised by the Treasurer or other Officer of the Association.

- (h) The surplus funds of the Association shall be invested in the joint names of the Trustees in such trusts or securities including real property as the Executive Committee may from time to time decide.
- (i) Every person having an interest in the funds of the Association may at any reasonable time, and on giving notice, inspect the books of the Association and the register of members of the Association.

## 21. MEMBERSHIP SUBSCRIPTIONS

- (a) The membership subscriptions of ordinary and associate members shall be determined from time to time by delegate conference.
- (b) The subscription of an ordinary member shall be deducted from salary by authorisation of the member or in a manner determined by the Executive Committee.

## 22. BRANCH ORGANISATION

- (a) The members of the Association shall be organised into branches as determined from time to time by the Executive Committee.
- (b) Each Branch shall be responsible for representing and safeguarding the interests of its members at local level in accordance with Association policy, for the recruitment of members within its Department or Office or grade, body, company or corporation, for the representation of its members' views concerning their Department or Office or grade, body, company or corporation and transmitting its members' views on these and other matters to the Executive Committee and/or Delegate Conference.
- (c) The administration of each Branch shall be vested in a Branch Committee. The Branch Committee shall consist of a chairperson, secretary and not less than one and not more than fifteen other members.
- (d) The duties of the Branch Chairperson shall be to assist in the conduct of the business of the Branch generally, to sign all minutes and through the Branch Secretary to call any meeting of the Branch or Branch Committee as required, to represent the Branch at meetings of the Consultative Council and to ensure that in the event of him or her being unable to attend that a deputy is appointed in his or her place.
- (e) The duties of the Branch Secretary shall include:
  - (i) Keeping branch members informed of the business and affairs of the Association.
  - (ii) Transmitting communications between the Branch and the Executive Committee.

- (iii) Advising members of the dates of Annual Delegate Conference and arranging meetings as required for the purpose of nominations for elections, motions for discussion at conference and election of delegates;
  - (iv) Keeping a record of all Branch meetings and Branch Committee meetings;
  - (v) Notifying the General Secretary in proper time of nominations, motions and amendments and names of delegates;
  - (vi) Representing the Branch at meetings of the Consultative Council and ensuring that in the event of his or her being unable to attend that a deputy is appointed in his or her place;
  - (vii) Providing the Executive Committee with such information as it may require from time to time.
- (f) An annual general meeting of the members of each Branch shall be held not later than nine weeks prior to the date of the Annual Delegate Conference.
- In the case of a Branch authorised under Rule 22 (j) to substitute a Branch Delegate Meeting for an Annual General Meeting, having regard to the geographic spread of members, the Branch Delegate Meeting will take place no later than four weeks prior to the Annual Delegate Conference or the closing date for amendments to Motions on the final agenda of the Annual Delegate Conference, whichever is the earlier provided that
- (i) A previous Delegate Meeting of the Branch has mandated the Branch Executive to propose motions and make nominations on behalf of the Branch for the Annual Delegate Conference.
  - (ii) And that the Branch Executive puts all such motions and nominations on the Agenda of the Branch Delegate Meeting, taking place in accordance with the provisions of rule 22(f), for approval by the delegation.
- (g) Each member shall be given due notice of the holding of this meeting and the meeting shall deal with the following matters:
- (i) receive a report of the Branch Committee on the activities of the Branch for the year;
  - (ii) Elect Branch Officers, Branch Committee and delegates for the Annual Delegate Conference;
  - (iii) Make nominations for the Officerships, Standing Orders Committee and Executive Committee;
  - (iv) Consider motions for the Annual Delegate Conference;
  - (v) Arrange further meetings as required to consider the draft agenda of the delegate conference and amendments to motions in the Agenda;

- (vi) Transact such other business as required.
- (h) Special general meetings of a Branch shall be held whenever the Branch Committee deems it necessary, or in accordance with the directions embodied in a resolution passed by a majority of the members present at a previous Branch general meeting, or on a request signed by not less than one fifth of the members of the Branch or on the instruction of the Executive Committee.
- (i) Expenditure reasonably incurred by a Branch in the exercise of its functions including the expenses of delegates at the Annual or Special General Meeting of the Branch or Delegate Conference shall be paid out of the funds of the Association. The Executive Committee shall have discretion to decide what is reasonable for this purpose.
  - (j) Where the Committee of a Branch considers that Branch general meetings should be replaced by Branch delegate meetings for that Branch, it shall so notify the Executive Committee in writing. A group of members in a branch who constitute not less than one-fifth of the entire membership of the Branch may also notify the Executive Committee in writing that they consider that it would be desirable to replace Branch General Meetings by Branch Delegate Meetings On receipt of such notification the Executive Committee shall, if it is satisfied that delegate meetings are preferable to general meetings in that Branch, having regard to the geographical spread of the members of the Branch, conduct a ballot of the members of the Branch to determine the views of the members of the Branch. The Executive Committee may agree to the substitution of delegate meeting for general meetings only if a majority of those members voting in the ballot vote in favour of the substitution of delegate meetings for general meetings. Where General Meetings have been replaced by delegate meetings, the delegate meetings shall consist of the Branch Committee together with delegates appointed by sub-branches of the Branch. The composition of sub-branches and the number of delegates to be appointed by each sub-branch to the branch delegate meetings and any other procedural matters involved in the holding of delegate meetings shall be a matter for the Branch Committee of the Branch subject to the approval of the Executive Committee.

Branch delegate meetings, shall, where they are substituted for Branch general meetings, have the same powers and responsibilities of Annual and Special General Meetings of branches as are specified under these Rules and the general provisions of Rule 22 shall apply as if references to annual or special branch meetings constitute reference to annual or special delegate meetings of branches. Where Branch delegate meetings have

been substituted for Branch General Meetings, a proposal to return to Branch General Meetings must be initiated and processed in the same way as a proposal to change from Branch General Meetings to Branch delegate meetings as set out in this Rule.

**23. REVISION**

The Rules and Constitution may be amended only by a motion tabled in accordance with the rules for motions at delegate conferences, and passed by not less than a two-thirds vote of the accredited delegates nominated by branches and of members of the Executive Committee present and voting at a delegate conference. Any such

amendments shall be notified to the Registrar of Friendly Societies.

**24. DISSOLUTION**

The Association may be dissolved at any time by means of a general ballot of the members provided that such dissolution is approved by five-sixths of the membership. In the event of dissolution any net assets remaining after discharging all debts and liabilities shall be divided equally between those who were members at the time of dissolution. Any such dissolution shall be notified to the Registrar of Friendly Societies.



# STANDING ORDERS FOR ALL DELEGATE CONFERENCES OF THE ASSOCIATION

The following Standing Orders shall apply to all Delegate Conferences of the Association.

## 1. Motions

1. No motion or amendment may be discussed until it has been formally proposed.
2. No motion or amendment may be withdrawn except by the consent of Conference.
3. The proposer of a motion or amendment shall be allowed not more than five minutes for his/her speech and all subsequent speakers not more than three minutes each.
4. The proposers of a motion or amendment shall be a delegate of the Branch which has submitted the motion or amendment or in respect of an Executive motion or amendment a member of the Executive Committee. If there is no delegate representing a Branch present when a motion or amendment is due to be moved by that Branch the motion shall fall.
5. The proposer of a motion shall be the only person permitted to speak more than once on the same motion. The proposer in exercising his/her right of reply may speak a second time for not more than three minutes. Where a motion has been amended only the proposer of the original motion shall have the right of reply.
6. Only one motion may be before the Conference at any time.
7. An amendment to a motion may not be moved while another amendment to that motion is before Conference.
8. An amendment may not be moved where Standing Orders Committee have indicated that in their opinion, it is a direct negative to a motion.

## 2. PROCEDURES MOTIONS

### 1. Next Business

If a proposal to proceed to next business has been moved and seconded the proposer of the motion under discussion shall have the right to speak in opposition and the proposal shall then be put without further discussion. If the proposal is carried, the discussion on the motion originally under discussion shall be abandoned and the meeting shall proceed to the next

business on the Agenda. If the proposal is lost, the discussion on the original motion shall be resumed.

### 2. Discussion to Close

A proposal that the discussion be brought to a close shall be moved, seconded and decided without discussion. If this proposal is carried, the motion or amendment under discussion shall be put and decided without further discussion other than a reply by the proposer of the motion. If the proposal is lost, the discussion, on the motion or amendment shall be resumed.

### 3. Question Now Put

A proposal that the question be now put shall be moved, seconded and decided without discussion provided the Chairperson is satisfied that both sides of the question have been adequately discussed. If the proposal is carried, the motion or amendment under discussion shall be put and decided forthwith without further discussion. If the proposal is lost, the discussion on the original motion shall be resumed.

### 4. Referral to Executive Committee

A proposal to refer a motion to the Executive Committee may be moved and seconded but the proposer of the motion may have the right to speak in opposition.

5. The acceptance of a procedure motion shall be at the discretion of the Chairperson.

## 3. PROCEDURE

1. A delegate may not address the meeting unless proposing, seconding or speaking to a motion except when raising a point of order.

A point of order may be raised on the following issues:

- (i) Incorrect procedures – implies that some member is contravening the rules of Conference e.g. speaking longer than allowed.
- (ii) Irrelevancy – wandering from subject.
- (iii) Unparliamentary language – swearing, personal abuse etc. or anything derogatory.
- (iv) Transgression of Rules – Use of procedure contrary to that laid down by Standing Orders.

2. The General Secretary and appropriate honorary officers may present, or reply to queries, on formal reports as appropriate.



3. The Chairperson of the Standing Orders Committee may make recommendations to the Conference which shall be decided upon immediately.
4. If two or more delegates offer to speak, the Chairperson will call on the delegate first observed offering; however the Chairperson of the Standing Orders Committee shall, if offering, be accorded priority.

**4. ROLE OF CHAIRPERSON**

1. The Chairperson at his/her discretion may declare a motion carried by agreement unless a proposal that a vote be taken be proposed and seconded.
2. The decision of the Chairperson shall be final upon any point as to the interpretation to be placed upon any Standing Order, upon the point as to whether a motion had been carried or rejected, and on all points of order.
3. Any member wilfully disobeying the ruling of the Chairperson may be suspended during the remainder of the time the motion in question is under discussion or for the whole Conference.
4. If in the opinion of the Chairperson grave disorder has arisen he/she may at his/her absolute discretion adjourn the Conference for a specified time.
5. The Chairperson shall have a second or casting vote should the votes on any proposal be equally divided.

**5. STANDING ORDERS COMMITTEE**

1. Where more than one motion deals with the same topic the Standing Orders Committee will draw up a composite motion covering the points made in the overlapping motions. The composite motions be put to Conference in place of the original motion. Standing Orders Committee shall indicate which Branch should move the motion.

Where the proposing Branch cannot agree to a composite motion then the original motion shall be put to the Conference in the order determined by the Standing Orders Committee.

The composite motion will be indicated to members in accordance with Rule 6(d)(ii) for the purpose of amendments.

2. The Standing Orders Committee may indicate the Motions under specified sections of the Agenda, get priority in discussion and shall so indicate those motions.

If in the time allotted for discussion of those sections of the Agenda, all the motions therein are not reached they may be deferred to a later stage of Conference.

3. Any motion appearing in the Agenda which has not been moved before the closing of the Conference shall be deemed to be referred to the Executive Committee for consideration.

**6. ELECTION**

Election of officers, Executive and Standing Orders Committees shall be held by way of secret written ballot on the basis of a single non-transferable vote.

**7. SUSPENSION OF STANDING ORDERS**

1. Any of the Standing Orders for Delegate Conferences may be suspended for a stated purpose provided a motion to that effect is adopted by a majority of those present and entitled to vote. Such suspension of Standing Orders may not exceed 30 minutes unless a proposal is adopted by the Conference whereby the suspension maybe extended for a period not exceeding 15 minutes.
2. The Standing Orders Committee may at any time during the meeting when it deems it necessary, make recommendations to the Chairperson that time limits be imposed on speakers or that the order of business be changed to facilitate the more effective progress of the meeting.
3. The Standing Orders Committee will be in session and available to delegates during the period of Conference.



## EXECUTIVE MEETINGS: ATTENDANCES RECORD

There were 10 Executive Committee meetings between  
29 May 2012 and 11 March 2013.

Attendances were as follows:

Name	Possible Attendances	Attendances
Allen Tom	10	10
Glennon John	10	9
Thompson William	10	10
Bolger Grainne	10	10
Bourke Declan	2	1
Boyle Pat **	8	8
Burke Denis	10	9
Dowling Edna	10	9
Fanthom Tom	10	10
Nolleran Noel	10	6
Hughes Eamon	10	8
Hughes John	10	6
McBreen Orla	10	4
McIntosh Willie *	9	8
O'Brien Barry *	9	6
O'Shea Bernard	10	4
Smyth Kieran	10	9
Walker Alan	10	10

\* Members co-opted following ADC

\*\* Pat Boyle replaced Declan Bourke



# ANNUAL REPORT OF THE SECRETARY FOR 2012

## 1. Public Service Agreement 2010-2014

The Public Service Agreement 2010-2014 has survived despite the unprecedented media hostility at the time that the agreement was signed and which continues to this day. It is worth noting that it has now survived a change of Government, the arrival of the IMF to Ireland and three of the most severe Budgets ever experienced. The commitments in the agreement to protect against compulsory redundancies and further pay cuts have been honoured and protected. In late 2012, the Government invited the Public Services Committee of the ICTU to talks on an “addendum” to the existing agreement. In doing so, the Government has stated an intention to cut a further 1bn from the Public Service Pay Bill by the end of 2015, over and above the 3.3bn net saving that will accrue from the continued operation of the existing agreement. At time of writing this report talks are scheduled to commence.

The Implementation of the Agreement is overseen by an Implementation Body at national level and by similar bodies in each sector of the Public service such as the Civil Service, local Government etc.

The Civil Service Sectoral Implementation Group is made up of Management and Union representatives and is chaired by Ms. Anna Perry of the LRC. This Group meets on a monthly basis following the meeting of the General Council. It reports on progress made on various action plans /items contained in the Agreement and raises issues that may be referred to the national Implementation Body.

During 2011 additional working groups apart from the various sub – committees of General Council were established to deal with issues arising from the agreement, such as Redeployment and the Work Placement Programme (WPP) /JobBridge.

### 1.1 Redeployment

Agreement was reached during the year on the Redeployment Toolkit it and can be accessed at <http://hr.per.gov.ie/redeployment/>

As of 21st December 2012 the total number on the PAS Resource Panel stood at 341 broken down as follows.

Civil Service	98
NCSSB	153
Education	53
Local Authority	37

The Number of Redeployed Staff recorded by PAS was 369 broken down as follows:

Redeployed From	Redeployed To	Total Number
Civil Service	Civil Service	225
Civil Service	NCSSBs	9
Civil Service	Health Sector	22
Civil Service	Local Government	2
NCSSB	Civil Service	51
NCSSB	NCSSB	37
NCSSB	Local Government	7
Local Government	NCSSB	1
Education	Civil Service	1
Education	Education	4
Health	Civil Service	6
Local Government	Civil Service	1
Local Government	Local Government	3

### 1.2 WPP/JobBridge

**Extract from Croke Park Agreement: 4.18.** There will be full support in the Civil Service and state Agencies with programmes and initiatives to support and assist the unemployed, including the rollout of the FAS placement programme. This Programme will not displace existing graduate placement programmes.

A Working Group made up of Union and Management representatives was established to oversee the operation of these schemes and to get involved if problems arose. The Group met on several occasions during the year. No major issues arose.

## 2. Performance Management System

### 2.1 PMDS

In the context of an agreement reached at the General Council Sub – Committee on PMDS in 2011 which provided that a review would be undertaken in 2012 which would seek to address the following issues:

- *Fairness and Consistency*
- *Competency Framework*
- *Ratings*

- *Role of the Reviewer*
- *Independent Review*

*Linking PMDS to the award of individual increments.*

The following Memorandum of Agreement was signed in July 2012.

**General Council Sub- Committee on PMDS.**

**Memorandum of Agreement**

**Changes to the Performance Management and Development System for 2013.**

- The General Council Sub-Committee on PMDS, under Phase 2 of the changes to strengthen PMDS, hereby agrees the following changes to be implemented in 2013.
- A new Competency Framework, based on the grade – based competency model used by the Public Appointments Service will come into operation.
- A revised Ratings Scale with improved descriptions of performance levels, including competency evaluation will be used.
- Ratings will be decided by Calibration review, this system to be introduced on a phased basis, commencing with the grades of Assistant secretary, Principal and Assistant Principal, prior to rollout to all grades.
- Internal Review of ratings up to Head of Division level will be available and there will be provision for representation as appropriate.
- Independent External Review of ratings will be available.
- A rating of “Fully Achieved Expectations” will be required for the reward of an increment
- Guidelines and training will be provided to assist in the introduction of the Phase 2 changes.

*Signed*

**Louise McGirr**  
**Department of Public Expenditure and Reform**  
**Chair Sub – Committee.**

**Gerry Malone,**  
**Secretary,**  
**Civil Service General Council Staff Panel**

Further discussions took place and revised documentation was issued to Departments towards the end of 2012.

**3. Cross Stream Promotion**

The Commission for Public Service Appointments (CPSA) in July 2011 produced a report to the Minister for Public Expenditure and Reform on Eligibility Criteria for Promotion of Staff in Civil Service.

This report stated that all eligibility barriers deemed to be unnecessary for the performance of the relevant job, that exists to prevent promotions across administrative and professional/technical streams be removed.

During 2012 a Sub-Committee of General Council was established and met on a number of occasions.

The Official Side in July 2012, in a paper presented to the General Council, put the following position:

*The rationale underpinning the CPSA recommendation is to remove restrictive eligibility criteria for those wishing to compete for civil service posts and to widen the pool of expertise and talent for promotion positions. The proposal should seek to meet this objective in a way that is feasible and effective within the broad architecture of the current promotions system. In this context the intention is to maintain the practice of banding (eligibility based on prescribed salary bands) but to include Professional and Technical grades within the bands. This will satisfy the CPSA requirements in removing barriers to eligibility and expand the pool of expertise for promotion competitions in a way that does not impose an undue administrative burden on the system.*

*To avoid unnecessary complexity in the operation of promotion competitions the approach will be to identify existing salary bands and to include all grades including the Professional and Technical equivalents in the pool of eligible staff within those bands. In general, access will be based on equivalence across grades e.g. access to PO level competitions will be based on Engineer/Accountant Grade I and access to AP will be based on Engineer/Accountant Grade II. Those who have the requisite skills, competencies and experience and, where specified, the essential qualifications for the position will be eligible to compete for selection.*

The matter was considered by the Civil Service Group of Unions. Both IMPACT & CPSU took the view that all posts should be open to all grades irrespective of salary level. PSEU & AHCPS opposed this view. Ultimately, the Group of Unions agreed to put the following position to the Official Side:

*The Civil Service General Council Staff Panel does not believe that salary banding is sustainable in the long term. However, for a period of one year, up to 10th October 2013, the Panel is agreeable to having posts filled on that basis. In the meantime, the General Council Sub-Committee should continue its work and the transitional period can be used to deal with issues such as the reciprocal arrangements for access to some professional and technical posts.*

At time of writing a letter from the Official Side on 19th December 2012 is under consideration by the Panel.

#### 4. Shared Services

The Public Service Reform Plan published in November 2011 contained a range of ambitious actions relating to shared services. The establishment of a **Shared Service for HR and Pensions** (HRSSC) in the Civil Service was prioritised and its development is being led by the Department of Public Expenditure and Reform.

Office premises has been secured in Clonskeagh, Dublin 4 and applications were sought from Officers serving in a range of grades from CO to APO level who wished to transfer to roles at the same grade on a permanent basis to what is now known as **PeoplePoint**.

The Management Board of the HRSSC have agreed a schedule under which Departments / Offices will transition (move) their HR transactional services to the HR Shared Service Centre.

The Departments / Offices identified for each tranche are as follows:

##### 1st Tranche (September to March 2013)

- Department of Agriculture, Food & the Marine
- Department of Finance
- Department of Justice & Equality
- Department of Public Expenditure & Reform
- Central Statistics Office
- An Garda Síochána Ombudsman Commission

##### 2nd Tranche (March to August 2013)

- Office of the Revenue Commissioners
- Property Registration Authority
- Department of Health
- Department of Children & Youth Affairs
- Department of Transport, Tourism & Sport
- Office of the Attorney General
- Office of the Ombudsman

##### 3rd Tranche (August 2013 to January 2014)

- Department of Social Protection
- National Council for Special Education
- State Examinations Commission
- National Education Welfare Board
- Office of Public Works
- Road Safety Authority
- Department of Education & Skills

##### 4th Tranche (January to May 2014)

- Garda Civilians
- Department of the Environment, Community & Local Government
- Department of Arts, Heritage & the Gaeltacht
- Houses of the Oireachtas
- Department of Communications, Energy & Natural Resources
- Office of the Director of Public Prosecutions
- Office of the Chief State Solicitor
- Legal Aid Board
- Courts Service

##### 5th Tranche (May to September 2014)

- Office of the Comptroller & Auditor General
- President's Establishment
- Public Appointments Service
- National Library of Ireland
- National Museum of Ireland
- Department of Jobs, Enterprise & Innovation
- State Laboratory
- Valuation Office
- Department of Foreign Affairs & Trade
- Department of Defence
- Department of an Taoiseach

It is important to note that while the Departments/Offices to be included in the first tranche are confirmed, the remaining tranches are subject to review based on outcomes from the Detailed Design Phase and lessons learned in the Transition Phase.

**Payroll Shared Service:** This project is the next immediate priority to be progressed with a view to driving greater efficiencies and improving payroll services across the Civil Service. A Baseline Review took place, a project team with representatives from across the Civil service is in place, and work to assess options and develop a business case has commenced. Site visits have taken place by the Project Team and data from Departments/Offices has been gathered and validated.

Towards the end of 2012 following an analysis of the data by the Project Team and External Experts working on the project a draft Business Case for consideration by the project Programme Board with five options for the delivery of Payroll for the Civil Service and for other Public Service Organisations was drawn up. Each of the options has been assessed against a set of criteria based on financial cost, quality of service and risk. The five options under consideration are:

**6. Payroll Shared Service – Single Site location**

Implement a Shared Services Payroll with a single governance structure, a common technology platform, single licence agreements with technology providers, improved and standardised processes and Service Level Agreements (SLAs) with client Departments for the delivery of payroll in a single location Shared Services Centre.

**7. Payroll Shared Service - Multi-site location**

Implement a Shared Services Payroll with a single governance structure, a common technology platform, single licence agreements with technology providers, improved and standardised processes and Service Level Agreements (SLAs) with client Departments, in more than one location.

**8. Outsource Provider**

Implement a Shared Services Payroll to be managed and operated by an external provider.

**9. Common Technology Platform with Process Improvement**

Each of the existing 18 Payroll Centres to retain payroll function, but with a common technology platform, improved and standardised processes and shared licence agreements with technology providers.

**10. As is – No change to the current process of delivery of payroll**

Each of the existing 18 Payroll Centres to retain payroll function, with no changes to existing technology platforms, existing licence agreements for the provision of technology, and no changes to existing processes.

At time of writing no recommendation has been made nor has any decision been taken on which option to proceed with.

**Banking & Finance Shared Service:**

This is the third in a series of Shared Services Projects. The Project Board has held its first meeting. Deloitte have been appointed as Management Consultants for the project.

**5. Equal Opportunities**

The General Council Equality Sub – Committee has not met since 2011. There are a number of outstanding issues that it is hoped will be addressed in 2013. Notwithstanding the fact that no meetings of the Committee took place in 2012 it was agreed at the General Council Meeting in October that one of the priorities for 2013 would be a review of the Bullying and Harassment policy / procedures for the Civil Service. To this end a Management Review committee has been set up with the following indicative timetable.

Stage	Description	End Date (indicative)
1	Identify costs for providing bullying and harassment investigative services in the civil service	April 2013
2	Identify options for a model of delivery for bullying and harassment services. Options may include departments continuing to deliver their own services, centralised investigative resource, etc	June 2013
3	Improve bullying and harassment policy/procedures. While considerable work has already been done on this, amendments may be required in light of findings from stage 1 and 2	August 2013

It is the intention that the Equality Sub- Committee will meet, at a minimum, at the end of each stage for an update and to provide feedback.

**5.1 Crèches**

The Interim Board of the Civil Service Childcare Agency met on several occasions during the year. The function of the Board is to oversee and consider issues affecting the operation of Crèche facilities for staff in the Civil Service.

Crèches are based at Mahon, Cork. Mount Street, Dublin. Marlborough St, Dublin. Backweston, Athlone, Sligo and Ennis.

During 2012, a Focussed Policy Assessment of the Civil Service Childcare Initiative was carried out by the Department of Public Expenditure and Reform’s Central Evaluation Unit (CEEU) and it recommended that the State should end its involvement in the Civil Service Crèches in a structured and planned way.

The Minister for Public expenditure and Reform, Mr. Brendan Howlin T.D. accepted the recommendations and decided that the State will no longer subsidise or have any management role in the initiative.

Crèche operators were informed and given the option to continue operating in the existing properties under new licence arrangements. All operators expressed an interest and the OPW will engage with them on the details of the new licences.

The Interim Board will, for a period of time, continue to monitor the transition and report back to the Staff Side.



## Disabilities

The Disability Sub-Committee of General Council has not met since 2010 and the Staff Panel will press for its reconstitution in 2013.

## 6. Health and Safety

There were no meetings of the Sub-Committee during 2012.

## 7. Travel and Subsistence Sub-committee

There were no developments on Travel and Subsistence during 2012

## 8. Grievance Procedure

No progress was made during the year on a revised Grievance Procedure.

## 9. Civil Service Employee Assistance Service. (CSEA)

The Civil Service Employee Assistance Service (CSEAS) was fully restructured during 2012 as a shared service, under central management within the Department of Public Expenditure and Reform.

Employee Assistance Officers (EAO'S) are located in Dublin (Head Office), Tullamore, Cork, Limerick, Castlebar and Sligo, providing a shared service to all government Departments/Offices. They provide a wide range of confidential supports to staff and management designed to assist employees in managing work and/or life difficulties.

The CSEAS also has a role to play in policies such as A Positive Working Environment, Managing Underperformance and Guide to Alcohol and Drugs Misuse in the Workplace.

Website: [www.cseas.per.gov.ie](http://www.cseas.per.gov.ie)

## 10. Arbitration Board/Adjudicator

### 10.1 Arbitration Board

The members of the Arbitration Board who were appointed to 30th June 2012 were:

Mr. John Doherty Chairperson, Mr. Gerard Barry, Government nominee, and Mr. Tom Wall Staff Side nominee.

### 10.1 Adjudicator

The Staff Side agreed to the re-appointment of Mr Kieran Mc Govern as Adjudicator from June 2012 to June 2013

## 11. Civil Service Disciplinary Code Appeals Board

Ms. Inge Clissman SC was re-appointed as Chairperson of the Civil Service Disciplinary Appeals Board for 2012/2013

The position of Deputy Chairperson is currently vacant.

The following are the Staff Side nominees to the Board

Mr. Des Fagan. CPSU

Mr. Kevin Gaughran. CPSU

Mr. Derek Mullen. CPSU

Ms Theresa Dwyer. CPSU

Ms. Phyllis Behan. PSEU

Mr. Billy Hannigan. PSEU

Mr. George Maybury. PSEU

Mr. Paul Caffrey. PSEU

Mr. Eugene Quinn. PSEU

Mr. John Kelleher. AHCPs

Mr. Ciaran Rohan. AHCPs

Mr. Tom Hoare. IMPACT

Ms. Christine Cully. IMPACT

The Official Side Nominees are:

Ms. Kathleen Redmond. Revenue.

Ms. Patricia Murphy. Department of Social Protection.

Mr. Dave Hanley. Department of Communication, Energy and Natural Resources.

Ms. Lynda Hendly. Revenue.

Mr. Pdraig McMahon. AG's Office.

Mr. Martin Bourke. OPW.

Ms. Ann McDonnell. Education & Skills.

Ms. Patricia Coleman. Department of Finance.

Ms. Eilis O' Connell. OPW.

## 12. Staff Panel/General Council

### 12.1 Staff Panel

During the year there were 11 ordinary meetings of the General Council Staff Panel.

Claims Lodged at General Council during 2012

- That staff deemed to be "surplus" in their current Department be allowed to transfer to Departments that are understaffed even if the latter do not have the funds to meet payroll costs.
- That an inter- departmental and inter- regional transfer system be established for grades represented by the PSEU, similar to the system in place for members of the CPSU.

- That Circular 23/2005: A Positive Working Environment, be amended to incorporate with a view to incorporating the following items;
  - When a doctor certifies an officer as suffering from “work related stress” and the officer has requested a transfer from their current assignment, Human Resource Unit should prioritise that transfer in the interest of both parties. Any delay in this process should be explained to the officer. Any such transfer is to be deemed to be without prejudice to any proceedings under Circular 23.2005.
  - Sick leave certified as “work related stress” should be discounted if the officer’s complaint under the Circular is upheld.
  - That Human Resource Units will not assign any member of staff to a case where they are a relation of any of the parties involved, thus avoiding any conflict of interest.
  - Extend the deadline for making complaints under Circular 23/2005 to 12 months in order to allow an officer the time necessary to overcome the effects of bullying before submitting a complaint.
  - Human Resource Units should, where practicable, publish within their own Department, the number of complaints received under Circular 23/2005 annually and confirm the number upheld following investigation.
- To seek agreement on the appointment of additional CMO’s on a regional basis.
- To seek confirmation by DPER on the monetary savings generated by each grade under the Croke Park Agreement to date.
- To seek agreement on the introduction of a fully subsidised and confidential annual medical screening for CPSU grades to be carried out by the officers own GP service.
- That a Civil Service wide complaints procedure be introduced to deal with complaints against staff members which will be fair to all sides. Public, staff and employer. This procedure should also include sanctions for spurious complaints.
- That the cost of registration by Health and Social Care Professionals with CORU be either paid or reimbursed by employers.

**12.2. Move from Conciliation and Arbitration Scheme to using State Agencies**

There was no movement on this issue in 2012

**12.3 General Council**

During the year 10 meetings of General Council took place. Meetings of the General Council were followed by a meeting of the Civil Service Sectoral Implementation Group established under the Croke Park Agreement and chaired by Anna Perry of the LRC.

There was one General Council Agreed Report in 2012.

**General Council Agreed Report 1524**

**Revised Annual Leave Arrangements.**

**General Council Report concerning proposed changes to the annual leave allowance of certain Civil Servants.**

**Claim:** That this Council acknowledges the changed annual leave allowances available to new staff, promoted staff and some existing staff as confirmed by the Public Service Committee of ICTU.

A letter clarifying the situation for Personnel Officers was issued on 18th January 2012.

**Circulars issued by Department of Finance / Public Expenditure and Reform in 2011**

No	Title / Content
13/2012	Interdepartmental competition for appointment to Instructor posts in Civil Defence Roscrea.
16/2012	Self – Certified Paid Sick Leave Arrangements.
19/2012	Commencement of the Single Public Service Pension Scheme

**Letters to Personnel Officers**

Date issued	Title / Content
18th January 2012	Revised Annual Leave Arrangements
21st May 2012	Expressions of interest for temporary assignment of public servants to Department of Finance.
12th June 2012	Restructuring of the Civil Service Employee Assistance Service.

Circulars / Letters available at: <http://circulars.gov.ie>



### 13. Third World Fund

The Fund’s Committee of Management met quarterly during the year. The Committee presented its Annual Report at the September Staff Panel meeting which was adopted. The website for the fund can be viewed at [www.cstwf.ie](http://www.cstwf.ie)

### 14. Civil Service Charities Fund

The Civil Service Charities Fund was established in 1991 to support voluntary organisations operating within communities or providing services to disadvantaged groups within society, such as people with disabilities. Members of the Fund donate 0.1% of salary i.e. 10 cent per €100 of salary, the donation of which is facilitated by a deduction at source.

The Management Committee of the Fund met four times during the year to consider applications submitted under strict application criteria. The following applications were considered and approved in 2012

Applicant	Amount
One in Four	€20,000
Nurture Post Natal Depression Support Services	€16,000
Raynauds & Scleroderma Ireland	€15,105
65th Greenhill’s Scouting Troop	€20,000
Holly Murphy Fund	€20,000
Limerick Pride Festival	€500
St. Vincent de Paul	€6000

As 2012 was the 21st Anniversary of the Fund the occasion was marked by launch of a website following a generous donation of 500 from the Civil Service Credit Union. The website can be accessed at: [www.civilservicecharitiesfund.ie](http://www.civilservicecharitiesfund.ie)

#### Conclusion

I would like to thank the Chairperson Mr. Ciaran Rohan for his assistance and co – operation during the last year. I would also like to thank the Vice-Chairperson Ms. Betty Tyrrell-Collard.

To the General Secretary, Officers and Staff of the PSEU, in whose premises the Panel Office is located, thank you for your assistance, courtesy and welcome advice during the year.

I would like to the Official Side Secretaries, Simon McGrath and Liam Gleeson for their assistance and co-operation during 2012 I would also like to thank all our colleagues in the Departments of Finance and Public Expenditure and Reform for their contributions throughout the year.

**Gerry Malone,  
Secretary**

January 2013



# ANNUAL REPORT OF THE PUBLIC SERVICES COMMITTEE 2011-2012

## 1. MINUTES

The minutes of the 2011 AGM were approved.

## 2. FINANCES

Because both the current and savings accounts held in the name of the PSC have had no transactions for some years, they have been declared to be 'dormant'. The Chair and Secretary, as signatories, are writing to Bank of Ireland to have this 'Dormant Indicator' removed from the accounts. The value of the current account stood at €62.13 in 2011. This will not have changed.

The value of the savings account stood at €8,717.31 in May 2011. It would have attracted a tiny amount of interest since, (between May 2010 and May 2011, the account earned a whopping sum of €0.62 !!!). When we get final details, we will circulate.

## 3. PAY AND RELATED MATTERS

- 3.1 At the time of last year's AGM, one union, IFUT, had yet to ratify the 'Public Service Agreement 2010 - 2014'. They did so subsequently.
- 3.2 In June 2011, the Implementation Body for this agreement issued a report that identified €689m in savings to the Exchequer that could be attributed to the existence of the agreement. This has not, of course, stopped continuous picking away at the agreement in what passes for public discourse in this State.
- 3.3 The second review of the agreement is underway currently. It is anticipated that a report will be issued by the Implementation Body in June 2012.
- 3.4 The PSC nominees to the Implementation Body have remained unchanged. They are as follows :
- Shay Cody (IMPACT)**  
**Sheila Nunan (INTO)**  
**Patricia King (SIPTU)**  
**Tom Geraghty (PSEU).**
- 3.5 The current employer representatives on the Body alternates among the following :
- Robert Watt,**  
**Deirdre Hanlon,**  
**Paul Reid,**  
**Michael Errity,**  
**Onagh Buckley**

All are from the Department of Public Expenditure and Reform

- 3.6 The Body continued to be chaired by Mr. P.J. Fitzpatrick.
- 3.7 The Chairpersons of the sectoral implementation bodies are as follows :
- |                         |                          |
|-------------------------|--------------------------|
| <b>Education</b>        | <b>David O'Callaghan</b> |
| <b>Health</b>           | <b>Pat Harvey</b>        |
| <b>Local Government</b> | <b>Dan Murphy</b>        |
| <b>Civil Service</b>    | <b>Anna Perry</b>        |
| <b>State Agencies</b>   | <b>John White</b>        |
| <b>Prisons</b>          | <b>Michael McLoone</b>   |
- P.J. Fitzpatrick, in addition to being Chair of the National Implementation Body also chairs the Garda and Defence Forces Implementation Bodies.

- 3.8 It is worth noting that, through the operation of the agreement, the Government estimates that the Public Service pay bill will fall by a total of €3.8Bn (gross) by 2015. Even allowing for additional pension costs, (€500m), the net reduction will be €3.3Bn.

## 4. PENSIONS

- 4.1 Discussions took place under the auspices of the Labour Relations Commission on the proposal to move to a 'career average' system for calculating pension entitlements for future entrants rather than the 'final salary' arrangements that apply to serving staff. As a result proposals emerged with a view to their incorporation into legislation. A sub-committee of the PSC met with the Minister for Public Expenditure and Reform and also appeared before the relevant Oireachtas committee. Details of the up-dated legislation, incorporating changes agreed, are still awaited.

## 5. STAFFING LEVELS

It is the intention to decrease staffing levels from a peak of just under 320,000 to 282,000 by 2015.

## 6. SICK LEAVE

As this report is being written, a process of negotiation has begun in the LRC on proposals

received for disimprovements in sick leave arrangements in the Public Service. The Department of Public Expenditure and Reform has used an annual figure of €500m in cost as a basis for arguing that the State cannot afford the current arrangements. The headline proposals are to have a single scheme to cover the entire Public Service; to reduce uncertified sick leave to a maximum of 3 days per year; to reduce paid certified sick leave to full pay for 3 months and half-pay for 3 months in any 4 year period. There is an indication of acceptance of the need for special, less harsh, arrangements for those with serious, long-term illnesses.

## 7. ALLOWANCES

At the time of writing, it is understood that a report on the outcome of a review of allowances has gone to Government. No outcome has been conveyed, as yet.

## 8. ELECTION OF OFFICERS

At the AGM in 2011, the following were elected as Officers of the Committee :

**Chair**      **Shay Cody (IMPACT)**

**Vice-Chair** **Sheila Nunan (INTO)**

**Gene Mealy (SIPTU)**

**Secretary** **Tom Geraghty (PSEU)**

## 9. CONCLUSION

I would like to thank my fellow officers, fellow members of the Implementation Body, Liam Berney of ICTU, (for his help throughout the year) and all members of the PSC Negotiating Group.

**Tom Geraghty,**  
**Secretary**

# OFFICERS' REPORT AND FINANCIAL STATEMENTS



**Association of Higher Civil and Public Servants**

**Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí**

**for year ended  
31st December 2012**

**Friendly Society Registration Number: 591T**

Anne Brady McQuillans DFK, Chartered Accountants & Registered Auditors  
Iveagh Court, Harcourt Road, Dublin 2.

## Officers and Other Information

---

<b>Chairperson</b>	Tom Allen
<b>Vice - Chairperson</b>	John Glennon
<b>Treasurer</b>	William Thompson
<b>Trustees</b>	Brian Murnane Billy Carrie Mary Mc Loughlin
<b>General Secretary</b>	Dave Thomas
<b>Business Address</b>	Fleming's Hall 12 Fleming's Place Dublin 4
<b>Auditors</b>	Anne Brady McQuillans DFK Chartered Accountants & Registered Auditors Iveagh Court Harcourt Road Dublin 2
<b>Bankers</b>	Permanent TSB 70 Grafton Street Dublin 2
<b>Solicitors</b>	McGarr Solicitors 12 City Gate Lower Bridge Street Dublin 8  O' Mara Geraghty McCourt Solicitors 51 Northumberland Road Dublin 4
<b>Friendly Societies Registered Number</b>	591T

## Contents

---

	<b>Page</b>
Officers' Report	<b>1 - 2</b>
Statement of Officers' Responsibilities	<b>3</b>
Independent Auditors' Report	<b>4 - 6</b>
Income and Expenditure Account	<b>7 - 8</b>
Balance Sheet	<b>9</b>
Cash Flow Statement	<b>10</b>
Notes to the Financial Statements	<b>11 - 19</b>



### **Officer's Report for the year ended 31st December 2012**

The Officers present their report and audited financial statements for the year ended 31st December 2012.

#### **Principal Activities, Business Review and Future Developments**

The principal activity of the Association of Higher Civil and Public Servants (AHCPS) is to provide effective negotiation, representation and back up services to its members in relation to government, employer and industrial relations issues. Income has decreased to 1,260,061 in 2012 from 1,317,947 in 2011.

#### **Financial Results**

The surplus for the year after providing for depreciation amounted to 88,647 compared to a surplus of 81,231 in 2011.

#### **Status of the Association**

The Association of Higher Civil and Public Servants is a Trade Union registered under the Trade Unions Acts 1871 to 1975.

#### **Principal Risks and Uncertainties**

The Association operates solely in the Republic of Ireland, and therefore is not subject to currency risks. The Associations' objective in relation to interest rate management is to minimise the impact of interest rate volatility on interest costs in order to protect recorded surplus. In light of the current economic situation the Association diversified its cash balances into a number of different funds.

The Association is in a strong liquid position and does not foresee any cash flow risk in the near future. The Associations' policy is to ensure that sufficient resources are available either from cash balances or cash flows to ensure all obligations can be met when they fall due.

#### **Officers'**

The current Officers' of the Association are set out on the Information Page of the financial statements.

#### **Books of Account**

The Officers' are responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Association. The Officers' are also responsible for safeguarding the assets of the Association hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The books of account of the Association are maintained at Fleming's Hall, 12 Fleming's Place, Dublin 4.

### **Officer's Report for the year ended 31st December 2012**

#### **Auditors**

Anne Brady McQuillans DFK were appointed auditors by the Trustee's and they have expressed their willingness to continue in office.

#### **Events after the Balance Sheet date**

There have been no other circumstances or events subsequent to the year end, which require adjustment to, or disclosure in the financial statements or in the notes thereto.

On behalf of the Executive Committee

**Tom Allen**  
**Chairperson**

**William Thompson**  
**Treasurer**

**Date : 15th April 2013**

## Statement of the Officers' Responsibilities

---

### Statement of the Officers' Responsibilities for the year ended 31st December 2012

The Officers' are responsible for preparing the Annual Report and the financial statements in accordance with Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and published by the Institute of Chartered Accountants in Ireland.

In preparing those financial statements, the Officers' are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Officers' confirm that they have complied with the above requirements in preparing the financial statements.

The Officers' are responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Association and to enable it to ensure the financial statements comply with the Generally Accepted Accounting Practice in Ireland. They are also responsible for safeguarding the assets of the Association and hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the are aware:

- there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware, and
- the Officers have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

On behalf of the Executive Committee

**Tom Allen**  
**Chairperson**

**William Thompson**  
**Treasurer**

**Date : 15th April 2013**

### **Independent Auditors' Report to the Members of Association of Higher Civil and Public Servants**

We have audited the financial statements of Association of Higher Civil and Public Servants for the year ended 31st December 2012 which comprise the income and expenditure account, the balance sheet and the related notes. These financial statements have been prepared under accounting policies set out on page 11.

This report is made solely to the Association's members, as a body in accordance with Generally Accepted Accounting Practice in Ireland. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinion we have formed.

#### **Respective Responsibilities of Officers and Auditors**

As described in the Statement of Officers' Responsibilities, the Association's Officers' are responsible for preparing the annual report and the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards board.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with Generally Accepted Accounting Practice in Ireland. We also report to you whether in our opinion: proper books of account have been kept by the Association; and whether the information given in the Officers' Report is consistent with the financial statements. In addition, we state whether we have obtained all the information and explanations necessary for the purposes of our audit and whether the Association's balance sheet and its income and expenditure account are in agreement with the books of account.

We read the Officers' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Independent Auditors' Report to the Members of Association of Higher Civil and Public Servants**

#### **Basis of Audit Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Officers in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the Association's affairs as at the 31st December 2012 and of its result for the year ended.

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion proper books of account have been kept by the Association. The financial statements are in agreement with the books of account.

In our opinion the information given in the Officers' Report on page 1 - 2 is consistent with the financial statements.

#### **Emphasis of Matter**

In forming our opinion, which is not qualified, we have considered the adequacy of the disclosures made in note 6 to the financial statements concerning the value of the company's premises. The Executive Committee have decided not to obtain an independent professional valuation for the premises as they believe it will not give an accurate valuation given the current market. In addition, the carrying value of the premises is in excess of its current value in use. However the Executive Committee believe that the current carrying value of the premises as stated in the financial statements accurately reflects the true value of the premises to the Association. The financial statements do not include the adjustments that would result if the property was included at the amount per the value in use calculation.

**Natalie Kelly (Statuary Auditor),  
Anne Brady McQuillans DFK, Chartered Accountants & Registered Auditors,  
Iveagh Court, Harcourt Road, Dublin 2.**

## Income and Expenditure Account

### Income and Expenditure Account for the year ended 31st December 2012

	Notes	2012	2011
<b>Income</b>			
Members' subscriptions		1,144,402	1,226,522
VOA associate members subscriptions		61,790	53,148
Deposit interest received (net of DIRT)		47,928	33,605
Miscellaneous income		5,104	4,672
Investment Income		837	-
		<u>1,260,061</u>	<u>1,317,947</u>
<b>Expenditure</b>			
Salaries, honoraria and pensions		674,432	709,214
Printing and stationery		12,054	15,837
Postage and telephone		13,082	14,742
Rates and insurance		25,788	25,978
Light, heat and cleaning		9,162	8,502
ADC and executive committee expenses		48,106	48,889
Branch expenses		72,300	69,913
Travel and subsistence		24,821	31,646
Subscriptions to other bodies		50,897	61,863
Publications		369	613
Premises and equipment expenses		46,749	44,738
Legal and professional fees		72,490	74,357
Depreciation		120,895	128,807
Bank interest and bank charges		269	681
Sundries		-	-
<b>Total Expenditure</b>		<u>(1,171,414)</u>	<u>(1,235,780)</u>
<b>Surplus of Income over Expenditure</b>		88,647	82,167
Interest on overdue taxation		-	(936)
<b>Forward to Accumulated Fund</b>	<b>12</b>	<u>88,647</u>	<u>81,231</u>



## Income and Expenditure Account

---

### **Income and Expenditure Account for the year ended 31st December 2012**

The Association has no recognised gains or losses other than those included in the results above and therefore no separate statement of total recognised gains and losses has been presented.

The notes on pages 11 to 19 form part of these financial statements.

The financial statements were approved by the Executive Committee on 15th April 2013 and signed on its behalf by

**Tom Allen**  
Chairperson

**William Thompson**  
Treasurer

## Balance Sheet

### Balance Sheet as at 31st December 2012

		2012	2011
<b>Fixed Assets</b>			
Tangible assets	6	4,211,782	4,325,541
Financial assets	7	2,168,620	1,806,824
Negotiating licence	8	7,618	7,618
		<u>6,388,020</u>	<u>6,139,983</u>
<b>Current Assets</b>			
Stocks	9	-	3,815
Debtors	10	216,925	186,965
Cash at bank and in hand		53,613	309,669
		<u>270,538</u>	<u>500,449</u>
<b>Creditors: amounts falling due within one year</b>	11	<u>(83,075)</u>	<u>(153,596)</u>
<b>Net Current Assets</b>		<u>187,463</u>	<u>346,853</u>
<b>Total Assets Less Current Liabilities</b>		<u>6,575,483</u>	<u>6,486,836</u>
<b>Members' Fund</b>			
Accumulated fund	12	<u>6,575,483</u>	<u>6,486,836</u>
<b>Closing Members' Fund</b>	12	<u>6,575,483</u>	<u>6,486,836</u>

The notes on pages 11 to 19 form part of these financial statements.

The financial statements that were included in the Associations' Annual Report & Accounts for 2011 as presented at the Associations' ADC listed creditors as 150,627 rather than the correct figure of 153,596. This resulted in total assets less current liabilities being 6,489,805 rather than 6,486,836. This was reported verbally by the Treasurer at the ADC. These anomalies did not affect the results for the year in question and were subsequently corrected.

The financial statements were approved by the Executive Committee on 15th April 2013 and signed on its behalf by

**Tom Allen**  
Chairperson

**William Thompson**  
Treasurer

## Cash Flow Statement

### Cash Flow Statement for the year ended 31st December 2012

	2012	2011
	Notes	
<b>Reconciliation of operating surplus to net cash inflow from operating activities</b>		
Operating surplus	88,647	82,167
Depreciation	120,895	128,807
Decrease in stocks	3,815	2,272
(Increase) in debtors	(29,960)	10,517
(Decrease) in creditors	(35,575)	30,471
<b>Net cash inflow from operating activities</b>	<u>147,822</u>	<u>254,234</u>

#### Cash Flow Statement

<b>Net cash inflow from operating activities</b>	147,822	254,234
<b>Returns on investments and servicing of finance</b>	13	- (936)
<b>Taxation</b>	13	- -
<b>Capital expenditure and financial investment</b>	13	(7,136) (14,630)
<b>Decrease in cash in the year</b>	<u>140,686</u>	<u>238,668</u>

#### Reconciliation of net cash flow to movement in net debt (Note 14)

<b>Decrease in cash in the year</b>	140,686	238,668
<b>Net funds at 1 January</b>	<u>2,073,075</u>	<u>1,834,407</u>
<b>Net funds at 31 December</b>	<u>2,213,761</u>	<u>2,073,075</u>

The notes on pages 11 to 19 form part of these financial statements.

The financial statements were approved by the Executive Committee on 15th April 2013 and signed on its behalf by

**Tom Allen**  
Chairperson

**William Thompson**  
Treasurer

### Notes to the Financial Statements for the year ended 31st December 2012

#### 1. Accounting Policies

##### 1.1. Accounting Convention

The financial statements are prepared in accordance with generally accepted accounting principles under the historical cost convention and comply with the Financial Reporting Standards of the Accounting Standards Board, as promulgated by the Institute of Chartered Accountants in Ireland.

##### 1.2. Members' Subscriptions

Members' subscriptions are accounted for when they are receivable into the Association's accounting system. The figure in the income and expenditure account for members' subscriptions refer to subscriptions received in the year together with subscriptions received in 2013 relating to the year ended 31st December 2012.

##### 1.3. Tangible Fixed Assets

Tangible fixed assets are stated at historic cost less accumulated depreciation.

##### Depreciation

Depreciation is provided on all tangible fixed assets, other than freehold land and investment properties, at rates calculated to write off the cost or valuation, less estimated residual value, of each asset systematically over its expected useful life, as follows:

Premises	-	2% Straight Line
Office equipment and Fittings	-	20% Straight Line
Computer equipment	-	33% Straight Line

The carrying values of tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

##### 1.4. Financial Assets

Financial assets are stated at cost or current value.

##### 1.5. Stock

Stocks are valued at the lower of cost and net realisable value.

**Notes to the Financial Statements  
for the year ended 31st December 2012**

..... continued

**1.6. Pensions**

The Association operates a defined contribution pension scheme for key employees, contributions to which are charged against income and are paid to a separately administered pension fund.

**1.7. Taxation**

The Association is exempt from tax on results from transactions with members of the trade union. The taxation charge in the accounts relates to passive income.

**2. Income**

The total income of the Association for the year has been derived from its principal activity wholly undertaken in Ireland.

	<b>2012</b>	<b>2011</b>
Members' subscriptions	1,134,193	1,217,219
VOA associate members subscriptions	61,790	53,148
Deposit interest received (net of DIRT)	47,928	33,605
Associate membership	10,209	9,303
Miscellaneous income	5,104	4,672
Investment Income	837	-
	1,260,061	1,317,947

**3. Members Information**

	<b>2012</b>	<b>2011</b>
Number of members at 1st January	3,030	3,165
Number of members admitted during the year	103	48
Number of members whose membership ceased during the year	(268)	(183)
Number of members at 31st December	2,865	3,030

**Notes to the Financial Statements  
for the year ended 31st December 2012**

..... continued

<b>4. Operating Surplus</b>	<b>2012</b>	<b>2011</b>
Operating surplus is stated after charging:		
Depreciation of tangible assets	120,895	128,807
Auditors' remuneration (inclusive of VAT)	4,743	4,990
	<u>          </u>	<u>          </u>
<b>5. Employees</b>	<b>2012</b>	<b>2011</b>
	<b>Number</b>	<b>Number</b>
<b>Number of employees</b>		
The average monthly numbers of employees during the year were:		
Office and management	<u>          5</u>	<u>          5</u>
<b>Employment costs</b>	<b>2012</b>	<b>2011</b>
Wages and salaries	427,595	489,443
Officers' honoraria	34,540	35,140
Social security costs	17,151	12,541
Other pension costs	195,146	172,090
	<u>          </u>	<u>          </u>
	<u>674,432</u>	<u>709,214</u>



**Notes to the Financial Statements  
for the year ended 31st December 2012**

..... continued

**6. Tangible Assets**

		<b>Office equipment &amp; fittings</b>	<b>Computer equipment</b>	<b>Total</b>
<b>Cost</b>				
At 1st January 2012	4,999,098	228,689	62,333	5,290,120
Additions	-	3,207	3,929	7,136
At 31 December 2012	4,999,098	231,896	66,262	5,297,256
<b>Depreciation</b>				
At 1st January 2012	699,569	211,832	53,178	964,579
Charge for the year	99,982	14,953	5,960	120,895
At 31st December 2012	799,551	226,785	59,138	1,085,474
At 31st December 2012	4,199,547	5,111	7,124	4,211,782
At 31st December 2011	4,299,529	16,857	9,155	4,325,541

There were no assets held under finance lease included in the tangible fixed assets.

The Association's premises located at 12 Flemming's Place, was initially purchased in 2004 for 4,814,055. The carrying value in the financial statements of the premises is currently 4,199,547. The value of the premises based on the value-in-use calculation, using future cashflows of the Association, amounts to 2,958,139. An independent professional valuation has not been obtained as it would not give an accurate valuation given the current market.

The Executive Committee is of the opinion that an impairment adjustment is not required as there are other factors to be taken into account as follows:

- 1) The property is integral to the operation and reputation of the association
- 2) The association have no intention in moving premises in the medium to long term so therefore are not under the pressure of the current property prices.

**Notes to the Financial Statements  
for the year ended 31st December 2012**

..... continued

On this basis the Executive Committee believe that the current carrying value of the premises as stated in the financial statements accurately reflects the value of the premises to the Association.

**Notes to the Financial Statements  
for the year ended 31st December 2012**

..... continued

**7. Financial Assets**

		2012	2011
Civil Service Credit Union Shares	(a)	3,242	3,207
Prize bonds	(b)	32	32
Term deposit	(d)	515,623	1,308,425
An Post Savings	(e)	503,586	495,160
Investment portfolio	(f)	1,146,137	-
At 31 December 2012		2,168,620	1,806,824

(a) The Civil Service Credit Union shares are included at cost.

(b) Prize bonds are included at cost.

(d) The term deposit in 2012 related to three deposits as follows:

- 408,450 was invested in permanent TSB on 1st September 2011 and matured on the 4th January 2012. In July 400,000 was transferred out and only the interest earned to date, 15,611 remains.
- 500,000 was invested in Ulster Bank on the 30th November 2011 and will mature on the 30th May 2013, earning interest of 20,335.

(e) The investment in An Post relates to the following:

- 120,000 was invested in An Post Savings Bond on 29th November 2010. The savings bond will earn 3.23% per annum. In 2012 the bond earned interest of 3,600.
- 120,000 was invested in An Post Certificate Bond on 29th November 2010. The savings certificate will earn 3.53% per annum. In 2012 the bond earned interest of 3,000.
- 250,000 was invested in An Post Solidarity Investment on 22nd December 2010. The investment will earn 50% gross over a 10 year period.

(f) In October 2012, 500,000 was invested with Davy Stockbrokers to purchase Irish Government bonds. A further 650,000 was invested in November 2012 to purchase more Irish Government bonds.

## Notes to the Financial Statements

### Notes to the Financial Statements for the year ended 31st December 2012

..... continued

<b>8. Negotiating Licence</b>	<b>2012</b>	<b>2011</b>
Deposit - Courts of Justice	<u>7,618</u>	<u>7,618</u>
<b>9. Stocks</b>	<b>2012</b>	<b>2011</b>
Stock of stationery	<u>-</u>	<u>3,815</u>

The replacement cost of stock did not differ significantly from the figures shown.

<b>10. Debtors</b>	<b>2012</b>	<b>2011</b>
Members subscriptions receivable	150,990	169,843
Accrued fee income	47,076	6,302
Other taxes and social security costs	6,687	2,969
Prepayments	<u>12,172</u>	<u>7,851</u>
	<u>216,925</u>	<u>186,965</u>
Included on other taxes above are the following:	<b>2012</b>	<b>2011</b>
PAYE receivable	<u>6,687</u>	<u>2,969</u>

**Notes to the Financial Statements  
for the year ended 31st December 2012**

..... continued

**11. Creditors: Amounts Falling Due  
within One Year**

	<b>2012</b>	<b>2011</b>
Bank facilities	5,233	40,179
Trade creditors	11,244	34,334
Accruals	66,598	79,083
	83,075	153,596
	83,075	153,596

The bank facilities above consisted of the following:

	<b>2012</b>	<b>2011</b>
Bank balance - Current Account	23,486	20,155
Less: Uncashed cheques	(28,719)	(60,334)
	(5,233)	(40,179)
	(5,233)	(40,179)

**12. Closing Reserves**

	<b>Income and expenditure account</b>	
	<b>2012</b>	<b>2011</b>
<b>At 1st January</b>	6,486,836	6,405,605
Surplus for the year	88,647	81,231
<b>At 31st December</b>	6,575,483	6,486,836
	6,575,483	6,486,836

**Notes to the Financial Statements  
for the year ended 31st December 2012**

..... continued

<b>13. Gross Cash Flows</b>	<b>2012</b>	<b>2011</b>
<b>Returns on investments and servicing of finance</b>		
Interest paid	-	(936)
	<u>          </u>	<u>          </u>
<b>Capital expenditure and financial investment</b>		
Payments to acquire tangible assets	(7,136)	(14,630)
	<u>          </u>	<u>          </u>

**14. Analysis of changes in net debt**

	<b>Opening balance</b>	<b>Cash flows</b>	<b>Closing balance</b>
Cash at bank and in hand	309,669	(256,056)	53,613
Overdrafts	(40,179)	34,946	(5,233)
Investments	1,803,585	361,796	2,165,381
	<u>          </u>	<u>          </u>	<u>          </u>
Net debt	2,073,075	140,686	2,213,761
	<u>          </u>	<u>          </u>	<u>          </u>

**15. Approval of Financial Statements**

The financial statements were approved by the Executive Committee on 15th April 2013 and signed on its behalf by

**Tom Allen**  
Chairperson

**William Thompson**  
Treasurer