

CONFIDENTIAL TO MEMBERS



**Association of Higher Civil and Public Servants**

Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**ANNUAL REPORT  
2015/2016**



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## OFFICERS OF THE ASSOCIATION FROM 1943 - 2015

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	2007-2014	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
2013/2014	Tom Allen	John Glennon		William Thompson
2014/2015	Tom Allen	John Glennon	Ciaran Rohan	William Thompson*
			2014-	(Larry Dunne)
2015/2016	John Glennon	Edna Dowling		Larry Dunne

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

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

♦ William Thompson resigned as Treasurer on appointment to Assistant General Secretary February 2015 and replaced by Larry Dunne.

## HONORARY OFFICERS OF THE ASSOCIATION 2015/2016

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

### The following Officers were elected at the Annual Delegate Conference held on 8 May 2015:

<b>Chairperson</b>	John Glennon	(Courts)
<b>Vice-Chairperson</b>	Edna Dowling	(Social Protection)
<b>Treasurer</b>	Larry Dunne	(Public Expenditure & Reform)

## EXECUTIVE COMMITTEE 2015/2016

Allen Tom	<b>Revenue</b>
Fanthom Tom	<b>Revenue</b>
Hickey Eddie	<b>An Post</b>
Hicks Billy	<b>Social Protection</b>
Holleran Noel	<b>Agriculture Food &amp; the Marine</b>
Jeffrey Val	<b>Revenue</b>
O'Halloran Jackie**	<b>Foreign Affairs &amp; Trade</b>
McIntosh Willie*	<b>Education &amp; Skills</b>
Moran Eltin	<b>Social Protection</b>
Noonan Angie	<b>Health</b>
Noonan Trevor	<b>Justice &amp; Law Reform</b>
O'Connell Denise	<b>Finance</b>
O'Connor Mark*	<b>ETB</b>
Walker Alan	<b>Injuries board</b>

\* Willie McIntosh and Mark O'Connor were co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association.

\*\* Jackie O'Halloran was co-opted in place of Orla McBreen who resigned on taking up a posting abroad.

## **Trustees**

Billy Carrie  
Brigitta O'Doherty  
Brian McKeivitt

## **Auditor**

Ann Brady McQuillians DFK reappointed as Auditor by the Trustees in January 2016.

## **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 2015/2016

Agriculture, Foods & the Marine	Mairead Broderick
An Post	Eddie Hickey
Arts, Heritage & Gaeltacht	Mark Bohan
Central Statistics Office	John O'Reilly
Communications, Energy & Natural Resources	Derek Byrne
Comptroller & Auditor General	Peter Kinsley
Commission for Energy Regulation	John Melvin (Acting)
Courts Service	Kevin Fidgeon
County Enterprise Boards	Michael Tunney
Children & Youth Affairs	Dan Kelleher
Defence	Fred Bradley
Education and Skills	Jerome Kelly
Eircom	vacant
Jobs, Enterprise & Innovation	Michael Davitt
Environment, Community & Local Government	Paris Beausang
Solas / ETB's	Charlie Notley
Finance	Denise O'Connell
Public Expenditure and Reform	Larry Dunne
Food Safety Authority of Ireland	Pat Farrell
Foreign Affairs & Trade	Thomas Tichlemann
Garda Civilian	Kieran Downey
Health	Michael Murchan
Health and Safety Authority	Andrew Allen
Houses of the Oireachtas	Eugene Ó Cruadhlaich
Irish Aviation Authority	Pat Herbert
Justice & Equality	Trevor Noonan
Property Registration Authority	Tom Heveran
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	Greg Whelan
Social Protection	Julia Tarrant
Taoiseach's	Stephen Ryan
Transport, Tourism & Sport	Orla Corrigan (Acting)
Chief State Solicitors Office	Michael Fallon
Attorney General	Brian Scannell
Legal Aid Board	Clare Kelly
National Council Special Education	Niall Feeney
National Museum of Ireland	Anne Grady
National Library of Ireland	Geraldine Wilson





## INTRODUCTION

**T**he last number of years have been very difficult for Public Servants. However, in 2015 the economy started picking up and in late Spring 2015 the Public Services Committee, (PSC), of the Irish Congress of Trade Unions accepted an invitation to engage in discussions on an early successor to the 'Haddington Road Agreement'.

This culminated in intensive discussions in May that led to the Lansdowne Road Agreement (LRA). The Agreement confirmed the Haddington Road commitment to restore the third pay cut in two phases (2.75% approx. on the 1st of April 2017 and 2.75% approx. on the 1st of January, 2018). The LRA also allowed for an adjustment of €1,000 in the pension levy. It further provided for an increase in salary scales of €1,000 in 2017. However, those earning over €65,000 were excluded from this latter element. Consequently, the Association recommended a "No" vote in a ballot of members. The membership subsequently voted No by a margin of 87% to 13%. The Association had previously expressed its dissatisfaction with how its members were treated during 2013 Croke Park 2/HRA talks – which saw pay cuts applied to those on salaries over €65,000 which at the time was about 13% of public servants. The Association was hit hardest on the way down and hit hardest again on the way back up.

There was a welcome increase in the number of promotions in Departments/Offices in the last year. The moratorium on recruitment was replaced by a system of delegated sanction so that Public Service bodies were allowed to fill posts if they have the funding to pay for them. Under the Civil Service Renewal Plan, there were proposals to open up our members' traditional promotion outlets to open, public competition. The Official Side proposed that all promotions to Principal Officer should be by way of open competition. The Association referred the matter to the Civil Service Arbitration Board. The Arbitration Board determined that one-third of promotions to PO should take place internally in Departments and two-thirds should be by open competition, with a review after two years.

Discussions with the other unions continued in the last year on the New Union Project. Consultation with members also occurred during the course of the last year. It became very clear to the Executive Committee that there was no appetite amongst the membership to continue with these discussions. Therefore the Executive Committee at its January 2016 meeting decided to withdraw from the discussions with immediate effect. The process will continue with the remaining Unions: CPSU, IMPACT and the PSEU. The withdrawal of the Association was conducted in a very amicable manner. There will be an 'open door' for us, should we decide at any stage to re-engage with the discussions.

In the Semi-State area, in An Post, we have had continued difficult financial circumstances but a recent Labour Court recommendation may provide a pathway to some long overdue pay increases for staff.

Finally, as ever, great thanks are due to all of those people who help to keep this Association going. The continued existence of the Association is down to the dedication and commitment of our voluntary activists. Thank you all.

**Ciaran Rohan**  
**General Secretary**



# ORGANISATION

## 1.1 ANNUAL DELEGATE CONFERENCE

The 34th Annual Delegate Conference of the Association took place in The Radisson Blu Hotel, Golden Lane, Dublin on Friday 8 May, 2015. 139 Branch Delegates and 17 Executive Committee members attended.

The Association's guests at the Conference were, Sue Gethin President, FDA, Naomi Cooke Assistant General Secretary FDA London, Harry Baird and Neil Jackson, Northern Ireland FDA.

## 1.2 EXECUTIVE COMMITTEE

John Glennon (Courts) was elected unopposed to the office of Chairperson. Following an election for the position of Vice Chair Edna Dowling (Social Protection) was elected as Vice-Chairperson. Larry Dunne (Public Expenditure Reform) was elected unopposed as Treasurer.

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

### Executive Committee

Allen Tom	Revenue
Fanthom Tom	Revenue
Hickey Eddie	An Post
Hicks Billy	Social Protection
Holleran Noel	Agriculture Food & the Marine
Jeffrey Val	Revenue
McBreen Orla	Foreign Affairs & Trade
Moran Eltin	Social Protection
Noonan Angie	Health
Noonan Trevor	Justice & Law Reform
O'Connell Denise	Finance
Walker Alan	Injuries Board

Willie McIntosh (Education & Skills) and Mark O'Connor (ETB/Solas) were co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association. During the year Jackie O'Halloran (Foreign Affairs & Trade) was co-opted in place of Orla McBreen (Foreign Affairs & Trade) who resigned due to posting abroad.

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:

Casey Fiona	Social Protection
Cashman Larry	Agriculture, Food & the Marine
Denny David	Public Expenditure & Reform
Greene Michael	Jobs, Enterprise & Innovation
Hanley Sheila	Revenue
Lenihan Ronan	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.

The following motions were passed at the 2015 ADC.

### Section 1

#### ADC Motions 2015 – Motions passed

### PAY

#### Motion 3

The Association welcomes the commitment from the Minister for Public Expenditure and Reform to invite Public Service Unions to discussions on future pay and conditions for the Public Service including the restoration of pay as provided for under the Haddington Road Agreement.

#### Executive Committee

**ACTION:** The discussions resulted in the Lansdowne Road Agreement.

#### Motion 6

(If motion 4 or 5 are carried Motion 6 falls)

ADC instructs the Executive to seek to ensure that HRA pay restoration provisions are achieved and are kept completely separate from any discussions in relation to any pay increases.

#### Revenue

**ACTION:** It is the on-going policy of the Executive and was the approach adopted at the talks that resulted in the Lansdowne Road Agreement.

## Motion 7 (*stands for itself and Motion 8*)

That this Conference

- notes that the Government, through decisions taken in the last Budget and other decisions, have now confirmed that the financial emergency in the Irish economy has now passed and, accordingly, that the conditions, used to justify the infringement of our constitutional rights through the Financial Emergency Measures in the Public Interest Acts (FEMPI), no longer apply; and
- directs the Executive to investigate the possibility of initiating legal action seeking to reverse the cuts imposed on foot of those Acts.

### **Jobs, Enterprise & Innovation**

**ACTION:** Legal advice received and noted by Executive. It is not intended to pursue legal action at this point in time.

## Motion 11

ADC instructs the Executive to mount a media campaign to counter the spin that restoration of pay levels and abolition of the pension levy constitute a pay increase for public servants or will result in a windfall for the public service

### **Revenue**

**ACTION:** This forms part of our existing communications policy.

## THE NEW UNION PROJECT

### Motion 12

This ADC notes that preliminary discussions are taking place between the Civil Service Unions on the possibility of forming a new single organisation. The ADC agrees that the interests of the Association are currently best served by being at the discussion table. The ADC also notes that any outcome arising from such a process will demand a full and comprehensive consultation process with the membership and that any proposals directly affecting the future of the Association would have to offer a better model of representation than is currently enjoyed and would be subject to a ballot by members.

### **Executive Committee**

**ACTION:** Part of current policy reaffirmed at the ADC. The Executive, at its January 2016 meeting, decided to withdraw from the process.

### Motion 14

That Conference directs the Association as part of the current ICTU discussions on union rationalisation to pursue the option of the AHCPS remaining independent and being the single stand-alone representative body for management grades in the civil and public service.

### **Solas/ETB**

**ACTION:** This is a policy opposed by the other unions.

There are also major issues around recognition rights for grades.

## TRAVEL & SUBSISTENCE; ALLOWANCES

### Motion 15

That Conference calls on the incoming Executive Committee to enter into discussions with the Official Side about increasing domestic T & S rates in light of increasing accommodation and meal costs which are no longer covered by the overnight rate.

### **Agriculture, Food & the Marine**

**ACTION:** There has been an agreed increase in the subsistence rates with new rates applying from 1 July 2015 and rules in circular governing future reviews. A review of travel rates is under discussion.

### Motion 18 (*stands for itself and Motion 19*)

That conference calls on the Executive Committee to lodge a claim for the restoration of a foreign travel compensatory payment for our members who have to travel abroad on official business representing the Staff, to take account of the various responsibilities and burdens that can be involved. These can include long as well as unsocial hours, as well as absence from family and its detrimental consequences.

### **Agriculture, Food & the Marine**

### Motion 19

That Conference requests the Executive, in the context of restoration of pay and conditions following the expiry of the Haddington Road Agreement, to pursue with the Department of Public Expenditure and Reform, the restitution of payments in respect of travel abroad by our members, with a particular focus on frequent out of hours and weekend travel and on responsibilities associated with Chairmanship duties at meetings abroad.

### **Foreign Affairs and Trade**

**ACTION:** A claim has been lodged at General Council. The Executive will continue to pursue the matter.

### Motion 20

That Conference pursue the setting of subsistence rates for the city of Bonn, Germany. Bonn is a UN city hosting 18 UN Secretariats, including the secretariat to the UN Framework Convention on Climate Change and the extent of official attendance justifies the setting of overnight, conference and any other appropriate subsistence rates. Subsistence rates are already set for several other German cities.

### **Environment, Community and Local Government**

**ACTION:** This has been raised with the Official Side and at time of going to print we are still awaiting a response.

## Motion 21

Conference calls on the Executive to seek clarification on the principles behind taking colleagues in AHCPS members' own private vehicles while on official duties.

**Revenue**

**ACTION:** Clarification has been sought from the Revenue Branch and the matter will be raised with the Official Side.

## PENSION LEVY/SUPERANNUATION

### Motion 22

Conference endorses the present Executive Committee's policy in seeking to have the grace period extended (beyond the 30th June 2016) to the restoration dates.

**Revenue**

**ACTION:** This is already Association policy. The Lansdowne Road Agreement extends the Grace Period to beyond the restoration dates.

### Motion 23

That Conference calls on the incoming Executive Committee to negotiate a reduction in superannuation contributions for staff who continue to work after their 60th birthday and who have completed 40 years' service.

**Agriculture, Food & the Marine**

**ACTION:** This was the subject of a claim at General Council. The Official Side have rejected it as a cost increasing claim.

## PROMOTION

### Motion 24

This ADC supports the Executive in its attempt to ensure that internal promotion processes continue to exist in parallel with any open system.

**Executive Committee**

**ACTION:** The Association pursued the matter to binding arbitration. The Arbitration Board ruled that one in three PO posts will be through Internal Competition and two in three from Open Competition.

### Motion 25

That Conference notes with concern the diminishing career opportunities for our members arising from the increasing recourse to cross stream promotion and calls on the incoming Executive Committee to vigorously pursue ways of making analogous posts in the other civil service streams available to our members for promotions competitions.

**Agriculture, Food & the Marine**

**ACTION:** This is part of the policy of the Association – the reciprocity issue is being actively pursued through a sub-committee of General Council.

## Motion 26

Conference calls on the Executive to oppose any proposal that all future competitions for promotion to P.O. would require a minimum 3rd level qualification. This is to ensure that people with the requisite experience and years of service and who do not hold a 3rd level qualification are not excluded from competition.

**Revenue**

**ACTION:** Reaffirms current Association policy that we are opposed to it being a requirement and we will continue to adopt this position. This requirement has not been included in recent competitions.

## Motion 27

That Conference instructs the Executive to hold discussions with D/PER with a view to ensuring regular interdepartmental and internal departmental promotion competitions which would be open only to eligible serving public servants.

**Foreign Affairs and Trade**

**ACTION:** The Executive will pursue this proposal with DPER. In addition the Association has had considerable success in ensuring that Internal Competitions have been held in many departments.

## CIVIL SERVICE RENEWAL

### Motion 28

Conference instructs the incoming Executive to seek to ensure that the conditions of employment of our members are not eroded by the implementation of Actions 8, 15 and 16 of the Civil Service Renewal Programme.

**Revenue**

**ACTION:** This will be raised with DPER when discussions commence on the Renewal Programme.

## PERFORMANCE MANAGEMENT

### Motion 29

ADC notes that further steps are needed to strengthen performance management systems and procedures in place across the Civil Service and calls on the Executive to seek to have a system introduced that states whether an individual is, or is not, performing his/her job, rather than a graded performance measurement. ADC further calls on the Executive Committee to ensure that any such revised system will contain the necessary safeguards - including an adequate warning system, and an adequate and transparent appeal mechanism - to ensure natural justice within the system.

**Revenue**

**ACTION:** The Association approach over the last number of years has been to affect a simplification of PMDS. A new two-tier rating system has been agreed between the Staff Side and the Official Side.



## PEOPLEPOINT

### Motion 30

Conference recognises the financial hardship and emotional stress suffered by many of our members in their dealings with PeoplePoint and calls on DPER to undertake an immediate and objective appraisal of that organisation with a view to improving its effectiveness and efficiency and above all to changing the culture and policies whereby civil servants, particularly those who are on medium to long term sick leave will be treated as human beings rather than mere case numbers.

#### Revenue

**ACTION:** *We have written to PeoplePoint on these specific issues and continue to engage with them on similar issues at quarterly meetings now held with PeoplePoint via a sub-committee of General Council.*

### Motion 31

Conference calls on PeoplePoint to maintain a register of decisions made by them in response to queries raised by departmental staff or management that may be of relevance to others who are dealt with by PeoplePoint and that this register be made available to all via the PeoplePoint portal.

#### Revenue

**ACTION:** *This has been raised at the quarterly meetings held with PeoplePoint via a sub-committee of General Council.*

## PARLIAMENTARY QUESTIONS

### Motion 32

That Conference notes that Parliamentary Questions are an essential part of Government accountability and that it is important that the scarce resource of Oireachtas time be focussed on questions which add to public debate. Conference therefore instructs the Executive Committee to call on the Ceann Comhairle to ensure that Standing Orders are fully utilised to that end, and in particular, to ensure that time is not spent on questions asking for information that is already easily accessible on websites or otherwise in the public domain.

#### Social Protection

**ACTION:** *The Association has written to the Ceann Comhairle's Office.*

## MEMBERSHIP RECRUITMENT/SERVICES

### Motion 33

That Conference instructs the incoming Executive Committee to undertake, in conjunction with branches, a comprehensive recruitment drive for new members of the association with a view to strengthening the association generally and reducing the potential for any initiatives proposed by the association being undermined by the actions of non-members across the departments and agencies.

#### Finance

**ACTION:** *The Association has had a number of meetings with non-members to inform them of our work and the services available to members. In addition we have participated in induction courses under a new initiative in some departments to advise on the benefits of trade union membership. In addition the Association's Research Officer has a major role in assisting Departments to recruit.*

### Motion 34

Conference, noting that a new deal was entered into regarding the income continuance plan in the last year, calls on the Executive to carry out a review of the claims procedure as regards members who find themselves having to make a claim for benefit and the role of Cornmarket in that process.

#### Revenue

**ACTION:** *This has been raised with Cornmarket and we have received a report from them on the claims procedure. This has been noted by the Executive Committee.*

## SICK LEAVE

### Motion 35

This ADC instructs the incoming Executive Committee, in the interest of transparency and standardisation, to seek to have sick leave counted on a 5 day per week basis (excluding weekends, bank holidays or other non-working days) in the Civil and Public Service as is done in the private sector, which would allow for meaningful comparisons.

#### PER

**ACTION:** *This claim could not be agreed with our colleague unions and therefore could not be lodged at General Council.*

### Motion 36

That Conference directs the Executive Committee to commission detailed research, independently or in conjunction with other civil service unions, into sick leave rates amongst our members so that we can properly challenge misinformed commentary on sick leave rates in the civil service.

#### Jobs, Enterprise & Innovation

**ACTION:** *This has been raised within the Staff Panel of General Council and is under consideration as to how best to advance this matter. The sick leave information required is difficult to obtain and the branch proposing the motion has been asked if it can supply any guidance on the matter.*

## WIDER WORKPLACE ISSUES

### Motion 37

That Conference instructs the incoming Executive Committee, in conjunction with Branches, to monitor closely the incidence of 'grade erosion' across the

Departments and Agencies with a view to developing policies to protect the opportunities of members and to ensure that their workloads are not adversely affected as a result of management's focus on budgets as opposed to staff numbers.

#### Finance

**ACTION:** This is already Association policy. The Executive will keep this under review.

#### Motion 38

This ADC supports the Executive's strategy of vigorously opposing the outsourcing of core work, and further advocates that decisions taken on outsourcing and shared services should be according to evidence based business cases that protect the best interests of the Irish Public.

#### Executive Committee

**ACTION:** The outsourcing issue was discussed at length during the Lansdowne Road Talks. Improvements in outsourcing requirements are contained in the Lansdowne Road Agreement such as the removal of labour costings. The Association will continue to monitor the situation.

#### Motion 39

This Conference of the AHCPS is opposed to the outsourcing of core work as a method of resolving shortages of Staff in the Injuries Board. It calls upon the Minister for the Department of Jobs Enterprise and Innovation to immediately sanction the appointment of additional staff in sufficient numbers to enable the Injuries board meet its Statutory Obligations.

#### Injuries Board

**ACTION:** On behalf of Unions on the Staff Side the Association sought a reconvening of the LRC with representation from the Department. This approach together with an AHCPS communication directly to the Minister's Office resulted in additional staff.

### BUDGET 2016

#### Motion 41

The ADC instructs the incoming executive committee to input into the budget submission prepared by ICTU and in particular to strongly propose the reinstatement of the state contribution towards certain necessary dental procedures under the Treatment Benefit Scheme as part of PRSI benefits that have been lost in recent budgets. Furthermore, the submission should also address the scope of eligible reclaimable dental expenses as part of the PAYE 'Medical Expenses Reclaim' to include a wide range of necessary dental treatments.

#### Communications, Energy and Natural Resources

**ACTION:** This was raised with Congress.

## Section 2

### Motions Remitted to Executive Committee

*[Please note that remission of a motion means it is a matter for the Executive Committee to decide what action (if any) is to be taken]*

## RULE CHANGE

#### Motion 1

Motion for rule change to Rule No. 1. The proposal from Revenue Branch for an amendment to rule No.1. The Association shall be known forthwith as

"The Association of Civil & Public Service Managers" (Comhlachas na mBainisteoirí Sheirbhí Stáit agus Phoiblí).

#### Revenue

**ACTION:** No further action is proposed.

#### Motion 17 (17 falls if motion 16 is carried)

That Conference calls on the incoming Executive Committee to enter into discussions with the Official Side about introducing a higher domestic T & S rate for staff staying overnight in Dublin in light of the higher accommodation and meal costs in the capital which are not covered by the existing overnight rate.

#### Agriculture, Food & the Marine

**ACTION:** There has been an agreed increase in the subsistence rates with new rates applying from 1/7/15 and rules in circular governing future reviews.

## EQUALITY

#### Motion 40

That Conference directs the Executive Committee to request the Department of Finance conduct, an equality proofing review of all civil service allowances, covering the nine equality grounds of discrimination prohibited by law, including those allowances administered by the Department of Foreign Affairs and Trade which affect any member serving abroad. Further that the Department of Finance include in this review any contracted services provided for members serving abroad in the course of their duties, including global health insurance and global travel insurance.

#### Foreign Affairs and Trade

**ACTION:** This was requested from the Official Side in the context of the Lansdowne Road discussions.

## Section 3

### Motions Defeated, Withdrawn, Out of Order or covered by another motion

#### Motion 2 (out of order)

Conference notes the results of a recent survey on perception of the senior manager cohort conducted by The AHCPS and calls on the Executive to rename the

Association from Association of Higher Civil and Public Servants (Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí) to the Association of Civil and Public Service Managers (Comhlachas na mBainisteoirí Sheirbhís Stáit agus Phoiblí).

#### **Revenue**

#### **Motion 4**

That Conference given the improved economic outlook and upcoming Public Sector Pay talks, directs that the Association, negotiate for the acceleration of the date of restoration of members pay under the terms of Haddington Road, The restoration to be brought forward to the expiry of the Agreement i.e. 30 June 2016.

#### **ETB/Solas**

#### **Motion 5**

That Conference calls on the incoming Executive Committee to vigorously pursue the early implementation of the restoration of our pay levels as envisaged in the Haddington Road Agreement and at the same time seeks to ensure the early restoration of our members take home pay that has been lost in recent years.

#### **Agriculture, Food & the Marine**

#### **Motion 8**

Bearing in mind recent commentary on the improving state of the economy, Conference believes that the circumstances that led to the imposition of the Pension Levy and the pay cuts under the Haddington Road arrangement no longer pertain and insists that these measures are reversed forthwith.

#### **Revenue**

#### **Motion 9**

ADC instructs the Executive to seek an immediate Judicial Review of the retention of the FEMPI legislation in the event that the Government fails to repeal the legislation by 31/12/2015.

#### **Revenue**

#### **Motion 10**

That this ADC instructs the incoming Executive Committee to examine and report to a Delegate Conference on how the 1% PCW can be off-set against the 'pension levy' in any negotiations that the Executive may enter into under either the Haddington Road or Croke Park agreements.

#### **Oireachtas**

#### **Motion 13 (13 falls if 12 carried)**

ADC notes that it is a strategic target within ICTU to support a reduction in the number of individual unions/amalgamation of unions and that a motion at ICTU Conference was passed in relation to this.

ADC is concerned about any proposals around an amalgamation or merger of unions involving AHCPs.

Conference therefore calls on the Executive to support a call for a Special Delegate Conference (SDC) in relation to this matter, SDC to be held as soon as possible.

The purpose of the SDC is to

- (a) Update members on all discussions involving any proposals for an amalgamation or merger of unions and
- (b) Take instruction from the SDC on whether any such discussions should continue.

#### **Revenue**

#### **Motion 16**

ADC instructs the Executive to seek an immediate and substantial increase in the overnight rate payable for stays in Dublin, Galway, Cork and Limerick, to take account of the increasing cost of overnight accommodation in these cities.

#### **Revenue**

### **1.5. TRUSTEES AND AUDITOR**

The Association's Trustees are, Mr Billy Carrie, Ms Brigitta O'Doherty and Mr Brian McKevitt.

Ann Brady McQuillan 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 held two meetings during the year on the 20 June 2015 regarding the LRC Agreement and then a pre-election Consultative Council was held in the Mont Clare Hotel on the 2 February 2016.

### **1.8 MEMBERSHIP**

The Association represents members at Principal and Assistant Principal in the Civil Service and equivalent levels in a number of state enterprises.

Membership of the Association dropped from a high of 3464 in 2008 to a low of 2815 by 2014. The downward trend has finally reversed and membership has increased to 3005 at 31 December 2015. This is an increase of 190 on the previous year. 215 new applications were received during the year. The gender breakdown of membership is 1143 female (38%) and 1862 male (62%). This upward trend is ongoing. Officers have attended briefings and induction courses in various Departments in order to attract new members. A specific brief of the Research and Development Officer (Mark Crowther) has been to assist Branch Secretaries in recruitment matters.



## 1.9 ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY

The Association's website was revamped in 2015. The member's area was removed, a blog was introduced, a banner headline now scrolls across the homepage, news updates and circulars are made readily available, and regular ezines enhance the information provided to members. In addition, links are regularly checked to ensure they are accurate.

Direct communications to members are usually by email, and are normally distributed through Branch Secretaries.

## 1.10 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 is administered by Cornmarket and underwritten by New Ireland. It 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 is a 62% take up of the Plan by members. The scheme was reviewed in August 2014 and following negotiations the scheme was renewed at a reduction in cost from 0.65% to 0.60% of salary for members. The net cost is only 0.35% after tax relief is applied at source assuming income tax at 41%. This is the cheapest of any of the Income Continuance Schemes run by any of the unions.

### **Pink & Blue Power**

In February 2015, the AHCPS in conjunction with Cornmarket Group Financial Services and the Mater Private Hospital, launched a Blue and Pink Power campaign for members of the AHCPS Income Continuance Plan in the fight against Prostate, Testicular and Breast Cancer.

330 male AHCPS members availed of the FREE prostate and testicular screening (Blue Power). 249 were referred for further assessments. In total there was 5 diagnoses for prostate cancer.

33 female AHCPS/VOA members availed of the FREE educational programme on breast health (Pink Power). 7 of those who attended were referred to the Mater Private Hospital for further investigation, following on from speaking to the Breast Nurse Specialist who was on site at the educational programme. There were no diagnoses made for breast cancer, however two women were referred for precaution procedures due to abnormalities.

Thankfully, the outlook for these members is very positive due to early intervention through Pink & Blue Power.

Blue and Pink Power is a truly excellent example of how creating awareness is critical in the fight against Prostate, Testicular and Breast Cancer. Feedback from those who attended the assessments and education session was extremely positive.

### **Group Life Assurance Scheme**

The Scheme is administered by Cornmarket and underwritten by New Ireland. It provides supplementary Death in Service cover of twice salary at a rate of 0.48% of salary with effect from 1 April 2015. The Scheme is under the umbrella of the existing AHCPS Additional Voluntary Contribution Plan and the deduction qualifies for Income Tax/PRSI Relief. There is a 27% take up of the scheme by members.

The scheme also allows members continue cover when they retire up to age 80 with reduced benefits.

### **Additional Voluntary Contributions**

Under the Finance Acts it is possible for a person in an occupational pension scheme to make additional voluntary contributions. Tax relief is available.

For those retiring over the coming months there is a special tax break under the Revenue rules that members may be able to take advantage of before they retire. This is known as a Last Minute AVC. The member's gratuity under the Superannuation Scheme is likely to be less than the maximum allowed under Revenue rules because the member has:

- Received a reduction in salary over the last few years and/or
- short service and/or
- non-pensionable earnings

Members may be able to avail of this option.

The benefits of investing in a Last Minute AVC include:

- Receiving a refund of tax on pension contributions
- Maximising your tax-free cash lump sum on retirement

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:**

- 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 Telephone: 1890 808666 (049 4371505)

## Travel Insurance

Abbey Insurance Ltd. 8 Ashe Street, Cavan.  
Tel 1890 808666

1. Annual Platinum Cover – Comprehensive  
*Premiums Family/Couple €76 Individual €66.*

### Main Benefits

- Medical Expenses up to €10 Million per insured person
- Cancellation cover up to €7,500 per insured person
- Personal Accident Cover up to €30,000 per person
- **Free European Motor Breakdown Cover**
- **Free Winter sports cover**
- **No excess on this policy for any claims made**

2. Annual Gold Cover  
*Premiums Family/Couple €66 Individual €56.*

### Main Benefits

- Medical Expenses up to €6 Million per insured person
- Cancellation cover up to €6,000 per insured person
- Personal Accident Cover up to €25,000 per person
- Winter Sports may be included at additional premium
- Policy excess applies

3. Single trip policy now also available.  
There are further discounts available if client has private health insurance to cover them abroad. There is no longer a midterm rate. The above rate applies no matter what time of year a member wishes to take out their policy.

Details of the benefits may be found at  
[www.abbeyunionstar.ie](http://www.abbeyunionstar.ie)

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

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

## Dental Insurance Scheme

This Dental Insurance Scheme is administered by Lyons Financial Services, Tel. 01 8015808 [www.lyonsfinancial.ie](http://www.lyonsfinancial.ie)  
The Scheme is underwritten by DeCare Dental.

## Membership Plus Card

The Executive Committee renewed the Membership Plus discount card for members for 2016. The Membership Plus discount card will enable members to avails of discounts at a wide range of shops, restaurants, services, etc. This will be at no extra cost to members. Once you receive your card register it at [www.membershipplus.ie](http://www.membershipplus.ie)

## 2016 Wall Planner

The Executive Committee also produced an AHCPs Wall Planner for 2016.

## Mortgage Advisors / Group Scheme

Rockwell Financial Management provide a Group Mortgage Scheme to AHCPs Members and their families.

Contact details 01 296 6120,  
[ahcps@rockwellfinancial.ie](mailto:ahcps@rockwellfinancial.ie), [Rockwellfinancial.ie/ahcps](http://Rockwellfinancial.ie/ahcps)

Omega Financial Management, Suite 33, The Mall,  
Beacon Court, Sandyford, Dublin 18 (Tel: 01 293 8554)

## Investment Advice and Portfolio Management Service

Cornmarket Group, Christchurch Square, Dublin 8  
(Telephone 01 408 4000)

Omega Financial Management, Suite 33,  
The Mall, Beacon Court, Sandyford, Dublin 18  
(Tel: 01 293 8554)

## Legal Advice Service

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

O'Mara Geraghty McCourt, 51 Northumberland Road,  
Dublin 4. Tel: 01 660 6543

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

## 1.11 RULES AND CONSTITUTION

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

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

## 1.12 STAFF

The staff of the Association are:

General Secretary	<b>Ciaran Rohan</b>
Deputy General Secretary	<b>John Kelleher</b>
Assistant General Secretary	<b>Billy Thompson</b>
Executive Assistant	<b>Jacqueline Lacey</b>
Receptionist	<b>Dorothy Aughey</b>
Research & Development Officer	<b>Mark Crowther</b>
	(Part-time – contract ceased March 2016)

Mark Crowther also assisted with recording and writing of the minutes of the 2016 ADC. Tom Quigley Honorary President and Joe Brennan also assisted at the ADC. Their contribution is greatly appreciated. .

We would like to thank Mark for his excellent contribution to the Association during his 18 month tenure.

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

## CIVIL SERVICE

### 2.1 PAY

#### Introduction

The last year signalled the beginning of restoration of the three pay cuts suffered by members. In late Spring 2015 the Public Services Committee (PSC) of the ICTU accepted an invitation to engage in discussions on an early successor to the 'Haddington Road Agreement'.

#### Lansdowne Road Agreement

This culminated in intensive discussions in May 2015 that led to the Lansdowne Road Agreement (LRA) Appendix E. The LRA is an extension of the Haddington Road Agreement.

The proposals were to:

- Continue the change and reform agenda (sections 1-3)
- Continue the dispute resolutions mechanism contained in the Croke Park and Haddington Road Agreements (section 4)
- Commence to unwind the FEMPI legislation
- Provide a reduction in the Pension Related Deduction (PRD) during 2016 by €600 from 1 January and €400 from 1 September. This equated to €733 for the full year 2016 and €1,000 for subsequent years. Subsequently the Department of Public Expenditure and Reform indicated, that because PRD could not be changed in the course of a year, it would not be possible to adjust PRD by €400 on 1 September 2016. Therefore, rather than adjusting by €600 on 1 January 2016, the PRD would be adjusted by one amount from 1 January 2016 that would be a 'blended' rate to take account of the two changes proposed. The overall effect in 2016 is the same. The full amended value of €1,000 is implemented then from 1 January 2017.
- Provide a €1,000 pay increase for those on salaries below €65,000. (This proposal excluded all AHCPs grades except those on points 1 and 2 of the AP standard scale pre 95)
- Provide for an extension of the grace period for those retiring.

The restoration of the Haddington Road pay cuts due on 1 April 2017 (2.75% approx.) and 1 January 2018 (2.75% approx.) were part of the Haddington Road Agreement and consequently form part of this agreement.

The Government indicated that it would accept the

aggregate vote of the PSC as applying to all public service unions.

The Executive Committee of the Association consulted widely with the membership with a series of branch general meetings and with a Consultative Council meeting on 22 June 2015. The unanimous view of the Executive Committee was that the proposals should be rejected by the membership and the Executive accordingly urged all members to vote NO. The membership subsequently voted No by a margin of 87% to 13%. The Association had previously expressed its dissatisfaction with how its members were treated during 2013 Croke Park 2/HRA talks – which saw pay cuts applied to those on salaries over €65,000 only (which at the time was about 13% of public servants) – with the view that we were sold out by the larger unions. So the Association members were hit hardest on the way down and hit hardest on the way back up. Appendix F.

The Agreement unfairly (yet again) targeted a specific group of public service employees i.e. those on salary scales over €65,000. The vast majority of AHCPs members were excluded from benefiting from the €1,000 pay restoration awarded to other staff from 1st September 2017.

At a meeting of the PSC on 16 September 2015, the constituent unions voted on the proposals, in accordance with the mandate received from their members. Each union has a number of votes to reflect the size of their membership. The vote was to accept the proposals by 2,344 votes to 207.

The PSC wrote to the Minister to indicate formal acceptance of the terms on offer. The Minister was then required to enact amending legislation to the Financial Emergency Provisions in the Public Interest (FEMPI) legislation. This legislation was approved by the Oireachtas.

#### Deferral of Increments

A leftover issue of the 2013 Haddington Road Agreement was the deferral or freeze of increments. Public service unions were advised by the Department of Public Expenditure & Reform (DPER) that July 1, 2017, will be the last date to which increment measures applied under the Haddington Road Agreement (HRA) will apply.

This is to allow for a "managed working out" of existing HRA increment measures and to avoid "perverse incentives" for recruits to enter the system after the expiry of the HRA on June 30, 2016, rather than earlier.

The move was signaled in a letter from DPER to the ICTU Public Services Committee (PSC), noting that subject to

the approval of the PSC, “arrangements will be given effect to apply the terms of this proposals under the Haddington Road Agreement”.

This would seem to fit with wider concerns that the public service is finding it harder to attract staff these days.

DPER noted that a majority of public service employees will have discharged all liabilities under the increment measures of the HRA by June 2016 and will not be impacted upon by the concession. No increment measures are provided for under the terms of the Lansdowne Road Agreement which is effective from 1 July 2016. This created an anomaly which is particularly highlighted in the case of a public servant recruited up to 30 June 2016 who would be subject to the various increment measures provided for under the Haddington Road Agreement whereby a colleague recruited the following day on 1 July 2016 would be subject to no increment measures under the terms of the Lansdowne Road Agreement. This would create perverse incentives for those recruited to enter/join the system, post July 2016 rather than earlier and the issue of the application of the increment measures has been highlighted across the public service system, as being anomalous and counter-productive.

### Future Pay Strategy

The current strategy of the Association is to press for the full restoration of the FEMPI cuts. The Executive has also agreed to seek further legal advice on FEMPI as the country exits from the corrective arm of the Stability and Growth pact. In addition, the Association is urging the Government to introduce an independent pay determination mechanism. As part of this process the Association is also calling on the Government to break the link between that of a TD and a Principal Officer standard scale. The Executive also intends to have a major piece of research carried out to compare the grades represented by the Association with those in the private sector. The Association is confident that any such research will highlight the growing gap with the vast majority of private companies paying their staff increases.

### Engagement with Political Parties

In the last year the Association has continued its engagement with the political parties. As part of this process a pre-election political “hustings” event was held on 2 February 2016.

The event was held in the Mount Clare Hotel and attended by Eoghan Murphy TD of Fine Gael, Pat Rabbitte TD of Labour, Sean Fleming TD of Fianna Fáil, Eoin Ó Broin of Sinn Féin, Eamon Ryan of the Green Party and Michael Gargan of Renua. It was chaired by Harry McGee of the Irish Times and was well attended by members.

On the matter of restoration of the 2013 third pay cut, all parties including Sinn Féin indicated support for this and

the Lansdowne Road Agreement although Sinn Féin said their focus was on the lower paid.

On our policy of having an independent pay mechanism all parties were again in support except Eamon Ryan who said the broad budget is set by Cabinet and to disconnect this from an independent pay assessment was not feasible.

On the matter of the link with TDs’ pay the General Secretary drew attention to the manner in which our grades were excluded from the September 2017 €1,000 flat rate payment under the Lansdowne Road Agreement thereby targeting those on pay scales above €65,000. He said the Association had specifically identified that this was for political reasons because the TDs pay was linked to that of Principal Officer. In that situation he said the Association was compelled to call for the link to be broken as it disadvantaged our grades. He also reiterated the point that our pay scales need to be brought to a level where the best people would be attracted to the Civil Service.

There was also a discussion on the gender imbalance that exists at senior levels in the Civil Service. The parties agreed that this was a priority issue. The General Secretary said that the right conditions for women to apply for promotions needed to be in place. In this regard the Haddington Road Agreement was very anti-family-friendly.

## 2.2 THE NEW UNION PROJECT

The Biennial Delegate Conference of the Irish Congress of Trade Unions in 2011 adopted a report from the Commission on the Future of the Irish Trade Union Movement. The report analysed the position of the Trade Union movement in Irish society and set out proposals for the future.

The Commission made a number of recommendations covering all types of issues designed to create a more cohesive structure with resource pooling and sharing between Unions and the use of combined purchasing power to add value for members. Of particular relevance to this Association is the fact that the Commission felt that union organisation in the Public Service is out-dated and takes no account of the fact that, increasingly, the employer acts in a more centralised fashion. This led to a series of recommendations that particular unions should consider the development of matching closer relationships.

Subsequently, at the 2013 ICTU Biennial Delegate Conference an enabling resolution was adopted to facilitate the drafting of a new Constitution for ICTU along the lines envisaged by the Commission on Trade Unions, and in a document ‘Future Positive’, which was adopted at the conference.

In December 2013 the PSEU wrote to the Association, the CPSU, IMPACT and the VOA to suggest exploratory discussions to see how the five unions might advance the



issues identified by the Commission on Trade Unions and in 'Future Positive'.

In the course of 2014 and 2015 a series of meetings between the Unions took place to consider shared resources in IT, schemes for members, training and future development of structure. This culminated in meetings of groups from the respective Executive Committees to consider what a single organisation merging all of the unions concerned might look like.

In order to inform the Union's representatives in these discussions, the issue was discussed at a Consultative Council of members and at the various Annual General Meetings of members. It is fair to say that members were not positive in relation to the proposed new union. Specifically, members pointed to the "Croke Park 2" and Haddington Road discussions where the pay of members was cut and this was voted on by other unions. Members were also concerned at the levels of service in such an entity and that the "voice" of senior managers would not be heard in a new organisation. The Executive Committee at its January 2016 meeting decided to withdraw from the discussions with immediate effect. The Association's decision was followed subsequently by the decision of the Veterinary Officers Association to also withdraw. The process will continue with the remaining Unions: CPSU, IMPACT and the PSEU. The withdrawal of the Association is on the basis that there will be an 'open door' for us, should we decide to re-engage with the discussions, at any stage.

## 2.3 ISSUE OF THE FORMER SUPERINTENDENT COMMUNITY WELFARE OFFICER TO THE DEPARTMENT OF SOCIAL PROTECTION

### Former Superintendent Community Welfare Officers. (SCWO)

As per the Haddington Road Agreement and the Lansdowne Road Agreement the issue of the 5% pension contribution paid by the former SCWOs is to be addressed with effect from 1 January 2016. The issue is that the SCWO (both Pre and Post 95) are all on the pre 95 pay scale and are all paying a 5% pension contribution. The Association have had a number of meetings with DSP management to address the issue.

There are 53 staff at AHCPS grades impacted of whom 43 are pre 95 and 10 are post 95.

The solution agreed between the Association and the Department for the 43 pre 95 staff is that they will cease the 5% pension contribution with effect from 1 January 2016.

The DSP proposals in relation to the Post 95 members were not acceptable to the Association and it was agreed by both parties to refer the matter to the Civil Service adjudicator. An adjudication hearing took place on 10th

March and the adjudication found in favour of the Department's proposals.

It should be noted that the PSEU had already agreed in relation to over 300 post 95 members to the departments' proposals that staff at HEO grade would move to the next higher money point.

### PCW 1% (Former SCWO and Former FAS Grade 6 and 7)

The former SCWO will be eligible to apply for the PCW 1% with effect from 1 January 2016. Their salary will be part of the payroll when calculating the number of upgrades due. Consequently, there should be an increase number of upgrades in 2016.

The former FAS staff in DSP received the PCW on a personal basis paid each year in July. There was a proposal that the former Grade 7s would join the other APs in being eligible to apply for an upgrade. A ballot was conducted in 2014 of the 15 then Grade 7s who were members. The result was 7 in favour and 3 against. 5 did not return ballot papers. However, the DSP view at that time was not favourable to that suggestion.

The branch officers and the Deputy General Secretary met with DSP management in January 2016 to explore again the DSP view in relation to the former FAS staff being eligible to apply for the upgrades. The DSP view was that they were open to that proposal.

## 2.4 RETIREMENTS & THE GRACE PERIOD

After a number of years of reducing numbers and a moratorium on recruitment the last year has seen a number of departmental promotion panels and an Open PO panel being put in place. The age profile of the civil service is of a "greying" civil service with 46% of civil servants over 50 years of age.

The Association has been successful in having the grace period by which people earning over €65,000 may retired on their Pre Haddington Road pay cut salary extended to 1 April 2019. By January 2018 the salary will be restored to Pre Haddington Road Agreement levels for those on salaries between €65,000 and €110,000. For salaries over €110,000 (Campus Governor, Assistant Secretary General etc.) it will be 2019 before salaries are fully restored.

## 2.5 CROSS STREAM PROMOTION & RECIPROCITY

In July 2011 a report was issued by the Commission for Public Service Appointments (CPSA) regarding eligibility criteria for promotion of staff in the civil service. The report recommended that:

*'in establishing eligibility criteria for promotion to positions in the Civil Service, the Minister for Public Expenditure and Reform should remove any criteria that may prevent civil servants with the requisite skills, experience and attributes for applying for promotion positions'.*

Agreement between the Official and Staff Sides regarding the arrangements for future promotion competitions was recorded at the General Council meeting of the 27th November 2013. Effectively eligibility for promotion from 14/1/14 onwards is no longer based on a defined period of service in the grade directly below that of the post to be filled. Rather appropriate job descriptions and person specifications are to be set out detailing necessary experience, knowledge and skills and deliverables required for relevant positions or grades. This is interpreted as meaning all promotional posts are open to all grades and it provides for cross stream promotion.

DPER wrote to all Heads of HR/Personnel Officers in June 2015 outlining this position but also drew attention to the agreement with the staff side for reciprocity arrangements to apply regarding Professional and Technical posts that did not require a professional or technical qualification to fulfil the role. In other words particular posts of a generic or management type role can be filled under a competitive process by all grades. This followed a meeting between the Staff Side and representatives of DPER where the Staff Side stressed the need for evidence of access to administrative or managerial type posts held by professional or technical grades.

Later in the year the Association sought a progress report on reciprocity from DPER but found it necessary to raise the matter at General Council in early 2016. A further meeting was held on the subject between DPER and the Staff Side where DPER undertook to issue a further direction to HR/Personnel Officers to identify any professional or technical posts that could be opened to all grades under reciprocity. The Executive Committee will continue to monitor the position.

## 2.6 THE CIVIL SERVICE RENEWAL PLAN – ONE VISION

The Civil Service Renewal Document that is a three year action plan was published in October 2014. This followed the Consultation Paper on 'Strengthening Civil Service Accountability and Performance' to which the Association made a detailed response. The Renewal document was published by the Minister for Public Expenditure and Reform on 9 January 2014 and is available on our Website under 'Civil Service Renewal'.

The Association is committed to the Civil Service Renewal Programme and supported the recent introduction of the two point PMDS rating system as part of a simplified version of PMDS.

Earlier in 2015 the PO Mobility Policy was agreed. In our submission to the Arbitration Board on the new PO sequence of appointments the Association stressed that there was little or no mobility at PO level while a somewhat overemphasis existed on open recruitment. It is important that a programme of matching skills with needs is developed under the now introduced mobility policy that will also facilitate career development.

On the subject of grade rationalisation the Association notes the ongoing discussions on the subject of the proposed Staff Officer upgrade to Executive Officer.

The Association has welcomed the introduction of a Civil Service Accountability Board and Civil Service Management Board but continues to stress that any perception that the civil service is somehow unaccountable or is underachieving is in our view very much misplaced and does not reflect the reality of our members work and commitment to public service. Irish civil servants are already held to account through a range of legislative provisions, conventions and forums and the Association's members are keenly aware of the high level of public accountability expected of them in the conduct of their duties and the use of public resources. There is grave unease that the ability of the Association's members to provide impartial and frank advice to Ministers could be undermined in any way by new reforms or changes to existing terms and conditions of employment. Rather, we would like to see this vital role maintained and strengthened into the future.

The Association is of the view that any new system of accountability should not undermine the bond of trust that links the civil service with the government and citizens. Rather it should be defined by clarity of roles and expectations, recognising that the work of the civil service and its relationship with the political system is complex, and should be developed on the basis of the civil service's desire to serve the public interest. There must be recognition that the two are not necessarily aligned, and increased accountability requirements for civil servants may in fact reduce the time available to perform their other work.

The Association encouraged the appointment of a Head of the Civil Service and we have been publicly critical of the Government's failure to do so as we view it as a missed opportunity.

## 2.7 REVIEW OF THE RATES OF TRAVEL AND SUBSISTENCE

The Haddington Road Agreement provided as follows:

*"The Parties note that the Government intends to review travel and subsistence arrangements. There will be full co-operation by the Parties with the review and the implementation of a standardised system of travel and subsistence across the Public Service."*

The first review of Travel and Subsistence rates since the implementation of a unilateral cut in the rates by 25% in March 2009 was conducted in 2015.

The negotiations with the Department of Public Expenditure and Reform resulted in the following arrangements.

- the merging of the A&B rates of subsistence into a common rate;
- an increase in the overnight rate;

- changes in the distance requirements to qualify for overnight subsistence;
- a very modest increase in the 5 hour rate of day subsistence;
- a change in the distance requirement to qualify for day subsistence.

The details of the agreed arrangements are set out below.

### Overnight Domestic Subsistence Rate

- It has been agreed that the Domestic Overnight Subsistence Rate will be increased from the current rate of €108.99 to €125.00 from 1 July 2015.
- With effect from 1 July 2015, a night allowance will not generally be payable for an absence within 100 km of an officer's home or headquarters. However, in exceptional circumstances, such as extreme weather conditions which would raise Health and Safety concerns, a night allowance may be paid for an absence on duty at any place within the above distance limits but in excess of 50 km.
- Examples of operational need could include the situation where the meeting that the officer is attending does not finish until 8 pm and they could not be expected to return home. It could also include the situation where an officer is spending more than one day away at a location less than 100 km but it would cost less or significantly reduce the loss of official time if the officer does not return to their HQ or home and an overnight is paid.
- The Class B rate will also no longer apply from 1 July 2015.
- The overnight rate will be reviewed annually from 2016 by using the "eating out" and "accommodation" element of the Consumer Price Index (CPI).
- Adjustments will only be applied to the overnight rate where the annual increase/decrease exceeds 5% - where this adjustment does not exceed 5% it is brought forward to the next review and added to the outcome of that review (i.e. cumulative).

### Day Subsistence Rates

- With effect from 1 July 2015, a day allowance will not generally be payable for an absence within 8 km of an officer's home or headquarters. Also the 5 hour rate will be increased from €13.71 per day to €14.01 per day also from 1 July 2015.
- There will be no further reviews of the Day Subsistence Rates until 2018. Thereafter the day rates would be reviewed using the "eating out" element of the Consumer Price Index and adjustments will only be applied where the annual increase/decrease exceeds 5% - where this does not exceed 5% it is brought

forward to the next review and added to the outcome of that review (i.e. cumulative).

- The revised domestic subsistence rates will be as follows:

### Domestic Subsistence rates from 1st July 2015

Overnight rates	
Class of Allowances	A Class
Normal Rate	€125.00
Reduced Rate	€115.00
Detention Rate	€62.50

Day Rates	
Class of Allowances	A Class
10 hours or more	€33.61
5 hours but less than 10 hours	€14.01

### Motor Travel Rates

The discussions referred to above also covered Motor Travel Rates. The negotiations

with the Department of Public Expenditure and Reform produced the following

agreement:

### Review of Travel Rates

- Both sides have agreed to continue meaningful negotiations on the review of the travel rates. It is also agreed that the elements of the travel rates would be reviewed over the 6 months following this agreement, with third party assistance if required, to take account of improved car engineering and technology and improvements in the road infrastructure. The elements to be looked at would include, but would not be exclusive, the residual value of cars; insurance; diesel v petrol cars; fuel efficiency of modern cars etc.

The discussions referred to have commenced.

## 2.8 FOREIGN TRAVEL & CHAIRMAN'S ALLOWANCE

Following motions passed at our 2015 ADC, and as part of the continued management of this issue, the Association filed claims at the Staff Panel of General Council on the reinstatement of the 'Foreign Travel' and 'Chairman's Allowance'. Members will recall that arising from the Haddington Road Agreement, DPER reviewed all allowances of this nature. The Presidency Allowance was paid following an arbitration ruling but the 'Foreign Travel' and 'Chairman's Allowance' was abolished.

While members receive travel and subsistence payments in relation to foreign travel, these payments merely



reimburse the individual for out of pocket expenses. Ordinary travel & subsistence payments do not take account of the infringement on personal time connected with regular foreign travel very frequently involving the notorious 'red eye' flights. In addition there is intrusion into family life and the private responsibilities of individuals. We are aware of cases where members have responsibilities as carers or there are complicated family circumstances that do not make the management of foreign travel an easy task for such members.

At a time when members are tasked with additional workloads and responsibilities, we believe that those that take on regular or frequent foreign travel as part of fulfilling duties abroad should be paid a reasonable level of compensation. Members are merely seeking due regard for onerous duties fulfilled abroad on behalf of the Irish State that regularly involves weekend travel. The Staff Panel of General Council fully supported the claims submitted by the Association and one composite claim was filed at General Council seeking a 'Foreign Travel' allowance and due recognition for the onerous work attached to some chairperson duties. In a detailed submission to General Council the Association put forward that a 'Chairman's Allowance' should be paid on a scaled or measurement basis. As regards the foreign travel element of the claim the Association differentiated between some foreign travel and the more regular or frequent travel by grounding the claim on the Arbitration Award for the Presidency Allowance. Under this award, and as detailed in circular DPE071/12/13, the first six days of travel are discounted and different levels of payment are applied depending on the extent of foreign travel.

The Association also met DPER to discuss all aspects of the claim and while there is a complete understanding of the basis for the claim and recognition that it is well grounded in the Arbitration Award for the Presidency Allowance, DPER nonetheless has ruled that this is a "cost increasing claim" not allowed under the Lansdowne Road Agreement.

The Association intends to keep the subject under review and in due course to return with a further claim given the increasing evidence that the economic difficulties facing the country no longer prevail and controls applied to public service pay come under further scrutiny.

## 2.9 REDEPLOYMENT/LATERAL INTERDEPARTMENTAL MOBILITY

The Public Service Management (Recruitment and Appointments) (Amendment) Act 2013 enabled the redeployment of members of staff in the Civil Service and certain other sectors of the Public Service to other positions in the Public Service. While the Redeployment Panel is still in existence it is now closed and is being wound down as there are no surplus staff numbers and personnel units are actively recruiting.

The Association and representatives from the other unions are currently engaged with DPER on the concept of a

revised Central Application Facilitate (CAF) type system that is intended to lead to agreement on a centrally controlled transfer list under the title Lateral Interdepartmental Mobility. The CAF was originally devised to manage interest by individuals in moving to decentralised posts mainly in provincial areas. Concerns exist around internal transfer lists in departments and how these will be integrated into one central transfer list but the Staff Side has been assured by DPER that these concerns can be resolved.

Difficulties exist in identifying those on the current CAF that still have an interest in a transfer. Many of those still listed have been promoted, have retired or are no longer interested in a move to another location.

## 2.10 ANNUAL LEAVE

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

## 2.11 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.

The issue of purchase tables for those short of service is yet to be agreed with the Department of Public Expenditure and Reform.

## 2.12 PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM

A new two point rating system has been agreed that will be used for the first time at the end-of-year-reviews for 2016. This is a simplified system to replace the temporary descriptors of 'Unsatisfactory', 'Needs to Improve', 'Fully



Achieved Expectations', 'High Standard' and 'Exceptional Performance'. Individuals will be rated *Satisfactory* or *Unsatisfactory* and in the event that an unsatisfactory rating is given the individual will immediately be involved in a Personal Improvement Plan or PIP. Emphasis is to be placed on any necessary training and the support and mentoring of the individual by managers. Following discussions between DPER and the Staff Panel representatives from the various unions the new documentation now in circulation was agreed including new guidelines for managers. No other change is involved and an individual continues to hold the right to seek a review of his/her rating and if necessary seek referral to an external reviewer where there is disagreement concerning the rating. To date feedback from managers has been very positive and the consensus is that this new rating system is a welcome development. This is part of the Civil Service Renewal Programme. That programme strives to introduce a new model of performance management and to professionalise and reform HR management.

## 2.13 REVISED DISCIPLINARY CODE

A technical work group met for the first time on 11/9/15 to examine proposals for a new disciplinary code. The group was made up of representatives from all the unions on the staff side and DPER together with Personnel Officers from various departments. Following the Staff Panel meeting on 10th February 2016 all the Constituents of the Civil Service Staff Panel agreed to sign off on the revised code. In addition to the code a new manager's handbook will be available to provide greater clarity on the content of the code.

Disciplinary cases which have commenced under the Circular 14/2006 will continue under that Circular until completion. Any new disciplinary cases that are commenced after the introduction of the new Disciplinary Code shall be progressed under the new Code.

The application of fair procedures was central to the discussions and agreement on the new Code. It is notable that emphasis has been placed in the document on ensuring that decisions are fair and consistent. In addition civil servants have a right to appeal any of the disciplinary actions set out in the new Code and in addition to internal appeals there is provision for an appeal to an External Appeals Officer. For specified sanctions there is provision for appeal to the Disciplinary Appeals Board.

## 2.14 UNDERPERFORMANCE POLICY

The Association actively participated in meetings between unions on the staff side and a combination of Personnel Officers from various departments and representatives of DPER to examine a draft policy document put forward by DPER. Agreement was reached on some amendments to the policy but not to the central point of written warnings. It was the position of the official side that these warnings issued in the timeframe of a personal

improvement plan [PIP] should also stand for warnings of a verbal or written nature under the Disciplinary Code.

The Staff Side considered that an Underperformance Policy, incorporating a PIP, should aid staff development and apply in a positive working environment. The Staff Side was very concerned at the direct connectivity between the proposed Underperformance Policy and the Disciplinary Code in the manner in which underperformance warnings would constitute disciplinary warnings. It is notable that current guidelines in existence for the management of underperformance have a direct leaning towards the PMDS system whereas what is proposed under the Underperformance Policy document has a clear leaning towards the new Disciplinary Code.

A Disagreed Report was produced at the end of February 2016 with the matter referred for a hearing before the Arbitration Board on 8th April 2016.

## 2.15 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 (known as Peoplepoint) in the Civil Service was prioritised and its development was led by the Department of Public Expenditure and Reform.

### People Point

The unions continue to meet representatives and the Head of PeoplePoint under an arrangement by General Council where a sub-committee of General Council was set up to address issues of concern raised by members of the various unions. Difficulties continue to arise particularly with overpayments, time delays and the increasing workload within PeoplePoint as further departments and agencies are taken in to PeoplePoint. At least one department has taken back control of its time and attendance system due to ongoing problems. There has been progress on many issues but new ones arise on a continual basis.

The Staff Panel decided that individual cases will be referred by the unions to the parent departments. Unions continue to take this approach as the duty of care rests with the departments not PeoplePoint.

The Executive continues to keep the matter under review but is concerned that despite the regularity of meetings and the best efforts of PeoplePoint liaison officers, members are still encountering difficulties. Given the anticipated level of retirements, and the additional workload this will introduce, it is difficult to see matters progressing further unless further resources are allocated to PeoplePoint.

### Payroll Shared Service Centre (PSSC):

The PSSC now makes payments to approximately 78,000 payees, including 45,000 pensioners. A Multi-site location was chosen as the preferred option. There were seven

“waves” of migration to the Payroll Shared Services that started in 2014 and finished at the end of 2015. The locations involved are Killarney, Galway and Tullamore. All three locations are now fully operational. The concept involved implementing a Shared Services Payroll with a single governance structure, a common technology platform, single licence agreements with technology providers and improved and standardised processes.

A Memorandum of Understanding is being finalised between the PSSC and PeoplePoint. This will be included in a new Service Management Agreement (SMA) which will be circulated to all client Departments and Public Service Bodies. The new SMA will include a Customer Charter and a formal complaints procedure.

### **Financial Management Shared Service**

The Financial Management Shared Services Project received Government approval on 13th January 2016 to proceed to implementation phase. The project plan and the project team resources required for the design phase of the project are currently being finalised.

The initial feasibility study assessed the feasible financial management service delivery model options, including shared services, quantified both quantitative and qualitative costs and benefits, and the risks associated with each option, and recommended the most appropriate way forward.

### **2.16 TLAC**

32 TLAC type competitions were held during 2015 – 3 at Secretary General level, 4 at Deputy Secretary level and 25 at Assistant Secretary level. Thirty appointments were made from these competitions – all the competitions were open.

### **2.17 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.

The Mobility subgroup, together with the Secretary General of the sponsoring Department, also makes 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. Sixteen positions have been filled since the protocol was introduced.

### **2.18 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 7 General Council and together with numerous meetings of sub-committees of General Council.

The officers for 2016, elected at the AGM in January 2016, are Chairperson Tony Conlon (CPSU) and Vice Chairperson Martin Ryan (VOA). Gerry Malone (PSEU) remains as Secretary to the Panel up to end June 2016. Eugene Dunne (IMPACT) will succeed Gerry from July 2016.

The annual report of the Secretary of the General Council Staff Panel for 2015 **Appendix G** 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.

### **2.19 WORK LIFE BALANCE/DIVERSITY**

The Association is represented at the Equality Sub-Committee of General Council by Assistant General Secretary Billy Thompson. The Executive Committee is assisted in its decisions on work life balance & diversity issues by a Sub-Committee of the Executive in which the full time officials and the officers of the Association participate.

#### **Flexible Working Hours [FWH]:**

There are currently over 400 members availing of flexitime. The Haddington Road Agreement [of which the Lansdowne Road Agreement was an extension] impacted on all these members by the restrictions in flexi-time outlined in the agreement.

Newly-appointed APs are not allowed to access flexible working hours in those departments and agencies that have flexi time at the AP grade. Given that this flexibility is mainly sought for family reasons and mitigates against members balancing work life responsibilities. This is of central concern to the Association and we continue to Pursue the issue with DPER.

The pilot scheme reinstating the entitlement to work up credits of 1.5 days is a welcome development but is of no value to newly promoted Assistant Principal Officers still excluded from FWH in departments where the facility

exists for their colleagues. The scheme is due to be reviewed in mid-2016.

### **Shorter Working Year/Term Time:**

The Association has raised this matter at meetings with DPER in December 2015. The Association stressed the need for a lead role to be taken by DPER in ensuring that departments return to a position of full implementation of term time options now that the moratorium on posts has been lifted. It has been the position that some departments or divisions within departments were unable or unwilling to allow staff avail of the full 13 weeks option due to staff shortages. Due to other commitments DPER indicated it would commit to a full engagement on the subject of term time and necessary reviews further out into 2016.

The Staff Side continues to draw attention to the absence of an appeals mechanism for those refused Term Time and this was aired again at the aforesaid December meeting.

### **Staff with Disabilities:**

DPER maintains a web site on disability issues. It can be accessed at <http://hr.per.gov.ie/disability/>. There is a link provided to the Annual report of the Civil Service Disability Liaison Officers.

### **Parental Leave:**

Finance circular 13/2010 outlines the provisions of this scheme. The DPER website sets out any subsequent changes or restrictions. This includes the 2013 EU directive granting longer leave periods of 4 months transposed into Irish Law on 8/3/13. That directive strengthened the protection for workers applying for parental leave.

At the December 2015 meeting with DPER the Staff Side raised the matter of how parental leave is calculated over weekend periods. This concerns superannuation and the treatment of parental leave in circumstances where the leave is taken in individual days and spans a weekend. DPER are to revert with clarification. Clarification is also to be provided on the timeline in connection with the implementation of recent Government proposals to increase parental leave.

### **Work-sharing:**

The Association has raised with DPER the issue of the non availability of the work sharing of less than 50%, which was withdrawn under Haddington Road. The Association has requested that this work sharing pattern be restored.

## **2.20 MERGER OF PROPERTY REGISTRATION AUTHORITY, VALUATION OFFICE AND ORDNANCE SURVEY OF IRELAND**

The draft legislation to merge the Property Registration Authority, Valuation Office and Ordnance Survey of Ireland was published in January 2015. The new

organisation is called Tailte Éireann. Mr John O'Sullivan, the current Commissioner of the Valuation Office has been appointed as Chief Executive Designate. Vesting day for Tailte Éireann will depend on the progress of the necessary legislation through the Oireachtas. It is not envisaged that this will happen earlier than 2017. The Transfer of Functions Orders to authorise the move of the Valuation Office and OSi under the aegis of the Department of Justice and Equality was approved by the Government and is effective from 1st January 2016. The Project Board established to oversee the merger meets every two months.

The Association participated in meetings between the unions and the Tailte negotiating team. The purpose of the meetings was to agree the setting up of specific work groups to examine areas of concern and industrial relations issues around the merger. All unions in the three locations had been given the opportunity to identify issues and these submissions were then collated into one general list agreed at the first meeting. However the high level design of the new organisation was not available for the second meeting and the Staff Side considered it was premature to finalise work groups until this became available. The urgency around the necessary work has somewhat abated as the timeline until vesting day has lengthened.

## **2.21 IRISH HUMAN RIGHTS AND EQUALITY COMMISSION**

The Irish Human Rights and Equality Commission Act 2014 dissolved the Equality Authority and the Irish Human Rights Commission and transferred their functions to the Irish Human Rights and Equality Commission (the "IHREC"). The IHREC, an independent statutory body, was established under the Act on 1 November 2014. The AHCPS, together with representatives from the other unions, participated in a number of industrial relations meetings during 2015 and has pressed the need for the setting up of a proper Departmental Council structure. This is required to advance the working relationship with the new body and facilitate engagement on industrial relations issues on an on-going basis.

## **2.22 PRINCIPAL OFFICER PROMOTION SEQUENCE**

The Arbitration Board ruled on 7th July 2015 that Principal Officers are to be appointed in a sequence requiring the first two in every three to be from the Open PO Panel followed by one internal appointment. In its submission to the Arbitration Board the Association recognised that in some Departments/Offices, it may be necessary to undertake open recruitment at PO level where a skills deficit is identified. The Association stated it was supportive of the setting up of an open PO competition but this should not be seen as supporting the filling of the great majority of PO vacancies from an open process. The submission went on to indicate that

any successful organisation needed a say in who takes up their senior positions, particularly in a management grade as crucial as PO. The Association emphasised that opening up the great majority of PO posts effectively meant severely curtailing the one real reward that the civil service can offer its employees – i.e. guaranteed promotional opportunities. Rather than the over emphasis on Open Competition the Association set out that it would best benefit departments to advance the Private Sector Secondment Programme and a PO mobility programme that was never sufficiently progressed.

Originally the Minister had indicated his view that all Principal Officer Appointments should be via Open Competition. This aligned with the Civil Service Renewal Plan that aspired to *Extend the established policy of open competitions for all senior management positions (Assistant Principal and above)*. In its submission to the Arbitration Board the Official Side had modified its position to a desire for a sequence of 4/5 (80%) open and 1/5 (20%) internal.

The Association highlighted its awareness that the heads of a number of Government Departments/Offices shared our union's concern at the prospect of moving to an 80% open competitive system. In addition the Association drew attention to the absence of any such arrangements in the private sector or semi-state organisations concluding that good employers value their staff and want to ensure that there are clear and unimpeded promotional paths. The Association drew attention to the manner in which the sequence seemed to have become a political agenda with a notable media campaign for the

opening up of posts without a sufficiently balanced argument on succession planning, skills retention etc. In summarising its position the Association drew attention to the International Experience where it has been found that the benefit of open recruitment is mixed with many individuals staying for short periods only, some not working out at all and some not buying into the ethos of public service. The Association proposed that in the interest of fairness and taking into account all the circumstances that the existing sequence agreed under Sustaining Progress should stand, 4/18 open, 5/18 interdepartmental and 9/18 internal. The Board indicated that the new arrangements will be reviewed after two years in operation.

The Open PO panel was established on 18th June 2015. Of the original 1,458 applicants, 334 candidates were invited to the final stage and 164 candidates were successful in getting placed on the panel. 75% of those who got to the panel are from within the civil service; 15% from the private sector and 10% from the broader public service. There was no movement off the panel until after the Association first met DPER on the subject to press the matter of the lack of appointments. The first appointments were in Oct/Nov 2015. The Association appreciates that a large number of our members have been placed on the panel and has brought to the attention of DPER the slow movement. We have also sought clarification as to its duration as this was not addressed in the application literature or raised at any stage with the Association.



# STATE ENTERPRISES

### 3.1 AN POST

#### Introduction

An Post's finances continue to be a cause for concern. Mails Revenue continues to fall with the decline in mails volume negated by the impact of the price increase in July 2014. The revenue from subsidiaries continues to grow. An Post will receive a further price rise in July 2016. However, the price rises received still do not cover the cost of the Universal Services Obligation and An Post continues to use its cash reserves to pay for this essential service. The impact of pricing on An Post was recognised in the recent Labour Court decision when it highlighted the need for engagement between the Company, its shareholder and the regulator on this issue.

#### Pay

Staff have not received a pay increase since 1st August 2008. In addition throughout this same period staff have seen their take home pay significantly reduced with increased taxation. It is accepted that An Post faces significant threats e.g. ComReg, ongoing reduction in Mail Volumes, Electronic substitution Pricing and the Funding of the USO. The Group of Union's led by the CWU have pursued the issue of a pay increase over the past two years with discussions at both the LRC and the Labour Court. The Company have quoted inability to pay. Very little progress was made during that time as the Company remained firmly opposed to any movement on pay. The Company also argued that discussions with ComReg in respect of price mechanisms / price increases would be a critical component in respect of company finances.

#### Labour Court

While recognising the financial constraints within the company the Labour Court issued its finding in early October 2015 and was of the view that the continuance of the current pay freeze, in place since 2008, was not "a viable proposition". The Court asked all the parties involved to engage on the "range of additional efficiency measures" and to "reach agreement on as many of these measures as possible". From this the Court indicated the parties "should identify and verify the potential of these measures to fund in part increases in the pay of the workers associated with this claim". The parties are back in the Labour Court in April 2016. At the time of writing both sides are awaiting an outcome from the Court

#### Current Developments

The Association held two bi-lateral meetings with An Post Management in February 2016 and reviewed at Branch

Committee level the request from Management for the identification of possible cost saving measures in line with the Labour Court direction. While the Company have tabled issues that would be common to all Union's they have also sought cost savings from the individual Unions. The intention is to have a pay increase agreed for 2016 and have a framework to deal with future pay increases for the next few years. The Association fully reviewed the matter with the membership at the AGM of the Branch in March 2016. A position paper has been submitted to Management setting out the position of the Branch.

#### On Call Allowance for Mail Operations Managers

The payment of an on call allowance for Mail Operations Managers was successfully agreed during the year. A similar claim for Retail Operation Managers has been agreed at the Staff Panel meeting and was lodged at JCC.

#### Excessive Mileage incurred by members

This is under consideration by the Branch Committee and a business case is being developed.

#### Inspector of Services (IOS)

The Association lodged a claim at the January 2015 JCC meeting for an increase of one days' additional annual leave for the pre "Change and Productivity Improvement Agreement" IOS grade to bring it into line with the annual leave entitlements of the HEO and Superintendent grades. This has been accepted in principle and will shortly be finalised.

#### Witness History Project

A small "inconvenience" payment for the construction work on the Witness History Project is currently nearing finalisation for those members sited near the construction area.

### 3.2 PREMIER LOTTERIES IRELAND [PLI]

Premier Lotteries Ireland [PLI] came into existence on 30/11/14 with the transition of staff, functions and assets from An Post National Lottery. This led to the setting up in 2015 of a separate AHCPs Branch to address industrial relations matters and represent members within the new company. The Association participated in all of the Industrial Relations Council meetings during the year and also held a number of bi-lateral meetings with the Chief Executive Officer to advance the working relationship with the Branch. The year saw a considerable change of systems, functions and procedures in the company which was challenging for all staff. Matters are still in a state of

flux with rolling changes but a high level review of structures carried out at the end of 2015 led to a presentation by the CEO to the staff representatives on the road ahead for the company. That has helped to clarify matters.

The Association has representative rights for all Level 3 managers in the company that are equivalent to Assistant Principal Grades.

### 3.3 ETB/SOLAS

#### Education and Training Boards (ETBs)

Phase 3 of the ETB structure which is the establishment of Training Centres in the 5 ETBs that do not currently have a training centre and the staffing of these training centres is ongoing.

The management structure in the 16 ETBs is currently under discussion with AHCPs, IMPACT, SIPTU and TUI. There is agreement on a three pillar structure of 1) schools 2) Further Education and Training and 3) Organisation Support and Development. However, there is disagreement with the Department of Education and Science position that 8 of the 16 ETBs would not have a director level for one of the pillars. There is also a lack of clarity as to the 3rd tier management level and the effects that shared services in Payroll and in Finance will have on the structure.

#### Solas

The Association are still awaiting the outcome of a workplace planning exercise.

The Association are also seeking an update from SOLAS in relation to their plans to flatten the management structure at Grade 6 (Manager) and 7 (Assistant Manager) in line with the grade structure within the Civil Service.

### 3.4 ROAD SAFETY AUTHORITY

The Industrial Relations Council (IRC) is to be re-established after it was suspended in 2014 due to disagreements between the staff side and management in relation to the way business was conducted by management. The LRC was invited to assist in re-establishing the IRC. The Association is separately pursuing the payment of the PCW 1% for the AP and PO grades.

### 3.5 INJURIES BOARD

There were a number of meetings of the Joint Consultative Committee during the course of the year. In addition the Unions attended further facilitation by the Labour Relations Commission on the subject of outsourcing of work. These facilitation meetings were attended by representatives of the Departments of Jobs Enterprise & Innovation following correspondence sent to the Minister by the Association on behalf of the group of unions. It was the unions' position that the Board was

self-financing and should not be restricted by an ECF imposed by the Department that blocked necessary appointments. The matter was resolved via delegated sanction given to the Board. This allowed the Board to increase its workforce to 80. In addition the Association was successful in having the AHCPs driven business case for two additional Assistant Principal Officers accepted as part of the general increase of staff numbers.

### 3.6 IRISH AVIATION AUTHORITY

A ballot of members was carried out in November 2015 to vote on new pay proposals effective for four years from 1/1/16. The proposals were favourably accepted by members and this was formally notified to the Authority in January 2016 following the AGM of the Branch. That AGM set up a new Branch Committee with the welcome appointment of a Branch Secretary and a rotating Chairman as both positions were vacant for some time.

December 2015 saw the reconstituting of the Joint Conciliation Forum or JCF that is the industrial relations forum. That body had not met pending the setting up of the new Disputes Resolution Board that was ratified at the December 2015 JCF. In early 2016 the Association participated in a sub-committee to examine and update the Alcohol & Drugs Testing Policy in the Authority as part of an ongoing updating of procedures.

### 3.7 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 Energy Regulation (CER)
- Competition and Consumer protection Commission
- Eircom
- Family Support Agency
- Food Safety Authority
- Food Safety Promotion Board (SafeFood)
- Health & Safety Authority
- Irish Water Safety
- Medical Council
- National Centre for Partnership & Productivity
- National Library of Ireland
- National Museum of Ireland
- NCSE
- Pensions Authority
- 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. Ciaran Rohan General Secretary was elected to the Executive Committee of the ICTU at the Biennial Conference held in Ennis Co Clare in July 2015 for a two year term.

#### 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 Report of the Public Services Committee is attached as Appendix H.

#### 4.1.2 ICTU WOMEN'S COMMITTEE

The Association continues to be represented at the ICTU Women's Committee by Edna Dowling Executive Committee. Edna Dowling, Vice Chairperson, Jackie O'Halloran Executive Committee and Assistant General Secretary Billy Thompson attended the Women's Seminar in Mullingar on 3 & 4 March 2016.

#### 4.1.3 NERI

The Association continues to support and contribute to the Nevin Economic Research Institute.

#### 4.1.4 ICTU PEOPLES COLLEGE

The Associate is affiliated to the ICTU Peoples College.

#### 4.1.5 ICTU RETIRED WORKERS' COMMITTEE

The Association is represented on the Retired Workers' Committee of Congress by 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 AHCPs General Secretary also acts as Negotiating Secretary of the VOA.

The VOA represents 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 facilitates 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 is 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 38th UFE Meeting was held in Brussels, Sept 2015. The Association was represented by Val Jeffrey, Revenue Branch and Ciaran Rohan, General Secretary AHCPs.

### 4.7 UNION NETWORK INTERNATIONAL [UNI]

The Association is affiliated to UNI in respect of its An Post membership.

### 4.8 FDA UK AND ARC UK

The Association was represented at the 2015 FDA Annual Delegate Conference by outgoing Chairperson Tom Allen, Ciaran Rohan 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 Ciaran Rohan attended their Annual General Meeting on 4 March 2016.

The AHCPs Revenue Branch also maintains close relations with FDA ARC (Association of Revenue and Customs). The ARC Conference in May 2015 was attended by Val Jeffrey Revenue Branch Chairperson and Ciaran Rohan, General Secretary.

### 4.9 INSTITUTE OF PUBLIC ADMINISTRATION

The Association continued in membership of the IPA. The General Secretary was in attendance at the AGM of the Institute.

#### 4.10 IRISH LABOUR HISTORY SOCIETY

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

#### 4.11 HOSPITAL SATURDAY FUND

The General Secretary Ciaran Rohan, is invited to attend the Annual Meeting of the HSF during the year.

#### 4.12 COMBINED SERVICES THIRD WORLD FUND

The website for the fund can be viewed at [www.cstwf.ie](http://www.cstwf.ie)

#### 4.13 CIVIL SERVICE CHARITIES FUND

The Association is represented on the Civil Service Charities Fund by Larry Dunne PER.

In addition Ciaran Rohan, General Secretary is a Trustee of the Fund.

Appendix A	MINUTES
Appendix B	RULES & Constitution
Appendix C	Standing Orders
Appendix D	Executive Attendance
Appendix E	LRC Lansdowne Road Agreement
Appendix F	Labour Relations Commission Ballot and Changes in Pay Levels
Appendix G	General Council Staff Panel Annual Report 2015
Appendix H	ICTU Public Services Committee Annual Report 2014/15

#### Accounts



John Kelleher, Deputy Gen Sec, Tom Allen, Chair and Ciaran Rohan General Secretary.



# MINUTES OF THE ANNUAL DELEGATE CONFERENCE HELD ON 8th MAY 2015

## 1 Opening of Conference

1.2 The Chairperson, Tom Allen, called Conference to order at 13.35

1.2 He welcomed the delegates, press and guests to the conference. In particular, he welcomed Sue Gethin and Naomi Cooke from the FDA London and Harry Baird from the FDA Belfast.

## 2 Adoption of the minutes of the Annual Conference 2014

2.1 The minutes of the Annual Delegate Conference 2014 were adopted unanimously by Conference.

Proposed by Padraig Hennessy (Jobs) and seconded by Willie McIntosh (Executive/ Education).

## 3 Appointment of Tellers

3.1 The following delegates were appointed as tellers:

<b>Brian McKeivitt</b>	Ombudsman
<b>Conor O'Malley</b>	Arts
<b>Greg Whelan</b>	Revenue
<b>Billy Carrie</b>	C&AG

## 4 Adoption of Standing Orders Committee Report

4.1 David Denny (Chairperson of Standing Orders Committee) proposed the adoption of Standing Orders Reports Nos. 1 and 2, covering the order of business at Conference. He thanked the Branches for their help in reviewing procedures, resulting in a shorter agenda this year. He explained that a new bell system was being introduced, instead of the previous traffic light system. He reminded delegates that proposers on motions have up to 5 minutes, with subsequent speakers having up to 3 minutes. The bell would ring 30 seconds before time expired. He encouraged delegates to make use of the seats when queuing to speak.

Paula Curran (Revenue) then raised a query on Standing Order Report no 2, part 2, stating that motions 12 and 13 were separate, and that motion 13 should not fall if motion 12 is carried. Davis Denny then clarified the position of Standing Orders on this, it was put to the floor, and it was agreed by delegates.

Standing Orders Reports 1 and 2 were then adopted.

## 5 Chairperson's Address

John Glennon (Vice Chairperson) then called on the Chairperson, Tom Allen, to give his address to Conference. This Address is reproduced at **Appendix 1** to these minutes

## 6 The Financial Statement – Treasurer's Report

6.1 The Treasurer, Larry Dunne, introduced the Financial Statement.

6.2 The Financial Secretary went through the Income and Expenditure Account. He outlined that income was down by €46k or 4% on 2013. Member's subs were down by €32k, due to a continuing fall in membership numbers. Expenditure is also down, by €93k or 8% on 2013. This is mainly due to a drop in HO salaries and a drop in pension contributions. Investment totals have increased, with €2.3million now invested through Davys, producing a good return. Membership numbers have continued to drop, reaching 2815 at end of 2014. 129 members joined during the year, against 199 who left.

6.3 The Financial Statement was adopted by Conference

7. The Chairperson informed delegates that there were two candidates for the position of Vice-Chairman, Edna Dowling (DSP/Executive) and Willie McIntosh (Education) and that an election for the post would be held. Ballot papers for this post and for the Executive were then collected.

8. Standing Orders then introduced Report No 3. With the approval of Conference, Mary McLoughlin and Briam Murnane were then appointed as Honorary Vice-Presidents.

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

## 9 General Secretary's Address and Adoption of Annual Report 2014/2015

9.1 The text of the General Secretary's Address, proposing adoption of the Annual report 2014/15, is reproduced at **Appendix 2** of these minutes.

9.2 Brian Lucas (Arts) asked a question re section 2.5 on page 21 of the Annual Report, in relation to Cross Stream Promotions and technical posts. The General Secretary explained that departments have started the process of identifying posts in technical areas that could be opened.

9.3 The Annual Report was then approved by Conference.

**The Chairperson then announced that Edna Dowling (DSP/Executive) had won the election as Vice-Chairman.**

## 10 Motions

### Motion 1

Rule change, requiring a two-thirds majority, re changing the name of the Association.

Proposed by Michael Hickey (Revenue) and seconded by Michael Kearney (Revenue).

Speakers on the motion were John Glennon (Vice-Chair/Courts) and Willie McIntosh (Executive/ Education). Right of reply was exercised by Michael Kearney.

The motion was remitted.

### Motion 2

The motion was ruled out of order under Standing Order Report no 2.

### Motions 3, 4, 5 and 6

Motion 3 proposed by Larry Dunne (Treasurer/PER) and seconded by Brendan Coogan (Executive/Finance)

Motion 4 proposed by Garvan O'Keeffe (Revenue) and seconded by Michael Kearney (Revenue).

Motion 5 proposed by Paul Malone (Solas) and seconded by Sean Bourke (Solas).

Motion 6 proposed by Paul McKieran (Agriculture) and seconded by Brid Farrell (Agriculture).

Speakers on the motion were Michael Kearney (Revenue) and Brendan Coogan (Executive/Finance).

Right of reply was exercised by Paul Malone.

Motions 3 and 6 were carried. Motions 4 and 5 were lost.

### Motion 7

Stood for itself and **motion 8.**

Proposed by Conor O'Mahony (Jobs) and seconded by Sabha Greene (Jobs).

The motion was carried.

### Motion 9

Proposed by Garvin O'Keeffe (Revenue) and seconded by Pearl Kelleher (Revenue)

Speakers on the motion were John Glennon (Vice-Chair/Courts), Billy Thompson (Asst General Secretary), Conor O'Mahony (Jobs) and Brian Lucas (Arts).

Right of reply was exercised by Garvin O'Keeffe.

The motion was lost.

### Motion 10

Withdrawn.

### Motion 11

Proposed by Michael Hickey (Revenue) and seconded by Greg Whelan (Revenue).

The motion was carried.

### Motions 12

Proposed by Larry Dunne (Executive/PER) and seconded by Brendan Coogan (Executive/Finance).

The motion was carried.

### Motions 13

Proposed by Garvin O'Keeffe (Revenue) and seconded by Paula Curran (Revenue)

Speakers on the motion were Clare McNamara (Finance) and Billy Thompson (Asst General Secretary).

Right of reply was exercised by Paula Curran.

The motion was lost.

### Motion 14

Proposed by Sean Burke (Solas) and seconded by Charlie Notley (Solas).

The motion was carried.

### Presentation

A presentation was made by Prof. Kevin Rafter of DCU, who discussed his role as chair of the panel that produced the plan for Civil Service Renewal.

He replied to questions from the floor from Orla McBride (Executive/Foreign Affairs) on public service quality and evidence-based policy making.

The full set of slides of the presentation has been distributed to branches.

**The Deputy General Secretary then announced the results of the election to the Executive. The positions of Chairperson, Treasurer and Standing Orders Committee were unopposed and deemed re-elected**

### Motion 15

Proposed by Damian Clark (Agriculture) and seconded by Mary Curley (Agriculture).

Speaker on the motion was Michael O'Brien (Social Protection).

The motion was carried.

#### **Motion 16**

Proposed by Catherine O'Malley (Revenue).

Speakers on the motion were Michael O'Brien (Social Protection) and John Kelleher (Deputy General Secretary).

The motion was lost.

#### **Motion 17**

Proposed by Damien Clarke and seconded by Brid Farrell (Agriculture).

Proposal to remit by Garvin O'Keeffe (Revenue, seconded by Pearl Kelleher (Revenue).

The motion was remitted.

#### **Motions 18**

Proposed by Patricia Cannon (Agriculture) and seconded by Mary Curley (Agriculture).

The motion was carried.

#### **Motion 19**

Proposed by Jackie O'Halloran (Foreign Affairs) and seconded by Peadar Carpenter (Foreign Affairs)

The motion was carried.

#### **Motion 20**

Proposed by Owen Ryan (Environment) and seconded by Paris Beausang (Environment).

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

The motion was carried.

#### **Motion 21**

Proposed by Pearl Kelleher (Revenue) and seconded by Garvin O'Keeffe (Revenue)

The motion was carried.

**Standing Orders then informed the meeting that 20 minutes remained.**

#### **Motion 22**

Proposed by Geraldine Power (Revenue) and seconded by Garvin O'Keeffe (Revenue)

The motion was carried.

#### **Motion 23**

Proposed by Mary Curley (Agriculture) and seconded by Patricia Cannon (Agriculture).

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

The motion was carried.

#### **Motion 24**

Proposed by John Glennon (Vice-Chair/Courts) and seconded by Tom Fanthom (Executive/Revenue)

The motion was carried.

#### **Motion 25**

Proposed by Brid Farrell (Agriculture) and seconded by Pat Keena (Agriculture).

The motion was carried.

#### **Motion 26**

Proposed by James Keane (Revenue) and seconded by Garvin O'Keeffe (Revenue)

The motion was carried.

#### **Motion 27**

Proposed by Jackie O'Halloran (Foreign Affairs) and seconded by Peadar Carpenter (Foreign Affairs)

The motion was carried.

#### **Motion 28**

Proposed by Garvin O'Keeffe (Revenue) and seconded by Greg Whelan (Revenue)

Speaker on the motion was Billy Thompson (Asst. General Secretary).

The motion was carried.

**The Raffle was then held and was won by Clare McNamara (Finance)**

#### **Motion 29**

Proposed by Michael Kearney (Revenue) and seconded by Garvin O'Keeffe (Revenue)

The motion was carried.

#### **Motion 30**

Proposed by Peter Dockery (Revenue) and seconded by Garvin O'Keeffe (Revenue)

The motion was carried.

#### **Motion 31**

Proposed by Peter Dockery (Revenue) and seconded by Garvin O'Keeffe (Revenue)

The motion was carried.

#### **Motion 32**

Proposed by Kieran Dunne (DSP) and seconded by Michael O'Brien (DSP)

The motion was carried.

**Motion 33**

Proposed by Kevin Nolan (Finance) and seconded by Clare McNamara (Finance)

The motion was carried.

**Motion 34**

Proposed by Peter Dockery (Revenue) and seconded by Garvin O'Keeffe (Revenue)

The motion was carried.

**Motion 35**

Proposal from the PER Branch to remit this motion.

The motion was remitted.

**Motion 36**

Proposed by Conor O'Mahony (Jobs Enterprise & Innovation) and seconded by Michael Davitt (Jobs Enterprise & Innovation).

Speakers on the motion were John Kelleher (Deputy General Secretary) and Michael O'Brien (Social Protection). Right of reply was exercised by Conor O'Mahony.

Motion to remit was defeated.

The motion was carried.

**Motion 37**

Proposed by Kevin Nolan (Finance) and seconded by Mary Carrick (Finance)

The motion was carried.

**Motion 38**

Proposed by Alan Walker (Executive/Injuries Board) and seconded by Tom Fanthom (Executive/Revenue)

The motion was carried.

**Motion 39**

Proposed by Alan Walker (Executive/Injuries Board) and seconded by Pat Kinsella (Injuries Board)

The motion was carried.

**Motion 40**

Motion, with amendment, was remitted by the Branch.

**Motion 41**

Proposed by Derek Byrne (CENR) and seconded by John King (CENR).

The motion was carried.

**Conference was then declared closed.**



Ciaran Rohan

# STANDING ORDERS REPORTS

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

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

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

There are 19 nominations for the 12 elective places on the Executive Committee; it will therefore be necessary to have an election.

As four nominees for the Executive are also nominees for officership positions. When the election for Chairperson, Vice-Chairperson and Treasurer are completed three nominations for Executive Committee will lapse leaving 16 for election.

6 nominations were received for the 6 positions on the Standing Orders' Committee. It will therefore not be necessary to have an election.

In all 41 motions have been received.

**Amendments** to motions by branches should be submitted to the General Secretary on or before 12 noon on **Friday 17 April 2015**.

**Final Agenda and documents will issue to delegate from Friday 24th April.**

The Standing Orders' Committee recommends as follows in relation to the motions which have been submitted.

Motion 2 (name change) is out of order as it is not in the form of a motion to amend the relevant rule.

If Motions 4 or 5 are carried Motion 6 falls.

Motion 7 stands for itself and Motion 8.

If Motion 12 is carried Motion 13 falls.

If Motion 16 is carried Motion 17 falls.

Motion 18 stands for itself and Motion 19

#### 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)

Larry Cashman

Eltin Moran

Ronan Lenihan

23 March 2015

### 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 6 below.

#### Motions

2. The Committee reminds delegates of the contents of Report No. 1 as they relate to motions standing for others.
  - Motion 2 (name change) is out of order as it is not in the form of a motion to amend the relevant rule.
  - If Motions 4 or 5 are carried Motion 6 falls.
  - Motion 7 stands for itself and Motion 8.
  - If Motion 12 is carried Motion 13 falls.
  - If Motion 16 is carried Motion 17 falls.
  - Motion 18 stands for itself and Motion 19

#### Annual Report

3. It is recommended that the Annual Report will be presented following the General Secretary's address.

The Annual Report 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. An amendment has been submitted to Motion 40 as indicated in the list of motions. Amendment to Motion 40 is in order.

Delegates are reminded that a simple majority is required for motions and amendments to motions, a two thirds majority is required for rule change motions themselves.

#### Catering arrangements

5. 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

6. 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
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	Financial Statement	
No. 7	Appointment of Hon. President	
No. 8	General Secretary's Address and Part I and II of Annual Report	
No. 9	<b>Motions</b> Rule Change Motions 1 Requires two-thirds of accredited delegates	14.30
No. 10	Annual Report – Part II continued	
No. 11	Motions 2-54	
No. 12	Election of officers, Executive Committee & Standing Orders Committee	
No. 13	Presentation by <b>Civil Service Employee Assistance Service</b>	15.30
No. 14	Annual Report – Part III – IV Adoption of Annual Report	15.35
No. 15	Motions resumed	15.40
No. 16	Close of Conference	16.55 – 17.00

David Denny (Chair)  
Ben Dunne, Michael Greene, Ronan Lenihan  
*Standing Orders Committee*  
19 April 2013

# ADDRESS OF THE AHCPs CHAIRPERSON TOM ALLEN ANNUAL DELEGATE CONFERENCE – 8th MAY 2015

**D**elegates, guests and honorary officers, I am privileged to welcome you to this, our 35th Annual Delegate Conference. I would extend especially, a warm welcome to our fraternal guests from the FDA in London and Belfast, who are joining us here today. I have emphasised in the past that our conference provides, you the delegates, with the opportunity to shape the future direction of the Association for the coming year. This is no play with words and I exhort you to participate fully in the day's proceedings.



Tom Allen,  
Chairperson  
AHCPs

Since we met last year, the Association said goodbye to Dave Thomas, our former General Secretary, who gave sterling service to the Association. I am delighted to welcome him here today as a Vice President, a role which conference appointed him to last year. His replacement, Ciaran Rohan, is well known to you as a former Chairman and Assistant General Secretary of the Association. Ciaran, as we expected, hit the ground running and the Executive is more than pleased with his performance. We look forward to having him at the helm for many years to come. In February, the Executive, following a competitive process, appointed our former Treasurer, Billy Thompson of the Revenue Branch, to fill Ciaran's vacancy. Billy, likewise, is fitting in nicely with our Head Office team.

We have been busy across a myriad of areas, over the past year, whether it is dealing with the reform agenda, staff integration in the Department of Social Protection, Peoplepoint or the move of our members to the private sector in the National Lottery. I would be here all day if I was to list everything, but many items will be reported on in the context of today's proceedings. However, in the limited time available to me in this address, I would like to single out the issue on most of our minds – 'Pay'.

We gather today with a great sense of expectancy about the future shape of our economy. The conditions that prevailed when Haddington Road was foisted on us two years ago, clearly no longer exist, and the Government has publicly acknowledged this last week. The emergency has passed and we are now in a new era of a resurgent economy. Despite what the purveyors of doom tell us, all the baselines of the economy are improving, our public finances are getting healthier by the day and there is a general sense that we, as a nation, are returning to business as usual. It is high time for some of the benefits of this improvement to be passed on to public servants

who have borne the brunt of austerity. We are all still feeling the pain of the draconian cuts imposed by Government and as far as I am concerned it is now payback time.

On a positive note, I would like to welcome the Government's invitation to pay talks which is a clear signal of return to normality. In this regard, the coming months will be critical for all public service unions, in determining when and how our pay will be restored. The debate and the resulting decisions we take today will provide a roadmap for this Association for the year ahead, and beyond.

As I speak, I am acutely aware that the CPSU are holding their ADC today and in that respect, I wish their President, Tony Conlon, all the best as he delivers his address. I don't know what his speech contains, but I can assure him, that this Association supports his union in their battle to deal with low pay. However, it is equally important to realise, that the cuts made to our pay were the deepest of all, and our pay is down 23% on what it was 10 years ago. Our money was taken off in percentage lumps and must be returned in a similar fashion. I can further assure Conference that this Association will work with all public sector unions to achieve full restoration, over an agreed period.

We are reasonable people, but any agreement must set out in clear terms, what the timescale is for salary recovery. In blunt terms, this means over what period will the money be felt in our members' pocket'. Some politicians don't like the word restoration – I don't mind what they call it - but for me the bottom line is that need to have these unfair cuts rescinded. Bankers almost ruined this country with reckless lending practices and we, as a nation, are in hock for billions of euros as a consequence. After all, there were no cuts to banking staff pay, but us poor sods in the public service had to pay for this catastrophe caused by greed, backhanders and in some cases, pure stupidity.

In any man's language, the targeting of public sector pay is not fair play and the return to normality must include an independent assessment of our pay. Clearly, the Government cannot hide behind the FEMPI legislation. They now have the ability to restore pay over an agreed period. We are sick and tired of overpaid, high profile, self-styled economists begrudging the reinstatement of our earnings. Failure in these talks is not an option as the

alternative could lead to industrial conflict on a scale not seen before - all public service unions have had enough. We know now that there is no basis for the continuation of FEMPI. Current arrangements are unsustainable.

Our members remain a dedicated workforce demonstrating impartiality and commitment to whatever Government the people elect. As I outlined at previous Conferences, most of our members give service beyond the call of duty. I indicated over the past few years that the extra hours our members work are excessive. If anything, this position has worsened, and many members feel weighed down with their workloads. However, the constant dragging down of our pay levels, has inevitably had some negative impact on motivation. We acknowledge the benefits of limited external recruitment across promotional grades, but at the salary levels on offer, we will not attract and retain the Ken Whitaker's of the 21st century. I would warn Government that if take-home pay levels do not improve across the public service, this traditional loyalty cannot be guaranteed by me or anyone else.

The past year has also seen the Association involved in preliminary discussions with the other civil service unions on future co-operation and possible creation of a new entity. As you know, our members feel battered and bruised following our treatment under the failed Croke Park II talks. It was our independence, and our ability to say no, that rescued us from a far worse fate than the Haddington Road Agreement. So, in these inter union talks, we will only put proposals to you, that will improve in every way the service we have at present. At this early stage, it is hard to see this happen. We owe it to our members to stay at the table until we reach that point. I am confident that there will not be a sell-out and that proposals will only be sent to you if we feel they reach the criteria we have set out.

This Association has a longstanding commitment to equality in the workplace and to family friendly policies. A key element of the equality agenda must include

flexible working hours as an option for our members. While not all of our members would like to avail of flexitime, there are many who would benefit greatly, particularly during the child rearing stages or the ill health of a close relative. We will continue to look for the introduction or in some cases the reinstatement, of this option for our members, at any forum we can

In conclusion, I would like to thank a very hard working Executive for their continued support in what has been a very busy year for us. In particular, I wish the incoming Chair John Glennon, who has served as a very supportive vice Chair for the past three years, the best of luck as he takes up the role. John, at least you will be looking at pay increases, which was not the case during my tenure. I also wish to acknowledge the efforts of the other officers who served last year, namely Billy and Larry, for all their assistance.

I would also like to once again acknowledge the efforts of Dave Denny and the Standing Orders Committee. I would especially like to express my sincere appreciation to our Head Office staff for all their work and for their continued dedication and professionalism. Many thanks, Ciaran, John, Billy, Jackie, Dorothy and Mark. To my colleagues in Revenue, particularly in Navan, I would like to thank you for your support, understanding, assistance but most of all your kindness over the past seven years.

Today I preside over my 5th and last ADC, my third with AHCPS and two while President of the PSEU. I have enjoyed each and every one of them though it gets harder when you suffer from a progressive disease such as Parkinson's. I remain totally committed to trade union principles and to those who belittle trade unions I quote Brendan Behan

"Critics are like eunuchs in a harem, they know how its done, they've seen it done every day, but they're unable to do it themselves"

Thank you

# ADDRESS OF THE AHCPs GENERAL SECRETARY CIARAN ROHAN

### Chairman, Delegates and guests

It gives me great pleasure to address you in my first Annual Delegate Conference as General Secretary and to formally move the annual report. Firstly I would like to pay tribute to my predecessor Dave Thomas. The latter years of Dave's tenure as General Secretary coincided with the most difficult period the Association has ever faced. However, there is no doubting Dave's outstanding commitment and contribution to the Association over a long number of years. As he departed Dave joked that my tenure could not get any worse than presiding over three pay cuts – fingers crossed on that one!



Ciaran Rohan, AHCPs General Secretary

On the subject of pay Income Recovery is in the air. Partly, this is because the country's finances have improved. Unemployment is dropping, tax income is increasing and there is a more general sense of optimism around.

So where does that leave our members? Under the Haddington Road Agreement members are due to have their pay restored in two instalments: the first instalment is due in April 2017 and the second in January 2018.

Lest we forget members of this Association have suffered cuts to their salaries of between **20% and 23%**. In addition there have been attacks on our terms and conditions of employment and severe cuts in staffing numbers. Our hours have been increased, family friendly measures have been curtailed, our annual leave has been cut, our sick leave has been reduced and other measures have also been imposed on us. These Public-Service targeted austerity measures were introduced in addition to mounting costs that came from the introduction of the Universal Social Charge, Property Taxes, Water Charges and a number of other measures that have driven down spending power. Net pay is at the level it was over 13 years ago. In the meantime the Consumer Price Index has increased by a cumulative amount of 25% over the same period.

Very much on the mind of the Association is the fact that pay cuts were always contingent on an actual emergency. If there is no emergency, then the legislation cannot apply. The Minister for Public Expenditure and Reform is

required under the legislation to lay an annual report before the Oireachtas effectively re-declaring the emergency each year.

At a recent meeting with the Minister for Public Expenditure and Reform he said that as the economic recovery continues apace, the task of justifying all the reductions are harder to sustain on the facts. He did not suggest it would be possible to restore the reductions in public sector pay in a single set of negotiations. He also said that if the FEMPI savings were lost to the Exchequer by 2017, this would propel the State's finances into an emergency by itself. He also accepted that pay increases are part of a normal, functioning economy.

In the Spring economic statement issued last week, the Minister formally invited the Public Service Unions to discussions on pay. This invitation has been accepted and it is anticipated that the discussions will commence next week. It is hoped to have these discussions completed and balloted in good time for the Government to incorporate allocations for whatever is agreed in the 2016 budget.

In addition to meeting with Minister Howlin of the Labour Party the Association met with other political parties and some Independent TDs. This followed a motion passed at Conference last year. Those who we met included Minister Simon Harris of Fine Gael, Mícheál Martin of Fianna Fáil, Mary-Lou McDonald of Sinn Féin, Lucinda Creighton of Renua and Independent Wicklow TD Stephen Donnelly. All were supportive of an independent pay determination mechanism recognising that in a normal functioning democracy parliament has no place in determining pay. In relation to restoration dates, as set out in the Haddington Road Agreement, Fine Gael, Labour, Fianna Fáil and Stephen Donnelly were supportive of the restoration dates. Sinn Féin did not give the same commitment and indicated that their focus was on the lower paid. Renua's view was that any restoration had to be accompanied by reform.

Turning to the numbers working in the Civil Service, we very much welcome the ending of the Government moratorium on fillings posts as the numbers in most departments and offices have been cut to the bone. In



some places work cannot be done and staff who remain are working under great duress.

The civil service needs to address these issues, and quickly – difficult as that is with politicians as the paymasters. In the short term, that will require more resources in the shape of widespread recruitment; but in the long term, the costs of not doing so would be much greater. This should not be a matter of recruitment versus pay restoration. Both issues should be addressed.

The Association had success in having some key positions filled and currently there is movement off internal panels or new internal panels are being put in place. In addition 333 people have reached the second and final stage of the Open Principal Officer competition. It is expected that a panel will be put in place by July. However, the Association is very clear that there is a continuing need, into the future, for a parallel internal promotion process.

One would get the impression listening to some politicians that there has been no reform in the Civil and Public Service. Aside from the “Reform” masquerading as cuts to our terms and conditions of employment that I mentioned earlier what does Reform mean?

Does it mean?

- A reduction of over 20% in the Public Service pay-bill;
- Does it mean a reduction in overall staffing levels of 10%;
- Does it mean over 1.2 million people have been issued with a Public Services Card;
- Does it mean over 2.2 million calls answered by the Revenue Commissioners last year
- Does it mean over 630,000 passports issued by the Passport Office
- Does it mean the redeployment of over 2,000 staff from FÁS and the HSE to the Department of Social Protection and the subsequent re-engineering of that Department to provide a one-stop shop for welfare claimants and jobseekers?
- Does it mean implementation of the actions in the Civil Service Renewal Plan?

We need to be very clear about this. If Reform means further attacks on our pay and terms and conditions of employment, then the answer is **NO**.

There is a very clear value to the work we do.

However you wouldn't think that listening to some of the commentary. Can we at long last put an end to the relentless criticism of the civil and public service? The release on Wednesday last of the results on the Irish Civil Service Customer Satisfaction Survey show that 83% of the public feel that the level of service is meeting or exceeding expectation. There is also an increase in the amount of people who would speak highly of the civil

service compared to when the last survey was carried out in 2009. So.....even though we do not hear it very often, the public appreciate the work that we do. So as civil servants we are and should be proud of what we do. We are leaders and we do some of the most complex and challenging jobs in the country and in most private sector companies, that we deal with, we would earn well in excess of what we currently earn. In the run up to the general election next year I've no doubt that certain politicians will be falling over each other in their desire to be the first to “bash” the civil and public service. This will make a convenient headline and mask the real reasons for the economic collapse. While this is the nature of politics, our members, due to their professionalism and commitment to their roles, have continued to serve Government after Government.

The work we do *deserves* to be celebrated; and what's more, the civil service provides unique, fascinating and interesting jobs that are more than just about maximising profit for shareholders. Most people commit to that for their entire careers. We have to remember that the civil service must continue to attract the best and the brightest. It is a competitive market out there particularly when the Government is competing in the marketplace with major multinationals such as Google and Microsoft for talent.

The report of the Commission on the Future of the Irish Trade Union Movement analysed the position of the Trade Union movement in Irish society and set out proposals for the future. Subsequently, at the 2013 ICTU Biennial Delegate Conference a resolution was adopted to facilitate the drafting of a new Constitution for the ICTU along the lines envisaged by the Commission on Trade Unions.

Over the last while a series of meetings between the Association, CPSU, PSEU, IMPACT and the VOA took place to consider shared resources in IT, schemes for members, training and future development of a potential structure. This process is continuing. It is recognised by the parties to these discussions that the common goal is to seek to create a single new union which will provide a better organisation in terms of service and representation for its members and which is an improvement on that delivered by each of the existing organisations. It will be a matter for the members of each union to decide if they wish to participate in any new entity. The concerns of members have been aired at the Consultative Council meeting and at many of the recent Annual General Meetings. Specifically, members pointed to the “Croke Park 2” discussions where the pay of members was cut and this was voted on by other unions. Members were also concerned at the levels of service in such an entity and that the “voice” of senior managers would not be heard in a new organisation. These concerns, and others, will **have** to be addressed. There are a number of motions on the agenda today in relation to this issue and I look forward to a good debate.



The Association is committed to the Civil Service Renewal Programme and welcomes the proposal for a simplified version of PMDS, a Civil Service Accountability Board and Civil Service Management Board. We are, however, disappointed at the failure to appoint a Head of the Civil Service. This was one of the major recommendations of the Rafter Report (and we will hear more from Kevin Rafter about this later). We note that a further round of Town Hall meetings is now taking place and it is our intention to meet D-PER after that process is complete.

In conclusion in my first year as General Secretary I could not have done the job without the support of some key people whom I would like to thank.

I want to thank the Officers, Larry, John and Tom and the Executive Committee for their help and support over the past year. I would like to congratulate John Glennon on his election as Chairman and I would like to particularly thank Tom Allen who steps down as an Officer after seven years as Chairman and Vice-Chairman.

I want to thank David Denny and Standing Orders Committee for their customary care and attention to organising conference business. I also want to thank Tom Quigley and Joe Brennan for helping out today.

I want especially to thank the people with whom I work on a day to day basis in the Association, Dorothy, Jackie, Mark, Billy and John.

Finally, I want to thank branch officers and you, the members, for your help this year. It is an honour and privilege to work with you all as General Secretary and I wish you well for the forthcoming year.

I wish to formally put the Annual Report to the conference.

Thank you.



Larry Dunne, Treasurer

# 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 three of the following, i.e. Chairperson, Vice Chairperson, Treasurer, General Secretary or Executive Assistant.

- (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 seven 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.



Officers and Officials

# 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 11 Executive Committee meetings between  
27 May 2015 and 11 April 2016.  
Attendances were as follows:

Name	Possible Attendances	Attendances
Allen Tom	10	10
Glennon John	11	10
Dowling Edna	11	11
Dunne Larry	11	10
Allen Tom	11	10
Fanthom Tom	11	10
Hickey Eddie	11	8
Hicks Billy	11	10
Holleran Noel	11	11
Jeffrey Val	11	11
McBreen Orla **	4	2
O'Halloran Jackie ***	7	6
McIntosh Willie *	10	9
Moran Eltin	11	9
Noonan Angie	11	8
Noonan Trevor	11	8
O'Connell Denise	11	8
O'Connor Mark *	10	7
Walker Alan	11	9

\* members co-opted following ADC

\*\* member resigned on posting abroad

\*\*\* member co-opted during the year



# PUBLIC SERVICE STABILITY AGREEMENT 2013-18 THE LANSDOWNE ROAD AGREEMENT



The Labour Relations Commission  
An Coimisiún um Chaidreamh Oibreachais

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LoCall (outside 01 area): 1890 220227

29/05/2015

The attached represents the outcome of discussions facilitated by the Labour Relations Commission. The proposed agreement represents an extension of the Haddington Road Agreement and it is important to note that all existing dispute resolution procedures, including sectoral arrangements, provided for under the HRA continue to apply.

The Labour Relations Commission commends the attached proposed agreement to the parties.

Kieran Mulvey

CEO

Kevin Foley

Director

Anna Perry

Dep. Director

Aoibheann Ni Shuilleabhain

Reg. Manager

## **1. Introduction**

- 1.1.** In keeping with a long and proud tradition of service to the public and the State, Irish public servants have made a substantial contribution to Ireland's recovery. This has happened through the delivery of an extensive series of Public Service Reforms in general, as well as through a direct contribution in terms of pay and pensions measures that have reduced significantly the Public Service pay and pensions bill.
- 1.2.** Public Service Reform has been a central element of the strategic response to the crisis. Change is now a constant part of employment in the Public Service and a central element of the strategy for recovery and a sustainable future.
- 1.3.** The strategic and ambitious goal of Public Service Reform is the achievement of a Public Service that will have improved outcomes for citizens and all stakeholders, including businesses and public servants themselves. Given ongoing budgetary circumstances, alongside significant demographic challenges and increased demand for services, that will require delivery of continued productivity improvements through working smarter, innovation in business and workplace practices, improving analysis of data to shape public service delivery, changing the speed, flexibility and tailoring of service delivery, continuing to create a more open, transparent and accountable Public Service and ensuring staff have the necessary skills to deliver ongoing reform.

## **2. Vision for Public Service Reform**

- 2.1.** Just as Public Service Reform has been a key element in Ireland's recovery, it must be sustained into the future. Improving public administration and service delivery is a normal and constant part of the working environment across all public bodies and all sectors. This will be underpinned by the different reform programmes in each sector, as highlighted in paragraph 3.2 of this Agreement. Some of the achievements of the Public Service Reform programme have recently been set out in the Annual Progress Report on Public Service Reform (March 2015) and further improvements are planned.
- 2.2.** There will be a focus on improved outcomes in terms of how citizens engage with and experience Public Services. Over the coming years, it will become easier for the citizen

to interact with public bodies. This will involve making information and services more accessible and ensuring greater levels of openness and transparency in decision making around those services.

**2.3.** Improved delivery channels, greater flexibility and enhanced cross-organisational coordination and planning will reduce the administrative burden on the citizen. Greater use of technology and data sharing will be the norm. A strategic approach, making better use of data analysis, will be taken to planning and delivering services, to support improved outcomes in health and education, as well as in other areas. The interdependency between the performance of the Public Service and the performance of the economy overall cannot be overestimated; a modern, outcome-focussed Public Service will be a key enabler for growth in the private sector and will also underpin the drive for improved competitiveness across the economy.

**2.4.** The introduction of new ways of working and delivering services to the public will be in accordance with the procedures set out in paragraph 4. Shared approaches to back-office functions will reduce duplication and allow for a strengthened focus on key strategic issues.

**2.5.** The Public Service will invest in its people to increase and expand its capacity, capability and leadership skills, so that it can respond to future challenges. Building on the traditional values of fairness and dedication to Public Service, there will be an emphasis on creating a sustainable culture of efficiency and effectiveness. The Public Service will facilitate improved training and continuous development. Increased mobility in accordance with the terms of this Agreement and further integration of systems and structures will provide a more interesting and challenging environment for careers in the Public Service.

### **3. Delivering greater productivity**

**3.1.** The Parties agree to the extension of the Public Service Stability Agreement 2013 – 2016 until September 2018. The Parties re-affirm the need to sustain the delivery of responsive and high-quality public services within available resources. Efficiencies need to be maximised and productivity in the use of resources increased through revised work practices and other initiatives. The Parties will work together to implement this

Agreement to ensure cost effective delivery of public services along with excellent services to the public.

**3.2.** The Parties recognise that the implementation of change programmes requires effective engagement and consultation and jointly supported mechanisms to resolve disagreement while achieving the shared objective of improved services to the public. The parties re-commit to effective engagement across the platform of the Government's delivery of its change and reform agenda and understand that differences will continue to require to be addressed in a structured manner and where necessary will be dealt with in accordance with the provisions of paragraph 4. The Government's reform agenda includes but is not limited to the Public Service Reform Plan 2014 – 2016, and:

- in the Civil Service - the Civil Service Renewal Plan;
- in the Education Sector - the Further Education and Training Strategy; Curricular Reform within Schools; the Review of Apprenticeship Training in Ireland; the National Strategy for Higher Education to 2030; and the National Strategy to Improve Literacy and Numeracy (2011 to 2020);
- in the Local Government Sector - the Action Programme for Effective Local Government - Putting People First; and Irish Water Programme;
- in the Health Sector - the Future Health Strategic Framework for the reform of the health service, associated structural reforms to support high quality care and maximise health outcomes - in particular the establishment of Hospital Groups and Community Healthcare Organisations - and implementation of Healthy Ireland, the national framework for action to improve the health and wellbeing of the people of Ireland; and
- in the Justice Sector - the Review of the Garda Síochána.

**3.3.** The programme of reform will deliver ongoing measures in all sectors of the Public Service including, but not limited to, measures to:

**3.3.1.** enhance workplace productivity and service quality by improving work practices, as provided for in the Public Service Agreement 2010 - 2014 and the Public Service Stability Agreement 2013 - 2016, including through changes to rosters, flexible attendance patterns to meet service demands and public needs,

better use of technology including e-rostering, cross-stream reporting, team-based working and changing skill mixes;

- 3.3.2. consolidate and reorganise work in line with organisational needs, including service level agreements between public bodies;
- 3.3.3. deliver services digitally through maximising the benefits of modern information technology;
- 3.3.4. implement more shared approaches within and across sectors, including in areas such as public procurement, property management and shared services; and
- 3.3.5. make maximum use of innovative models of service delivery that focus more on outcomes. In that context, the Parties reaffirm the commitments given in Chapter 1, Appendix: Service Delivery Options, Public Service Agreement 2010 - 2014 and restated in paragraph 3.19 of the Public Service Stability Agreement 2013 - 2016. In particular, the commitment contained in paragraph 1 of that document to the use of direct labour to the greatest extent possible, where consistent with the efficient and effective delivery of effective public services, is reaffirmed. In the context of the greater flexibility now available to manage and prioritise staffing levels in each public service body, in response to demands for public services, this commitment to the use of direct labour to the greatest extent possible must be considered by the Parties. Where any dispute arises on the application of this commitment, the Parties shall seek to resolve any matter through direct dialogue. Where this fails to resolve the issue, the Parties shall use the dispute resolution mechanisms set out in paragraphs 4 and 6 of this Agreement. The processes set out in paragraph 6 of the "Service Delivery Options" document must be undertaken prior to any outsourcing of an existing service taking place, and in the evaluation process referred to in that paragraph, any cost comparisons shall exclude the totality of labour costs.

- 3.4. At the centre of the reform programme is the achievement of higher standards of performance through more effective resource management and through maximising the potential of our workforce. To deliver this change, modernisation and enhancement of the employment framework for public servants will be advanced, with the policies and strategies that relate to the management of the Public Service workforce a particular



priority for change. In that regard, the Parties agree to continue to work within the framework of the Public Service Stability Agreement and reaffirm the overall commitments provided within it. Taking account of the commitments given in the Public Service Stability Agreement 2013 - 2016, such as commitments to consultation and engagement as well as commitments to dispute resolution, the parties note that it is intended to modernise Public Service employment in line with modern HR practice, by:

- 3.4.1.** ensuring the best possible management of our human resources, through improved workforce planning, best practice recruitment and promotion procedures, grade restructuring and rationalisation and staff deployment in the context of the development of campus or group based structures;
  - 3.4.2.** developing management capacity and accountability in all sectors, including enhancement of all management and supervisory roles, functions and responsibilities;
  - 3.4.3.** implementing, with the aim of supporting an ethical workplace, up to date HR policies, including performance management, discipline, grievance and bullying and harassment policies;
  - 3.4.4.** greater mobility within and between sectors as part of a move to a more open Public Service jobs market;
  - 3.4.5.** ensuring that the performance and accountability of organisations and individuals is maximised; and
  - 3.4.6.** modernising employee workplace relations practices in the Public Service, where agreed between the parties at sectoral level, to deliver more effective policies and bring procedures in line with the wider economy.
- 3.5.** The Parties will also continue to co-operate fully with change and reform measures advanced under the framework of the Public Service Agreements and in accordance with all of the arrangements set out in those agreements including commitments to consultation and engagement.

#### **4. Mechanism to Resolve Disagreement**

**4.1.** The Parties reaffirm their commitments under paragraph 1.23 to paragraph 1.27 in the Public Service Agreement 2010 - 2014, and paragraphs 5.1 and 5.2 of the Public Service Stability Agreement 2013 – 2016 which oblige all parties to:-

- 4.1.1.** recognise the importance of stable industrial relations and maintain a well-managed industrial relations environment;
- 4.1.2.** ensure that they have well developed communication channels;
- 4.1.3.** seek to resolve problems before they escalate into industrial disputes;
- 4.1.4.** resolve disagreements where they arise promptly;
- 4.1.5.** co-operate with the implementation of change pending the outcome of the industrial relations process conducted in a timely fashion; and
- 4.1.6.** where the Parties involved cannot reach agreement within 6 weeks, refer disputes by either side to the LRC and if necessary to the Labour Court or, alternatively, to other agreed machinery. Where a Conciliation or Arbitration Scheme applies, the issue will be referred within 6 weeks, to the Conciliation machinery under the Scheme and, if unresolved, to the Arbitration Board, alternatively, to other agreed machinery. The outcome from the industrial relations or arbitration process will be binding and final.

**4.2.** The Parties reaffirm that:-

- 4.2.1.** there will be no cost-increasing claims for improvements in pay or conditions of employment by trade unions, Garda and Defence Force associations or employees during the period of the Agreement;
- 4.2.2.** they continue to be committed to promoting industrial harmony; and
- 4.2.3.** strikes or other forms of industrial action by trade unions, employees or employers are precluded in respect of any matters covered by this Agreement, where the employer, trade union or staff association are acting in accordance with the provisions of this agreement.

#### **5. Pay**

**5.1.** In recognition of the contribution made by all public servants in terms of the ongoing impact on remuneration and other terms and conditions through the Financial Emergency

Measures in the Public Interest Acts, the Parties have reached agreement on public service pay measures that will ameliorate the impact of the legislation on the remuneration of all public servants. The Government has indicated that it intends to bring forward legislation by way of amendment to the existing Financial Emergency Measures in the Public Interest Acts to give effect to the public service pay proposals which have been agreed by the parties to this Agreement as follows:

#### 2016

- On **1 January** the exemption threshold for payment of **Pension Related Deduction** (PRD) will increase from **€15,000** per annum to **€24,750** per annum.
- On **1 January** annualised salaries up to **€24,000** are increased by **2.5%**.
- On **1 January** annualised salaries from **€24,001** up to **€31,000** are increased by **1%**.
- On **1 September** the exemption threshold for payment of **Pension Related Deduction** (PRD) will increase further from **€24,750** per annum to **€28,750** per annum.

#### 2017

- On **1 September** annualised salaries **up to €65,000** are increased by **€1,000**.

**5.2.** The Parties note that the Government intends to include in the legislation the provisions necessary to commence the process to reduce the pay reductions applied under the FEMPI Act 2013.

**5.3.** The Parties have agreed that any outstanding adjudication findings as referred to in paragraph 1.16 of the Public Service Agreement 2010 - 2014 will be reviewed jointly by the Parties prior to the expiry of this Agreement.

- 5.4.** The Government has also indicated that it intends to provide in the legislation for a grace period consistent with the term of this Agreement during which both the reduction in pay and any deferral of increment progression provided for under the Financial Emergency Measures in the Public Interest Act, 2013 will be disregarded.
- 5.5.** The Parties note that, notwithstanding the improvement of the country's fiscal position, the legislative constraints imposed on public service employers under the financial emergency legislation will continue to be the context for pay determination during the lifetime of this Agreement. They are agreed on the importance of achieving a sustainable public pay policy that will continue to support the ongoing economic recovery over the coming years as the financial emergency legislation comes to be amended and repealed. The Government confirms that it will engage with the representative bodies of public servants during the lifetime of this Agreement in advance of it deciding on any alternative pay determination structure.

## **6. Oversight and governance arrangements**

- 6.1.** As provided for by the Public Service Stability Agreement 2013 – 2016, a group comprising representatives of Public Service Management and the Public Services Committee of the ICTU will meet as required to address any matters of implementation and interpretation, including:
- addressing any anomalies that may arise under this Agreement;
  - addressing any major disputes that arise under paragraph 4;
  - making the final determination on whether a dispute shall be determined in accordance with the procedures laid out in the Agreement;
  - determining any matter associated with the correct operation of dispute resolution procedures including the question of timelines, cooperation with disputed change, etc;
  - determining the correct operation of those procedures in any case where that matter is disputed; and
  - adjudicating in the event of a dispute regarding compliance with the outsourcing provisions of this agreement.

# LABOUR RELATIONS COMMISSION BALLOT AND CHANGES IN PAY LEVELS

Association of  
Higher Civil  
& Public Servants

Comhlachas na  
Seirbhíseach Uachtarach  
Stáit agus Poiblí



To AHCPS Members

### **LRC Proposals** **Public Service Stability Agreement 2013-2018** ***“The Lansdowne Road Agreement”***

The Labour Relations Commission proposals (*“The Lansdowne Road Agreement”*) are put before the members of the Association in a secret ballot to determine the position that the Association should adopt in relation to accepting or rejecting the proposals. The proposals are available on the Association’s website [www.ahcps.ie](http://www.ahcps.ie)

The proposals were drawn up following a series of meetings in May 2015 between the Public Services Committee of the Irish Congress of Trade Unions and the Department of Public Expenditure and Reform. They are an extension of the Haddington Road Agreement.

The Executive Committee of the Association has consulted widely with the membership with a series of branch general meetings and with a Consultative Council meeting on 22 June 2015. The unanimous view of the Executive Committee is that the proposals should be rejected by the membership and accordingly are urging all members to vote NO.

The proposals unfairly (yet again) target a specific group of public service employees i.e. those on salary scales over €65,000. The vast majority of AHCPS members are excluded from benefiting from the €1,000 pay restoration awarded to other staff from 1<sup>st</sup> September 2017.

In summary the proposals will

- Continue the change and reform agenda (sections 1-3)
- Continue the dispute resolutions mechanism contained in the Croke Park and Haddington Road Agreements (section 4)
- Commence to unwind the FEMPI legislation
- Provide a reduction in the Pension Related Deduction (PRD) during 2016 by €600 from 1 January and €400 from 1 September. This equates to €733 for the full year 2016 and €1,000 for subsequent years.
- Provide a €1,000 pay increase for those on salaries below €65,000. (This proposal excludes all AHCPS grades except those on points 1 and 2 of the AP standard scale pre 95)
- Provide for an extension of the grace period for those retiring.



The restoration of the Haddington Road pay cuts due on 1 April 2017 and 1 January 2018 are part of the Haddington Road Agreement and consequently do not form part of this agreement. The Haddington Road pay cuts are due for restoration in 2017 and 2018 **regardless** of the outcome of “*the Lansdowne Road Agreement*”.

The Executive Committee believe that the principal considerations **For** and **Against** the Lansdowne Road Proposals are as follows:

**In Favour of Acceptance**

- It provides for the payment of €1,000 by reducing the PRD
- It extends the grace period

**Against Acceptance**

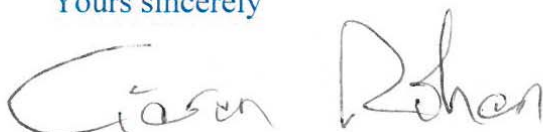
- Members are discriminated against by being excluded from the €1,000 pay increase in September 2017 granted to staff on salaries below €65,000
- It creates a misleading perception that “High” pay starts at €65,000.
- A group of public service workers (those earning over €65,000 have been targeted again)
- The proposals are in the way of “flat” rate increases rather than percentage increases further impacting on the differentials between grades
- These proposals do not sufficiently address the loss of pay suffered since 2008 as can be seen from the attached tables.

The Government has indicated that it will accept the aggregate vote as applying to all public service unions.

A table outlining the current, previous and potential future salaries scales are attached.

Ballot papers should be returned to Head Office in the attached prepaid addressed envelope to be received no later than **17.30 on Tuesday 4<sup>th</sup> August 2015**.

Yours sincerely



Ciaran Rohan  
General Secretary  
30<sup>th</sup> June 2015

Enclosed

- (1) Letter setting out For and Against
- (2) Tables setting out salaries
- (3) Ballot Paper
- (4) Pre paid addressed envelope

	Current Salary Scales Post FEMPI* 2013 [01/07/2013]	30/06/2013 Salary Scales	01/09/2008 Salary Scales [last pay increase]	Current Shortfall 01/07/13 on 01/09/08 [Excl. Pen Levy]		2016 Benefit Pension Levy Reduction Gross Subject to tax	2017 Partially Restored Salary [50% FEMPI 2013]		2018 Partially Restored Salary [50% FEMPI 2013]		Remaining Shortfall 2018 on 2008 [10 - Years later]		Plus Remaining Pension Levy on 2018 Salary	
				€	Percentage						€	Percentage	€	Percentage
	<b>AP - Post 95</b>													
1	€65,000	€65,185	€69,659	4,659	6.69%	€733	€65,185	€65,185	€65,185	€65,185	4,474	6.42%	€3,669	5.63%
2	€65,000	€67,541	€72,268	7,268	6.45%	€733	€66,271	€67,541	€67,541	€67,541	4,727	6.54%	€3,917	5.80%
3	€66,040	€69,884	€74,871	8,831	9.71%	€733	€67,962	€69,884	€69,884	€69,884	4,987	6.66%	€4,163	5.96%
4	€68,262	€72,235	€77,483	9,221	11.40%	€733	€70,248	€72,235	€72,235	€72,235	5,248	6.77%	€4,410	6.10%
5	€70,479	€74,581	€80,090	9,611	11.51%	€733	€72,530	€74,581	€74,581	€74,581	5,509	6.88%	€4,656	6.24%
6	€71,758	€75,934	€81,593	9,835	11.78%	€733	€73,846	€75,934	€75,934	€75,934	5,659	6.94%	€4,798	6.32%
LSI1	€73,995	€78,303	€84,225	10,230	11.68%	€733	€76,148	€78,303	€78,303	€78,303	5,923	7.03%	€5,047	6.45%
LSI2	€76,224	€80,679	€86,865	10,641	11.78%	€733	€78,451	€80,679	€80,679	€80,679	6,187	7.12%	€5,296	6.56%
	<b>AP(H) - Post 95</b>													
1	€67,434	€71,369	€76,510	9,076	0.00%	€733	€69,397	€71,359	€71,359	€71,359	5,151	6.73%	€4,318	6.05%
2	€69,910	€73,979	€79,421	9,511	11.43%	€733	€71,944	€73,979	€73,979	€73,979	5,442	6.85%	€4,593	6.21%
3	€72,391	€76,604	€82,338	9,947	11.55%	€733	€74,498	€76,604	€76,604	€76,604	5,734	6.96%	€4,868	6.36%
4	€74,870	€79,228	€85,253	10,383	11.67%	€733	€77,049	€79,228	€79,228	€79,228	6,025	7.07%	€5,144	6.49%
5	€77,304	€81,852	€88,169	10,865	11.78%	€733	€79,578	€81,852	€81,852	€81,852	6,317	7.16%	€5,419	6.62%
6	€78,714	€83,385	€89,872	11,158	12.09%	€733	€81,049	€83,385	€83,385	€83,385	6,487	7.22%	€5,580	6.69%
LSI1	€81,109	€85,989	€92,765	11,656	12.03%	€733	€83,549	€85,988	€85,988	€85,988	6,777	7.31%	€5,854	6.81%
LSI2	€83,510	€88,599	€95,665	12,155	12.18%	€733	€86,054	€88,598	€88,598	€88,598	7,067	7.39%	€6,128	6.92%
	<b>PO - Post 95</b>													
1	€79,401	€84,132	€90,702	11,301	0.00%	€733	€81,766	€84,132	€84,132	€84,132	6,570	7.24%	€5,659	6.73%
2	€82,587	€87,595	€94,550	11,963	11.95%	€733	€85,091	€87,595	€87,595	€87,595	6,955	7.36%	€6,022	6.88%
3	€85,750	€91,033	€98,370	12,620	12.16%	€733	€88,391	€91,033	€91,033	€91,033	7,337	7.46%	€6,383	7.01%
4	€88,936	€94,496	€102,218	13,282	12.35%	€733	€91,716	€94,496	€94,496	€94,496	7,722	7.55%	€6,747	7.14%
5	€91,624	€97,417	€105,463	13,839	12.59%	€733	€94,521	€97,417	€97,417	€97,417	8,046	7.63%	€7,054	7.24%
LSI1	€94,410	€100,446	€108,829	14,419	12.72%	€733	€97,428	€100,446	€100,446	€100,446	8,383	7.70%	€7,372	7.34%
LSI2	€97,194	€103,472	€112,191	14,997	12.85%	€733	€100,333	€103,472	€103,472	€103,472	8,719	7.77%	€7,690	7.43%
	<b>PO(H) - Post 95</b>													
1	€85,127	€90,355	€97,617	12,490	0.00%	€733	€87,741	€90,355	€90,355	€90,355	7,262	7.44%	€6,312	6.99%
2	€88,454	€93,972	€101,636	13,182	12.29%	€733	€91,213	€93,972	€93,972	€93,972	7,664	7.54%	€6,692	7.12%
3	€91,798	€97,608	€105,675	13,877	12.47%	€733	€94,702	€97,607	€97,607	€97,607	8,068	7.64%	€7,074	7.25%
4	€95,135	€101,235	€109,705	14,570	12.65%	€733	€98,184	€101,234	€101,234	€101,234	8,471	7.72%	€7,455	7.36%
5	€97,981	€104,327	€113,141	15,160	12.88%	€733	€101,154	€104,327	€104,327	€104,327	8,814	7.79%	€7,779	7.46%
LSI1	€100,977	€107,584	€116,760	15,783	12.98%	€733	€104,280	€107,584	€107,584	€107,584	9,176	7.86%	€8,121	7.55%
LSI2	€103,976	€110,844	€120,382	16,406	13.11%	€733	€107,410	€110,844	€110,844	€110,844	9,538	7.92%	€8,464	7.64%
*FEMPI = 'Financial Emergency Measures in the Public Interest' FEMPI 1 = Pension Levy 8.1% to 8.7% FEMPI 2; 1/1/10 Pay Reduction 6.37% to 7.81% FEMPI 3; 1/7/13 Pay Reduction 5.5% to 6.2%														
														E&OE

	Current	30/06/2013	01/09/2008	Current Shortfall 01/07/13 on 01/09/08 [Excl. Pen Levy]	2016 Benefit Pension Levy Reduction Gross Subject to tax	2017	2017	2017	2018	Remaining Shortfall 2018 on 2008 10-Years later	Plus Remaining Pension Levy on 2018 Salary	
	Salary Scales Post FEMPI* 2013 [01/07/2013]	Salary Scales	Salary Scales [last pay increase]	€ Percentage		Partially Restored Salary [50% FEMPI 2013]	Flat Rate Payment on Salaries <€65k 01/09/2017	Partially Restored Salary [50% FEMPI 2013]	Partially Restored Salary [50% FEMPI 2013]	€ Percentage	€ Percentage	
	AP - Pre 95											
1	€61,966	€61,966	66,179	4,213 6.37%	€733	Same	€1,000	€62,966	€62,966	3,213 4.86%	€3,436 5.55%	
2	€64,257	€64,257	68,656	4,399 6.41%	€733	Same	€1,000	€65,257	€65,257	3,399 4.95%	€3,677 5.72%	
3	€65,000	€66,519	71,132	6,132 8.62%	€733	€65,760	nil	€66,519	€66,519	4,613 6.49%	€3,809 5.86%	
4	€65,000	€68,748	73,609	8,609 11.70%	€733	€66,874	nil	€68,748	€68,748	4,861 6.60%	€4,044 6.22%	
5	€67,074	€70,978	76,087	9,013 11.85%	€733	€69,026	nil	€70,978	€70,978	5,109 6.71%	€4,278 6.03%	
6	€68,293	€72,268	77,520	9,227 11.90%	€733	€70,280	nil	€72,268	€72,268	5,252 6.78%	€4,413 6.11%	
LS1	€70,416	€74,514	80,016	9,600 12.00%	€733	€72,465	nil	€74,514	€74,514	5,502 6.88%	€4,649 6.24%	
LSI 2	€72,546	€76,768	82,520	9,974 12.09%	€733	€74,657	nil	€76,768	€76,768	5,752 6.97%	€4,886 6.36%	
	AP(H) - Pre 95											
1	€65,000	€67,913	72,681	7,681 10.57%	€733	€66,868	nil	€68,735	€68,735	7,681 10.57%	€4,042 6.22%	
2	€66,531	€70,404	75,448	8,917 11.82%	€733	€68,467	nil	€70,403	€70,403	5,045 6.69%	€4,217 5.99%	
3	€68,893	€72,903	78,226	9,333 11.93%	€733	€70,898	nil	€72,903	€72,903	5,323 6.81%	€4,480 6.14%	
4	€71,244	€75,390	80,989	9,745 12.03%	€733	€73,317	nil	€75,390	€75,390	5,599 6.91%	€4,741 6.29%	
5	€73,600	€77,884	83,760	10,160 12.13%	€733	€75,742	nil	€77,884	€77,884	5,876 7.02%	€5,003 6.42%	
6	€74,973	€79,337	85,375	10,402 12.18%	€733	€77,155	nil	€79,337	€79,337	6,038 7.07%	€5,155 6.50%	
LSI 1	€77,275	€81,821	88,135	10,860 12.32%	€733	€79,548	nil	€81,821	€81,821	6,314 7.16%	€5,416 6.62%	
LSI 2	€79,552	€84,296	90,884	11,332 12.47%	€733	€81,924	nil	€84,296	€84,296	6,588 7.25%	€5,676 6.73%	
	PO - Pre 95											
1	€75,647	€80,051	86,168	10,521 12.21%	€733	€77,849	nil	€80,051	€80,051	6,117 7.10%	€5,230 6.53%	
2	€78,670	€83,337	89,819	11,149 12.41%	€733	€81,003	nil	€83,337	€83,337	6,482 7.22%	€5,575 6.69%	
3	€81,676	€86,604	93,449	11,773 12.60%	€733	€84,140	nil	€86,604	€86,604	6,845 7.32%	€5,918 6.83%	
4	€84,706	€89,898	97,109	12,403 12.77%	€733	€87,302	nil	€89,898	€89,898	7,211 7.43%	€6,264 6.97%	
5	€87,258	€92,672	100,191	12,933 12.91%	€733	€89,965	nil	€92,672	€92,672	7,519 7.50%	€6,556 7.07%	
LSI 1	€89,906	€95,550	103,389	13,483 13.04%	€733	€92,728	nil	€95,550	€95,550	7,839 7.58%	€6,858 7.18%	
LSI 2	€92,550	€98,424	106,582	14,032 13.17%	€733	€95,487	nil	€98,424	€98,424	8,158 7.65%	€7,160 7.27%	
	PO(H) - Pre 95											
1	€81,080	€85,957	92,730	11,650 12.56%	€733	€83,518	nil	€85,957	€85,957	6,773 7.30%	€5,850 6.81%	
2	€84,247	€89,399	96,555	12,308 12.75%	€733	€86,823	nil	€89,399	€89,399	7,156 7.41%	€6,212 6.95%	
3	€87,425	€92,853	100,392	12,967 12.92%	€733	€90,139	nil	€92,853	€92,853	7,539 7.51%	€6,575 7.08%	
4	€90,591	€96,295	104,217	13,626 13.07%	€733	€93,443	nil	€96,295	€96,295	7,922 7.60%	€6,936 7.20%	
5	€93,297	€99,236	107,485	14,188 13.20%	€733	€96,266	nil	€99,236	€99,236	8,249 7.67%	€7,245 7.30%	
LSI 1	€96,148	€102,335	110,928	14,780 13.32%	€733	€99,241	nil	€102,335	€102,335	8,593 7.75%	€7,570 7.40%	
LSI 2	€98,995	€105,429	114,366	15,371 13.44%	€733	€102,212	nil	€105,429	€105,429	8,937 7.81%	€7,895 7.49%	
*FEMPI = 'Financial Emergency Measures in the Public Interest' FEMPI 1 = Pension Levy 8.1% to 8.7%FEMPI 2: 1/1/10 Pay Reduction 6.37% to 7.81% FEMPI 3: 1/7/13 Pay Reduction 5.5% to 6.2%												
											E&OE	



**LRC Proposals**  
**Public Service Stability Agreement 2013-2018**  
***“The Lansdowne Road Agreement”***

Place "X" in the space provided to indicate your choice

<b>I am in favour</b> of the LRC Lansdowne Road Proposals - <b>YES</b>	
<b>I am not in favour</b> of the LRC Lansdowne Road Proposals - <b>NO</b>	

Ballot papers should be completed and returned in the prepaid addressed envelope supplied in time to reach AHCPS Headquarters by

**5.30 pm Tuesday 4<sup>th</sup> August 2015**







# CIVIL SERVICE GENERAL COUNCIL STAFF PANEL

## 1. PUBLIC SERVICE PAY:

Following intensive discussions during the year agreement was reached to begin the process of Pay Restoration for 2016-2018. The Public Service Stability Agreement 2013-2018 known as the "Lansdowne Road Agreement" will see the "Haddington Road Agreement", including its protections, extended to cover the period 1st July 2016 to September 2018. The agreement is intended to begin the process of restoring pay and conditions that were disimproved in recent years. It provides for an increase in gross income in 2016 and again in 2017.

### 2016 increase

In the Agreement it was proposed that in 2016, the increases for those earning up to €65,000 were to be delivered in the form of reduced liability to the Pension Related Deduction. (PRD), or Pension Levy in two stages. On 1st January 2016, the threshold for liability to the levy will be increased from €15,000 to €24,750. This has a value of a €600 increase in annual gross income. The threshold will be increased further to €28,750 on 1st September 2016. This has a value of a further €400 increase in annual gross income. Those earning €65,000 plus will receive the bonus of the Pension Levy adjustments (totalling €1,000) during 2016. However, it was found not to be possible to amend the Pension Related Deduction 'Pension levy' in the manner envisaged in the agreement.

**The Financial Emergency Measures in the Public Interest Bill 2015** enacted towards the end of the year allowed for the Pension Levy adjustment to be made on 1st January 2016 – but to have the same financial impact as if both adjustments envisaged by the Agreement were made over the course of 2016.

The Bill also allowed for the repayment of the €62.50 due to public servants from the first reduction in the Pension Levy in 2013.

The Bill provided further respite for those in receipt of a Public Sector pension. The levy paid by those in receipt of such pensions was reduced in a manner that will see over 80% of Public Sector pensioners no longer having to pay the levy at all.

### 2017 increase

All full time equivalent Public Service pay rates up to €65,000 per year will be increased by €1,000 on 1st September 2017. The reason that this approach is taken in 2017 rather than by a continuation of the reduction in the Pension Levy is that from 1st September 2016, all

income up to €28,750 will be exempt from any liability to the Pension Levy. Most work sharers and part-time workers would gain no benefit if the approach to be taken was to increase the levy threshold still further.

In respect of those earning €65,000, the restoration dates in the Haddington Road Agreement (in respect of the third pay cut) of half on 1st April 2017 and half on 1st January 2018 remain unchanged.

## Working Time & Flexi Time

The question of restoring working time was raised in discussions. Due to the cost involved and limited money available, it was not possible to progress the matter. However, the issue of Flexi Carry Over was referred back to General Council and agreement was reached in October 2015 for the re-introduction of the 1.5 days' Flexi Leave per Flexi period in the Civil Service on a six-month Pilot basis. Following the six-month pilot, the outcome of the exercise will be reviewed. If, as expected, no major operational issues arise, it is anticipated that this facility will be restored in full.

## 1.1 REDEPLOYMENT.

The Public Service Agreements 2010-16 (Croke Park and Haddington Road Agreements) provide for agreed redeployment arrangements to apply in the Civil Service and in other parts of the Public Service. Under the Haddington Road Agreement (HRA), the parties involved reaffirmed the commitments given in paragraphs 1.5-1.12 of the CPA. To enhance management flexibility and optimise the redeployment arrangements, changes were introduced for the Civil Service and NCSSBs and for cross-Sectoral redeployment. These affect how staff are identified for redeployment and strengthen the systems in place to match surplus staff with vacancies on a geographic basis within the guideline distance of 45km. In addition an appeals process was agreed that provides that where a staff member wishes to appeal a redeployment assignment, whether cross-Sectoral or within the Civil Service, such an appeal will be considered by an agreed adjudicator who will issue a decision within the terms of the scheme within 21 days and whose decision will be binding on all parties and will be final.

The Redeployment Toolkit can be accessed at <http://hr.per.gov.ie/redeployment/>

As of 31st October 2015 the total number on the PAS Resource Panel stood at 26, broken down as follows.

- Civil Service: 11
- NCSSBs: 15

The Number of Redeployed Staff recorded by PAS was 995 broken down as follows:

Redeployed From	Redeployed To	Total Number
Civil Service	Civil Service	669
Civil Service	NCSSB	24
Civil Service	Health Sector	23
Civil Service	Local Government	10
NCSSB	Civil Service	161
NCSSB	NCSSB	50
NCSSB	Local Government	12
Education	Civil Service	3
Education	Education	9
Health	Civil Service	9
Local Government	Civil Service	15
Local Government	Local Government	8
Local Government	NCSSB	1
Local Government	Education	1
Education	Local Government	1

#### Future of Redeployment:

During the moratorium, the Official Side introduced the concept of an 'Employment Control Framework' – or 'ECF'. The ECF was a number –the number of staff a Department was allowed to employ. If a Department had an ECF of, say, 110 – but had 114 staff on its payroll, it had to 'redeploy' 4 staff to another part of the Civil Service. However, with the lifting of the moratorium, the ECF system has effectively ended and been replaced with a 'Delegated Sanction' that, in essence, ties Department staffing levels to budgets rather than staff numbers.

As at September 2015 sanction for management of staff numbers had issued to the majority of Government Departments, with the exception of the Department of Health, Education, An Garda Síochána, the Irish Prison Service, and the Irish Human Rights & Equality Commission where delegation of sanction was still under consideration.

This has effectively paused Redeployment. In correspondence with the Department of Public Expenditure and Reform, it was noted that the issue of redeployment was being considered in more detail given the lifting of the moratorium.

## 2. PERFORMANCE MANAGEMENT SYSTEM

### Civil Service Renewal Plan

#### PMDS 2016: Introduction of Two-Point Rating System

Under Action 11 of the Civil Service Renewal Plan - *strengthen the performance management process* - the Civil Service Management Board decided that the current five-point PMDS rating system should be replaced with a two-point system. The new rating system was discussed and agreed with the representatives of Civil Service Management and the Staff Unions at the General Council Subcommittee on PMDS in December 20105

#### Two-Point Rating System:

Performance will be evaluated on whether or not the jobholder has performed to a satisfactory level i.e. Performance has been either Satisfactory or Unsatisfactory.

#### What does it mean for PMDS?

The new ratings system aims to

- continue the process of simplifying PMDS
- take the focus of PMDS away from looking back at past performance and instead to looking forward towards the development of future performance
- encourage the Jobholder and the Manager to focus on the ongoing management of performance rather than on the award of the rating
- build and develop high performance
- address underperformance where it occurs

#### Learning and Development:

Learning and development planning continues to be an important part of PMDS. Jobholders and Managers need to identify the learning and development actions required for effective performance in their current roles and to enable future career development.

#### When does this come into effect?

The new ratings system will apply for the 2016 PMDS cycle. Ratings at 2016 End-Year Review will be awarded under the new system.

## 3. CIVIL SERVICE RENEWAL PLAN

No discussions on the Plan took place in 2015,

## 4. SHARED SERVICES.

#### Payroll Shared Service Centre: (PSSC)

The PSSC makes payments to approximately 43,300 payees, including 12,000 pensioners.

The PSSC web portal went live for payees and it is

available on the Government Network at <http://pssc.gov.ie/>. It is a 'one-stop' facility which links directly to the Core portal and also provides information on payroll and expenses. The site has Quick Guides on how to claim/approve expenses, overtime and allowances, circulars/guidelines relating to these areas, a section covering passwords and registration on the Core portal, a section on frequently asked questions and more.

Wave 4 of the payroll shared service project is progressing, with the transition of payrolls for the Department of Defence military pensions, pensions of the Paymaster General and payroll and expenses for the Department of Environment, Community and local Government and the Irish Human rights and Equality Commission. Work is ongoing with other public service bodies in the wave; Revenue, the Comptroller and Auditor General and the Department of Justice for Garda Pensions. (As at November 2015)

### Financial Management Shared Services Project

The Financial Management shared Services Project is currently in the procurement phase and there is some recruitment still on-going for the project Team. The resources required for the next phase of the project (the design phase) are currently being finalised.

The project team has engaged with the wider finance community through a series of Town Hall events to socialise the process maps, which show the split of functions between the Financial Management Shared Services Centre and the retained finance function in the PSBs. The process maps have been developed in collaboration with working groups, comprised of member from a number of PSBs in scope for this project.

Prior to Town Hall events, the Senior Responsible Owner for the Project, Ms. Connie Costello held briefings with members from the Personnel Officers' Network and the Finance Officers' Network. The Personnel Officers have agreed in principle to form a working group to support the communication and change management activities for personnel in the finance teams.

The current stage of the project is to bring the Evaluation of the Tenders to conclusion and to finalise the Business Case. The next step thereafter, having achieved the relevant sign-off and approvals from the from the Process Design Authority, Programme Board, the independent Peer Review Group and the Secretary General of the Department of Public Expenditure and Reform, is to submit a memorandum to Government for a decision to proceed to full implementation. (As at November 2015)

### PeoplePoint

Tranche 7 went live on 9th November 2015 and consisted of the Courts Service, the Legal Aid Board and the Director of Public Prosecutions. Tranche 8 is due to go live in March 2016 with the Departments of Foreign Affairs and Environment.

The Staff Side met on 3 occasions with the Management

of PeoplePoint / DPER in 2015 to raise issues of concern which included:

- Structure of PeoplePoint.
- Staffing Levels.
- Timeline for Transition of Departments / Offices.
- Recoupment of Overpayments.
- Pensions Administration – Calculations etc.
- Pay/ Increments.
- Backlogs

## 5. EQUALITY / DISABILITY SUB – COMMITTEE OF GENERAL COUNCIL

There were 2 meetings of the Sub – Committee during the year at which the following items were discussed.

- DLO Network.
- Comprehensive Employment Strategy for People with Disabilities.
- Parental Leave.
- Shorter Working Year Scheme
- Paternity Leave.
- E-Working.
- Review of Equality and Diversity Policies.

## 6. HEALTH AND SAFETY

There were no meetings of the Sub-Committee on Health and Safety during 2015.

## 7. TRAVEL AND SUBSISTENCE SUB-COMMITTEE

Agreement was reached during the year to increase the Domestic Subsistence Rates from 1st July 2015 (see General Council Agreed Report 1531), it was also agreed to continue meaningful discussions on the review of the Travel Rates.

## 8. GRIEVANCE PROCEDURE

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

## 9. CIVIL SERVICE EMPLOYEE ASSISTANCE SERVICE. (CSEAS)

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.

The Advisory Committee of the CSEAS met on a quarterly basis during the year. The function of the Committee is to advise on and approve the overall strategy for CSEAS policy development and to review and advise on the operation and effectiveness of the CSEAS. Membership of the Committee comprises of:

- A Chairperson from DPER.
- Chief Medical Officer for the Civil Service.
- 3 Principal Officers, or other appropriate level, nominated on the basis of their experience in the subject area relevant to the functions of the Advisory Committee.
- Secretary (or alternate), Civil Service General Council Staff Panel.

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 2017 were:

- Mr John Doherty, Chairperson
- Mr Gerard Barry, member nominated by the Government;
- Mr Tom Wall, Staff Side representative for the Civil Service and Teachers Boards;
- Mr George Maybury, Staff Side representative for the Defence Board;
- Mr Hugh O' Flaherty, Staff Side representative for the Garda Board.

### Adjudicator /Mediator

Mr. Dan Murphy was appointed Adjudicator in March 2015.

Mr. Joe McDermott remains in his position as Mediator until March 2016.

## 11. CIVIL SERVICE DISCIPLINARY CODE APPEALS BOARD

Ms. Inge Clissman SC was re-appointed as Chairperson of the Civil Service Disciplinary Appeals Board for 2014/2015

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

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

## 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 2015

#### Claim: 1/2015

Claim that where an Office or Department are reimbursed for a period of sick leave, arising from an insurance settlement or other, that this period of sick leave be discounted in calculation for future sick leave pay.

#### Claim: 2-2015

That the Department of Public Expenditure and Reform introduce an Information Technology Allowance for Executive Officers, Higher Executive Officers and Administrative Officers employed in Civil Service Information Technology Divisions.

#### Claim: 3-2015

Claim seeking a reduction in superannuation contributions for staff who continue to work after their 60th Birthday and who have completed 40 years' service.

#### Claim: 4-2015

This is a claim sponsored by the Staff Panel seeking agreement on an increase in the threshold of combined annual leave and marriage leave as a result of the assimilation of privilege days with annual leave, the effect of which will be to restore the levels of marriage leave available.

#### Claim: 5-2015

That psychometric testing should no longer be used in Civil Service selection processes.

#### Claim: 6-2015

Claim that the practice of waiting 12 weeks before payment of Higher Duty Allowances cease and return to previous agreed payment terms.



### Claim: 7- 2015

Claim that the Department of Public Expenditure and Reform commence negotiations with the Associated Banks for the provision of a free banking scheme for Civil Servants.

### 12.2 Move from Conciliation and Arbitration Scheme to using State Agencies

The Government announced during the latter part of the 2014 it planned to lift the ban on Civil Servants having access to the Labour Court in respect of IR issues. Such issues are currently dealt with through the Civil Service Conciliation and Arbitration Scheme. In December 2014 a Sub- Committee of General Council to review the C&A Scheme was established. There were no developments during 2015.

### 12.3 General Council

During the year 7 meetings of General Council took place. There were four General Council Agreed Reports in 2015.

#### General Council Report 1531

(Meetings of 22 January 2014, 13 February 2014, 16 June 2014, 12 January 2015, 24 February 2015 & 25 March 2015)

1. The Haddington Road Agreement [para 2.28] states that "The Parties note that the Government intends to review travel and subsistence arrangements. There will be full co-operation by the Parties with the review and the implementation of a standardised system of travel and subsistence across the Public Service."
2. It was agreed that the best way to approach the review of Travel and Subsistence arrangements as set out in the HRA would be to initially review Travel and Subsistence in the Civil Service and that once agreement was achieved here it would be then be applied, or equivalent measures, across other parts of the Public Service.
3. This report records agreement between the Staff and Official Side with regard to the review of Subsistence in the civil service and commits both sides to reach agreement on the review of the Travel regime within six months of this agreement.
4. It is noted that the Government decided to reduce Travel and Subsistence Rates by 25% from 5 March 2009 as part of an extensive costing cutting package.

#### Overnight Domestic Subsistence Rate

5. Arising from the negotiations it has been agreed that the Domestic Overnight Subsistence Rate will be increased from the current rate of €108.99 to €125.00 from 1 July 2015.

6. With effect from 1 July 2015, a night allowance will not generally be payable for an absence on official business that is within 100 km of an officer's home or headquarters. However, an overnight allowance may be paid for an absence on official business at any place within the above distance limits but in excess of 50 km where exceptional circumstances, such as extreme weather conditions which would raise Health and Safety concerns, or operational needs arise such as a situation where the meeting that the officer is attending does not finish until 8pm and they could not be expected to return home. It could also include the situation where an officer is pending more than one day away at a location less than 100 km but it would cost less or significantly reduce the loss of official time if the officer does not return to their HQ or home and an overnight is paid.
7. The Class B rate will also no longer apply from 1 July 2015. The new Domestic Subsistence Rates are set out in appendix I.
8. The overnight rate will be reviewed annually from 2016 by using the "eating out" and "accommodation" element of the Consumer Price Index (CPI).
9. Adjustments will only be applied to the overnight rate where the annual increase/decrease exceeds 5% - where this adjustment does not exceed 5% it is brought forward to the next review and added to the outcome of that review (i.e. cumulative).
10. The review period is 1 March to 30 March of the following year. (a 13 month period)

#### Day Subsistence Rates

11. With effect from 1 July 2015, a night allowance will not generally be payable for an absence on official business that is within 8 km of an officer's home or headquarters. Also the 5 hour rate will be increased from €13.71 per day to €14.01 per day also from 1 July 2015.
12. There will be no further reviews of the Day Subsistence Rates until 2018. Thereafter the day rates would be reviewed using the "eating out" element of the Consumer Price Index and adjustments will only be applied where the annual increase/decrease exceeds 5% - where this does not exceed 5% it is brought forward to the next review and added to the outcome of that review (i.e. cumulative).
13. The review period is 1 March to 30 March of the following year.(a 13 month period)
14. These changes will only apply to the civil service. A separate note will issue re travel and subsistence in other areas of the Public Service.



## Review of Travel Rates

15. Both sides have agreed to continue meaningful negotiations on the review of the Travel rates. It is also agreed that the elements of the Travel rates would be reviewed over the 6 months following this agreement, with third party assistance if required, to take account of improved car engineering and technology and improvements in the road infrastructure. The elements to be looked at would include, but would not be exclusive, the residual value of cars; insurance; diesel v petrol cars; miles per gallon etc.
16. There will therefore be no change in the Travel Rates apply from 5 March 2009.
17. This agreed report was adopted on 23 April 2015

**Geraldine McCarthy**  
Official Side Secretary

**Gerry Malone**  
Staff Side Secretary

## APPENDIX I FOR AGREED REPORT 1531

### Domestic Subsistence rates from 1st July 2015

Overnight rates	
Normal Rate	€125.00
Reduced Rate	€112.50
Detention Rate	€62.50
Day Rates	
10 hours or more	€33.61
5 hours but less than 10 hours	€14.01

### General Council Report 1532 concerning an Official Side Proposal to amend the Promotion Sequences for the Assistant Principal Officer to Take Account of the Introduction of Open Competitions.

(Meetings of 24 May 2015, 25 May 2015 and 27 May 2015)

#### 1. Official Side Claim

*The Civil Service Renewal Plan includes a commitment to extend the established policy of open competition for all senior management positions (Assistant Principal and above).*

#### 2. Assistant Principal Officer Grade

As agreed in *Towards 2016* the current promotional sequence for the Assistant Principal Officer Grade is 1/5

open, 3/10 inter-departmental and 1/2 departmental.

The Official Side is now proposing a sequence of 3/5 open, 1/5 inter-departmental and 1/5 departmental.

#### 3. Higher Executive Officer

The Official Side has agreed with the Staff Side that no change will be made to the proportion of 1/6 open appointments at HEO which was agreed in *Towards 2016*.

#### 4. Staff Side Position

The Staff Side is opposed to these proposals, apart from Paragraph 3 above (HEO), on the grounds that they represent a radical departure from well-established precedent; that they are not justified by experience; that they are an unnecessary and unfair disimprovement in the promotion arrangements for Civil Servants and that they fail to take account of the fact that internal Civil service competitions for all positions are no longer confined to specific grades.

5. This report recording disagreement on the claim was signed on 4 June 2015.

**Mr Gerry Malone**  
Staff Side Secretary

**Ms Geraldine McCarthy**  
Official Side Secretary

### General Council Report 1533 concerning an Official Side Proposal to amend the Promotion Sequences for the Principal Officer to Take Account of the Introduction of Open Competitions.

(Meetings of 24 May 2015, 25 May 2015 and 27 May 2015)

#### 1. Official Side Claim

Given the Government commitment to introduce greater openness in competitions or Principal the Official Side are proposing to amend the Promotion Sequences.

#### 2. Basis of claim

Both the Programme for Government and the Civil Service Renewal Plan contain significant commitments to introduce greater openness in competitions for Principal Officer. The open Principal panel currently being established by PAS provides an opportunity to deliver on these commitments.

#### 3. Principal Officer Grade

As agreed in *Towards 2016* the current promotional sequence for the Principal Officer Grade is 2/9 open, 5/18 inter-departmental and 1/2 departmental.

The Official Side is now proposing a sequence of 4/5 open and 1/5 departmental.

#### 4. Staff Side Position

The staff side expressed their dissatisfaction with the proposal from the Official Side. The Staff Side regard the Official Side proposals are unduly onerous given the sacrifices and changes agreed to by staff in the civil service.

5. This report recording disagreement on the claim was signed on 4 June 2015

**Mr Gerry Malone**  
Staff Side Secretary

**Ms Geraldine McCarthy**  
Official Side Secretary

#### General Council Report 1534

Meetings of 29 July 2015 and  
30 September 2015

Claim seeking an agreement on an increase in the threshold of combined annual leave and marriage leave as a result of the assimilation of privilege days with annual leave, the of which will be to restore the levels of marriage leave available.

In 2011 two privilege days were assimilated into annual leave, giving rise to an increase in annual leave. As a result of this the Staff Side drew attention to the fact that the increase in annual leave had in effect, led to a reduction in marriage leave. In this claim the Staff Side sought an increase of two days in the overall total of annual and marriage leave from 26 days to 28 days.

The Official Side agreed that in the past the overall total had changed regularly over the years as the annual leave entitlement of civil servants had increased. The most recent increase was in 2004 when the overall total increase to 26 days.

The Official Side pointed out that in the past the overall total of marriage and annual leave had increased by one day only. Therefore in keeping with this practice, the Official Side offered an increase in the overall total to 27 days. After some consideration the Staff Side accepted this offer.

All civil servants coming under the Scheme of Conciliation and Arbitration will therefore be allowed up to 5 days paid leave at time of marriage subject to an overall total between annual leave and marriage leave, of 27 days.

The new arrangements are effective from the annual leave year which commenced in 2015.

This report recording agreement was adopted on 19th November 2015

**Geraldine McCarthy**  
Official Side Secretary

**Gerry Malone**  
Staff Side Secretary

#### Other items dealt with at General Council:

- Timescale for review of the Grievance and Disciplinary Procedure.
- Cross-Stream Reciprocal arrangements.
- Incremental Progression.
- Psychometric Testing in Competitions.
- Review of the operation of Central transfer Lists / CAF
- Lifetime Community Rating in the Irish Health Insurance Market and the implications for Civil Servants serving abroad.

#### Circulars issued by Department of Finance /Public Expenditure and Reform in 2016 of relevance to the Staff Panel.

No	Title / Content
01/2015	Public Service Bodies (PSBs) Recovery of Overpayments from Staff.
05/2015	Subsistence Allowances.
06/2015	Interdepartmental Competition for Promotion to Assistant Principal Standard (AP) in the Civil Service incorporating First Secretary in the Department of Foreign Affairs and Trade.
09/2015	Single Public service Pension Scheme: Notification of position on Consumer Price Index (CPI) uprating of referable Amounts, and certain operational matters.
10/2015	Dignity at work – an Anti –Bullying, Harassment and sexual Harassment Policy for the Civil Service.
12/2015	Arrangements for Paid Sick Leave.
14/2015	Selection Process for Established Appointments to Certain Grades in the Civil service ( Confined)
17/2015	Application of pay adjustments and related measures in accordance with the Financial Emergency Measure in the Public Interest Act, 2015 and the Public Services Stability Agreement 2013-2018(the Lansdowne Road Agreement)
18/2015	Changes to the Public Service Pension Reduction(PSPR)
20/2015	Expiry of Increment Measures under the terms of the Haddington Road Agreement.

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

### 13. COMBINED SERVICES THIRD WORLD FUND.

The Fund's Committee of Management met quarterly during the year. The Committee presented its Annual Report at the July 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. Under the Charities Act 2009 each Charity in Ireland is required to register its details with the Charities Regulatory Authority. The Fund registered with the Authority during the year and was given the Registered Charity Number 20025328.

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 for grants submitted under strict application criteria. The following applications for grants were considered, approved and paid in 2015

Applicant	Amount
Hand in Hand	€1,719
Deaf Village Ireland	€4,400
Rainbow Junior Arch Club	€500
Menengitis Research Foundation	€3,500
Sa Bhaile ( Homeless Bray)	€1,700
Blanchardstown Centre for the Unemployed	€118
The Haven Basin Lane	€1,000
The Carers Association ( Tullamore)	€4,931
Sophia Housing Association	€10,000
Peter McVerry Trust	€10,000
Traveller Counselling Service	€3,000
Rape Crisis North East	€5,000

Bere Island Projects Group	€5,000
Neart Le Cheile	€1,176
FLAC	€4,896
YMCA Dublin	€990.
One In Four	€3,200
Abacas Kilbarrack	€1,998
Walkinstown Greenhills Resource Centre	€500
Galway Autism Partnership	€1,953
Parkinson's Association of Ireland	€1,500
Dochas Dublin	€850
Derrinagree Parents Association	€1,600
St James Camino Network	€4,780
Breffni Community Network	€4,889
<b>Total</b>	<b>€79,200</b>

The website can be accessed at:  
[www.civilservicecharitiesfund.ie](http://www.civilservicecharitiesfund.ie)

### Conclusion

I would like to thank the Chairperson, Mr. Tom Allen AHCPs for his assistance during the last year. I would also like to thank the Vice-Chairperson, Ms. Ellen Brennan IMPACT.

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 thank the Official Side Secretary Geraldine McCarthy for her assistance and co-operation during 2015. I would also like to thank all our colleagues in the Departments of Finance and Public Expenditure and Reform for their assistance and co-operation throughout the year.

**Gerry Malone,**  
Secretary.  
January 2016

# IRISH CONGRESS OF TRADE UNIONS ANNUAL REPORT OF THE PUBLIC SERVICES COMMITTEE

## 1. MINUTES

The minutes of the 2014 Annual General Meeting are enclosed with this report

## 2. OFFICERS

The following were elected at the 2014 Annual General Meeting :

**Chair:** Shay Cody (IMPACT)

**Vice-Chair:** Sheila Nunan (INTO)  
Gene Mealy (SIPTU)

**Secretary:** Tom Geraghty (PSEU).

## 3. FINANCES

The savings account balance stands at €8,705.30.

The current account balance is €62.13.

There was no activity on either account in the course of the year.

## 4. PAY AND RELATED MATTERS

As this report is being written, discussions on the Lansdowne Road Agreement have concluded and individual constituent unions are engaged in internal consultations and ballots on the proposals. For the sake of posterity, it is useful to record the main elements of the agreement;

- Extension of the Haddington Road Agreement to September 2018.
- Reduction in the Pension Related Deduction or 'Pension Levy' to the value of €600 on 1 January 2016.
- Further reduction on the pension levy of €400 on 1 September 2016.
- In the case of full-time staff earning below €31,000 p.a. additional pay increases on 1 January 2016 of 2.5% up to €24,000 p.a. and 1% on €24,000 to €31,000.
- A pay increase of €1,000 for all staff earning up to €65,000 p.a. on 1 September 2017
- Additional responsibilities to be given to an oversight body.
- Strengthening of protections against out-sourcing.

As individual constituents are engaged in their own internal processes, it would be inappropriate to

comment on the merits or demerits of the proposals. However, it is worth noting that this is the first occasion since 2008 that Public Service unions have negotiated any increase in pay for members. It is also worthy of note that the Haddington Road Agreement was not due to expire until mid-2016 but the fact that the committee indicated in 2013 an intention to bring forward a claim, should circumstances permit, enabled the process to be brought forward.

## 5. PENSIONS

Some residual matters arising from the Public Service Pensions (Single Scheme and Other Pensions) Act 2012 were taken up in the course of the year.

Proposals on purchase and transfer values were tabled by the management side during the year. The PSC took professional advice on the rates and responded to management. Their response is awaited, at the time of writing.

## 6. SICK LEAVE

New arrangements were implemented in 2014 following a total of three Labour Court hearings. As agreed at the time, a review of the arrangements is now under way.

## 7. TRAVEL AND SUBSISTENCE

New subsistence arrangements negotiated in the Civil Service come into force for the entire Public Service from 1 July 2015.

Proposals on travel rates are to be tabled by the Official Side.

## 8. ANNUAL GENERAL MEETING

Under the rules of the PSC, the AGM should take place in May. As pay talks were underway in that month, this was not practicable.

## 9. CONCLUSION

Whatever the outcome of ballots etc., it is gratifying to be able to report on a pay offer. The turnaround since the 2013 AGM is marked and welcome.

A significant development over this year was the appointment of Patricia King to replace David Begg as ICTU General Secretary. David has been an outstanding leader of the Trade Union movement and I want to record my personal thanks and appreciation for his contribution. Patricia is a valued

colleague and friend who represented this committee on the Croke Park Implementation Body and on the Haddington Road Oversight Body. She will make an inspirational General Secretary of the ICTU.

I would like to thank all colleagues for help, assistance and patience during the year. Particular thanks to my fellow officers, Shay Cody, Sheila Nunan and Gene

Mealy and to Liam Berney of the ICTU, all of whom have made a huge contribution to the interests of the people that we represent.

*Tom Geraghty,  
Secretary.*



**Tom Allen, Chair**



# OFFICERS' REPORT AND FINANCIAL STATEMENTS



**Association of Higher Civil and Public Servants**

Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**for year ended  
31st December 2015**

**Friendly Society Registration Number: 591T**

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

## Officers and Other Information

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<b>Chairperson</b>	John Glennon
<b>Vice - Chairperson</b>	Edna Dowling
<b>Treasurer</b>	Larry Dunne
<b>Trustees</b>	Billy Carrie Mary Mc Loughlin (Resigned 13th April 2015) Brian McKevitt (Appointed 13th April 2015) Brigitta O'Doherty
<b>General Secretary</b>	Ciaran Rohan
<b>Friendly Societies Registered Number</b>	591T
<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>	O' Mara Geraghty McCourt Solicitors 51 Northumberland Road Dublin 4

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The Officers present their report and audited financial statements for the year ended 31st December 2015.

### **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 support services to its members in relation to government, employer and industrial relations issues. Income has increased to €1,233,394 in 2015 from €1,199,206 in 2014.

### **Financial Results**

The surplus for the year after providing for depreciation amounted to €154,175 compared to a surplus of €123,421 in 2014.

### **Status of the Association**

The Association of Higher Civil and Public Servants is a Trade Union registered under the Trade Union 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 Association has a policy of diversifying 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 Treasurer is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Association. The Treasurer is 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.

## Officers' Report

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### Auditors

The auditor's Anne Brady McQuillans DFK were re-appointed 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.

### Payment of Creditors

The Officers acknowledge their responsibility for ensuring compliance with the provisions of the EC (Late Payment) Regulation 2002. It is the Association's policy to agree payment terms with all suppliers and to adhere to those payment terms.

### Research and Development

The Association did not engage in any research and development activity during the year.

On behalf of the Executive Committee



**John Glennon**  
Chairperson



**Larry Dunne**  
Treasurer

**Date: 14th March 2016**



## Statement of the Officers' Responsibilities

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The Officers are responsible for preparing the Annual Report and the financial statements in accordance with Irish Generally Accepted Accounting Practice (accounting standards issued by the Financial Reporting Council)

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
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

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 they are aware:

- there is no relevant audit information (information needed by the Association's auditors in connection with preparing their report) of which the Association'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 Association's auditor is aware of that information.

On behalf of the Executive Committee



**John Glennon**  
Chairperson



**Larry Dunne**  
Treasurer

**Date :14th March 2016**

## **Independent Auditors' Report to the Members of AHCPs**

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We have audited the financial statements of the Association of Higher Civil and Public Servants for the year ended 31st December 2015 which comprise the Income and Expenditure account, the Balance Sheet, cashflow statement and the related notes. The financial reporting framework that has been applied in their presentation is Irish Law and accounting standards issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants Ireland (Generally Accepted Accounting Practice in Ireland).

This report is made solely to the Association's members, 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 financial statements and for being satisfied they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Officers; and the overall presentation of the financial statements and to identify any information that is apparently materially incorrect based on, or materially incorrect with, the knowledge acquired by us in the course of performing the audit.

In addition, we read all the financial and non-financial information in the Officers' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## Independent Auditors' Report to the Members of AHCPs

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

### 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 2015 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 Association'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

Anne Brady McQuillans DFK

Chartered Accountants

& Registered Auditors

Iveagh Court

Harcourt Road

Dublin 2

Date: 14th March 2016



## Income and Expenditure Account

	Notes	2015 €	2014 €
<b>Income</b>			
Members' subscriptions		1,077,468	1,066,040
VOA associate members' subscriptions		43,000	31,933
Associate members' subscriptions		12,138	11,840
Miscellaneous income		3,248	5,440
Investment Income		97,540	83,953
		<u>1,233,394</u>	<u>1,199,206</u>
<b>Expenditure</b>			
Salaries, honoraria and pensions		537,062	474,920
Printing and stationery		21,812	9,737
Postage and telephone		8,558	10,550
Rates and insurance		33,572	31,494
Light, heat and cleaning		13,545	14,313
ADC and executive committee expenses		77,182	74,360
Branch expenses		70,888	64,653
Travel and subsistence		33,691	36,435
Subscriptions to other bodies		26,873	52,673
Publications		1,652	7,730
Premises and equipment expenses		42,088	40,813
Legal and professional fees		99,276	142,021
Depreciation		110,371	113,551
Bank interest and bank charges		202	102
Sundries		2,447	2,433
<b>Total Expenditure</b>		<u>(1,079,219)</u>	<u>(1,075,785)</u>
<b>Surplus of Income over Expenditure</b>		<u>154,175</u>	<u>123,421</u>
<b>Forward to Accumulated Fund</b>	<b>11</b>	<u><u>154,175</u></u>	<u><u>123,421</u></u>

## Income and Expenditure Account

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### Income and Expenditure Account for the year ended 31st December 2015

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 10 to 16 form part of these financial statements.

The financial statements were approved by the Executive Committee on 14th March 2016 and signed on its behalf by



**John Glennon**  
Chairperson



**Larry Dunne**  
Treasurer



## Balance Sheet

### Balance Sheet as at 31st December 2015

		2015		2014	
	Note	€	€	€	€
<b>Fixed Assets</b>					
Tangible assets	6		3,900,263		4,010,634
Financial assets	7		2,693,650		2,384,753
Negotiating licence	8		7,618		7,618
			<u>6,601,531</u>		<u>6,403,005</u>
<b>Current Assets</b>					
Debtors	9	207,100		171,305	
Cash at bank and in hand		189,657		224,414	
		<u>396,757</u>		<u>395,719</u>	
<b>Creditors: amounts falling due within one year</b>	10	(69,009)		(23,620)	
<b>Net Current Assets</b>			<u>327,748</u>		<u>372,099</u>
<b>Total Assets Less Current Liabilities</b>			<u>6,929,279</u>		<u>6,775,104</u>
<b>Members' Fund</b>					
Accumulated fund	11		6,929,279		6,775,104
<b>Closing Members' Fund</b>	11		<u>6,929,279</u>		<u>6,775,104</u>

The notes on pages 10 to 16 form part of these financial statements.

The financial statements were approved by the Executive Committee on 14th March 2016 and signed on its behalf by



**John Glennon**  
Chairperson



**Larry Dunne**  
Treasurer

## Cash Flow Statement

### Cash Flow Statement for the year ended 31st December 2015

	2015	2014
Notes	€	€
<b>Reconciliation of operating surplus / (deficit) to net cash inflow / (outflow) from operating activities</b>		
Operating surplus / (deficit)	154,175	123,421
Depreciation	110,371	113,551
Decrease / (Increase) in debtors	(35,795)	(2,438)
Increase / (decrease) in creditors	45,389	(34,490)
<b>Net cash inflow / (outflow) from operating activities</b>	<b>274,140</b>	<b>200,044</b>

### Cash Flow Statement


Returns on investments and servicing of finance	-	-
Taxation	-	-
Capital expenditure	-	-
<b>Increase / (Decrease) in cash in the year</b>	<b>274,140</b>	<b>200,044</b>

### Reconciliation of net cash flow to movement in net funds (Note 12)

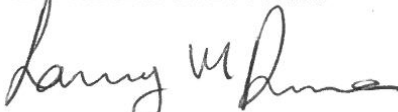
<b>Increase / (Decrease) in cash in the year</b>	<b>274,140</b>	<b>200,044</b>
<b>Net funds at 1 January</b>	<b>2,609,167</b>	<b>2,409,123</b>
<b>Net funds at 31 December</b>	<b>2,883,307</b>	<b>2,609,167</b>

The notes on pages 10 to 16 form part of these financial statements.

The financial statements were approved by the Executive Committee on 14th March 2016 and signed on its behalf by



**John Glennon**  
Chairperson



**Larry Dunne**  
Treasurer

### Notes to the Financial Statements for the year ended 31st December 2015

#### 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 Financial Reporting Council including FRS 102. The transition to FRS102 has not had any effect on the funds brought forward.

##### 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 up until the end of January 2016 relating to the year ended 31st December 2015.

##### 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 open market value.

Investment Income is recognised in the financial statements in the year in which the income relates to.

##### 1.5. Pensions

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

### Notes to the Financial Statements for the year ended 31st December 2015

..... continued

#### 1.6. 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.

	2015 €	2014 €
Members' subscriptions	1,077,468	1,066,040
VOA associate members' subscriptions	43,000	31,933
Associate membership	12,138	11,840
Miscellaneous income	3,248	5,440
Investment Income	97,540	83,953
	<u>1,233,394</u>	<u>1,199,206</u>

#### 3. Members Information

	2015	2014
Number of members at 1st January	2,815	2,885
Number of members admitted during the year	215	129
Number of members whose membership ceased during the year	(25)	(199)
Number of members at 31st December	<u>3,005</u>	<u>2,815</u>

#### 4. Operating Surplus

	2015 €	2014 €
Operating surplus is stated after charging:		
Depreciation of tangible assets	110,371	113,551
Auditors' remuneration	<u>4,990</u>	<u>4,988</u>

### Notes to the Financial Statements for the year ended 31st December 2015

..... continued

<b>5. Employees</b>	<b>2015</b>	<b>2014</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	5	5
<b>Employment costs</b>	<b>2015</b>	<b>2014</b>
	<b>€</b>	<b>€</b>
Wages and salaries	418,523	355,593
Officers' honoraria	30,740	30,740
Social security costs	19,290	17,921
Other pension costs	68,509	70,666
	<u>537,062</u>	<u>474,920</u>



### Notes to the Financial Statements for the year ended 31st December 2015

..... continued

#### 6. Tangible Assets

	Premises €	Office equipment & fittings €	Computer equipment €	Total €
<b>Cost</b>				
At 1st January 2015	4,999,098	225,320	87,285	5,311,703
Disposal	-	-	-	-
At 31 December 2015	4,999,098	225,320	87,285	5,311,703
<b>Depreciation</b>				
At 1st January 2015	999,515	220,846	80,708	1,301,069
Charge for the year	99,982	3,830	6,559	110,371
At 31st December 2015	1,099,497	224,676	87,267	1,411,440
At 31st December 2015	3,899,601	644	18	3,900,263
At 31st December 2014	3,999,583	4,474	6,577	4,010,634

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 €3,899,601. The value of the premises based on the value-in-use calculation, using future cashflows of the Association, amounts to €3,556,138. 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.

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

### Notes to the Financial Statements for the year ended 31st December 2015

..... continued

7. Financial Assets		2015	2014
		€	€
Civil Service Credit Union Shares	(a)	3,350	3,320
Prize bonds	(b)	32	32
Term deposit	(c)	15,764	15,726
An Post Savings	(d)	630,628	389,145
Investment portfolio	(e)	2,043,876	1,976,530
At 31 December		<u>2,693,650</u>	<u>2,384,753</u>

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

(b) Prize bonds are included at cost.

(c) The term deposit in 2015 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 2013 €400,000 was transferred out and only the interest earned to date, €15,764 remains. The movement of funds into government bonds has reduced bank interest received.

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

- €120,000 was invested in An Post Saving Certificate on 29th November 2010. The savings certificate will earn 3.53% per annum.
- €250,000 was invested in An Post Solidarity Investment on 22nd December 2010. The investment will earn 50% gross over a 10 year period.
- €240,000 was invested in An Post state savings scheme in November 2015

(e) In 2012 €1,150,000 was invested with Davy Stockbrokers to purchase Irish Government bonds. In 2013 a further €518,872 was invested to purchase more Irish Government bonds. In 2014 a further €200,000 was invested to purchase additional bonds. Interest of €81,782 was earned in 2015 in respect of Irish Government bonds.

8. Negotiating Licence		2015	2014
		€	€
Deposit - Courts of Justice		<u>7,618</u>	<u>7,618</u>

## Notes to the Financial Statements

### Notes to the Financial Statements for the year ended 31st December 2015

..... continued

9. Debtors	2015 €	2014 €
Members subscriptions receivable	163,240	141,757
Accrued fee income	34,600	21,871
Net wages	1,079	1,411
Prepayments	8,181	6,266
	<u>207,100</u>	<u>171,305</u>

10. Creditors: Amounts Falling Due within One Year	2015 €	2014 €
Trade creditors	20,266	7,603
Other creditors	-	1,965
Other taxes and social security costs	23,631	5,433
Accruals	25,112	8,619
	<u>69,009</u>	<u>23,620</u>

Included in other taxes and social security costs are the following:

	2015 €	2014 €
PAYE payable	13,424	3,086
PRSI payable	10,207	2,347
	<u>23,631</u>	<u>5,433</u>

### Notes to the Financial Statements for the year ended 31st December 2015

..... continued

#### 11. Closing Reserves

#### Income and expenditure account

	2014 €	2013 €
At 1st January	6,775,104	6,651,683
Surplus for the year	154,175	123,421
At 31st December	6,929,279	6,775,104

#### 12. Analysis of changes in net funds

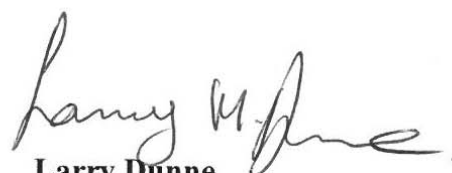
	Opening balance €	Cash flows €	Closing balance €
Cash at bank and in hand	224,414	(34,757)	189,657
Investments	2,384,753	308,897	2,693,650
Net funds	2,609,167	274,140	2,883,307

#### 13. Approval of Financial Statements

The financial statements were approved by the Executive Committee on 14th March and signed on its behalf by



**John Glennon**  
Chairperson



**Larry Dunne**  
Treasurer

## NOTES



## NOTES

## NOTES