

CONFIDENTIAL TO MEMBERS



Association of Higher Civil and Public Servants

Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**ANNUAL REPORT
2022/2023**

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OFFICERS OF THE ASSOCIATION FROM 1943/2023

Year	Chairperson	Vice- Chairperson	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'Connallain	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*		N. MacLiam	N. MacLiam
	M.B. Lawless	M.B. Lawless		
	P.A. Terry	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	General Secretary	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, Gen Sec	William Thompson*
			2014-	(Larry Dunne)
2015/2016	John Glennon	Edna Dowling		Larry Dunne
2016/2017	John Glennon	Edna Dowling		Larry Dunne
2017/2018	John Glennon	Edna Dowling		Larry Dunne
2018/2021	Edna Dowling	Val Jeffrey ♦♦		Larry Dunne*
2020/2021		Trevor Noonan		Bernard O'Shea
2021/2022	Trevor Noonan	Orla McBreen	Ciaran Rohan, Gen Sec	Bernard O'Shea
2022/2023	Trevor Noonan	Orla McBreen	Ciaran Rohan, Gen Sec	Bernard O'Shea

* Resigned on promotion to Assistant Secretary

*** Resigned on posting to London as Labour Attache

** Resigned on posting to Personnel Officer

♦ Resigned on appointment as AHCPs Official

**** Deceased

♦♦ Resigned on retirement

HONORARY OFFICERS OF THE ASSOCIATION 2022/2023

President	Mary McLoughlin
Vice-President	Benny Kevitt
	Richard Ryan
	Pat Dowling
	Seán O Riordáin
	Brian Ingoldsby
	Peter Greene
	Dave Thomas
	Brian Murnane
	John Kelleher

Obituary

Mr Tom Quigley, Hon. Vice President and former Hon. President of the Association died in May 2022. Tom's lifetime contribution to the welfare of serving and retired civil and public servants is immeasurable. The Association was proud and honoured that he worked with us in so many capacities and that he was Honorary President of the Association from 2011 to 2019. Tom invariably made his expertise and wisdom freely available to those who most needed it and his example serves as a shining beacon for all of us. Tom continued in his retirement as a member of the Council of the Retired Civil and Public Servants Association. He was deeply trusted by Association members and highly respected by the management side.

The following Officers were elected at the Annual Delegate Conference held on 6 May 2022:

Chairperson	Trevor Noonan	(Justice)
Vice-Chairperson	Orla McBreen	(Foreign Affairs)
Treasurer	Bernard O'Shea	(Tourism, Culture, Arts, Sport & the Media)

EXECUTIVE COMMITTEE 2022/2023

Brennan Nina	Enterprise Trade & Employment	Hutson Nigel	Foreign Affairs
Casey Fiona	Social Protection	Kinsella Emma	Education
Condon John	An Post	McEleney Rhona	Revenue
Donaghy Deirdre	Finance	Milne Seamus *	Revenue
Holleran Noel	Agriculture Food & Marine	Moran Eltin *	Social Protection
Holohan Michael	Justice	Nolan Marianne	Public Expenditure & Reform

Ross Hattaway (Transport) 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.

Denis Ryan (OPW) was invited to join the Executive as observer until the end of December 2022.

In January the Executive invited Eimear Allen (Health) as observer until the ADC in May.

* Seamus Milne (Revenue) and Eltin Moran (Social Protection) retired during the year.

Ken White (Revenue) was co-opted to replace Seamus Milne and Orla Fanthom (Social Protection) was co-opted to replace Eltin Moran under Rule 11(b).

Trustees

Brigitta O'Doherty and Brian McKevitt.

Auditor

Crowleys DFK were appointed as Auditor by the Trustees.

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.

BRANCHES 2022/2023

Agriculture, Foods & the Marine	Peter Johnson
An Post	Theresa Kavanagh
Attorney General	vacant
Chief State Solicitors Office	Michael Fallon
Central Statistics Office	John O'Reilly
Communications, Climate Action & Environment	Joe Gallagher
Comptroller & Auditor General	Olive Somers
Courts Service	Lisa Scott
Children, Equality, Disability, Integration, Youth	Karen McCarthy
Defence	Stephen Hall
Education & Further, Higher Education and Skills	Emma Kinsella
Business, Enterprise & Innovation	Alan Cromie
Housing Planning Community Local Government	Maria Griffin
Solas	Henry de Lacy
ETBs	Ken Seery
Finance	Ciaran Denny
Public Expenditure and Reform	Áine Mannion
Food Safety Authority of Ireland	Martina Stack
Foreign Affairs & Trade	Leonard Durac
Garda Civilian	Kieran Downey
Health	Eimear Allen
Health and Safety Authority	Gavin Lonergan
Houses of the Oireachtas	Heidi Loughheed
Irish Aviation Authority	Pat Herbert
Injuries Board	Suzanne Hill
Irish Human Rights and Equality Commission	Fidelma Joyce
Irish Prison Service	Tony Hickey
Justice	Michael Holohan
Legal Aid Board	John Sugrue

Property Registration Authority	Martin Halpin
National Centre for Partnership & Performance	Damien Thomas
National Council Special Education	Vacant
National Museum of Ireland	vacant
National Library of Ireland	Geraldine Wilson
Office of Public Works	Teresa Shortall
Office of the Ombudsman	Cathy Powell
Office of Government Procurement	Howard Maguire
Ordnance Survey Ireland	Jennifer Gilmartin
Pensions Authority	Andrew Nugent
Policing Authority	Clare Kelly
Prison Governors	Dave Conroy
Public Appointments Commission/Service	vacant
Revenue	Maria Ryan
Rural Community Development	Mary Byrne
Social Protection	Tracie Williams
Taoiseach's	Michael Moran
Tourism Culture Arts Gaeltacht Sport & Media	Colm Lundberg
Transport	Bronagh Treacy

INTRODUCTION

The last year saw a gradual return to the workplace following the Covid-19 pandemic. Remote working has now become a way of life. The issue of remote working presents many challenges for members, but we are determined to address them on your behalf.

The extension to the Building Momentum Pay Agreement was endorsed by an overwhelming number of members in 2022. This extension takes us to the end of 2023. The sharp rise in the cost of living presents many challenges when it comes to negotiating a successor to Building Momentum.

Flexible working continues to be a major issue for members and the Association has worked hard to broaden the scope of flexible working. Members are continuing to work long hours and the Association will strive to protect members right to disconnect.

The central Blended Working Policy Framework was agreed between DPER, the Association and other Civil Service Unions following intensive discussions. The Association then agreed Blended Working policies in the various employments in which we have members. The policy will be reviewed in the middle of 2023.

The Association continued with a number of member engagement events (in-person) in the last year. The most recent of which was **“Women in Leadership – Post Pandemic”**. The Association also ran its first ever new member networking event over two days in Wexford. A Branch Officers training course was also held in March in Athlone.

Our improved website is proving very popular with members. www.ahcps.ie now provides a pathway to a members' password-controlled area where there is access to all our training videos on our YouTube Channel. We have an online application facility that allows new members to quickly join the Association. It has been a key factor in Association membership surging to 3,650. In addition, we have introduced a free induction period of 3-months for all new members, and we have published a *'Guidance Note on Services to Members'* that can be accessed on the website.

Following twelve months of negotiations between the An Post unions and management, the Labour Court ruling will see **pensionable pay and pensions increasing by a cumulative 10.23% over an 18-month period from 1 January 2022 to 1 July 2023**. This takes into account increases in pensionable pay already agreed under the Pension Accord providing a 2% increase in 2022 and a further 2% in 2023.

This year the Association will be 80 years in existence. It was founded in December 1943. In recent years several milestones have been reached: Membership is at an all-time high closing in on 4,000. The Association has for the first time more female members than male; the Executive Committee now has a 50:50 gender balance. Special events will be held during the year to mark the anniversary and details of these events will be circulated to members via branch secretaries. The main event will be held in late 2023.

To all activists, at all levels of the organisation, the Executive Committee sends its thanks and appreciation for the selfless work undertaken on behalf of the Association.

Ciaran Rohan
General Secretary



**Left to right: Colm Lundberg, Simone Barrett, Valerie Behan and Bernard O'Shea
(Tourism Cultural, Arts, Gaeltacht, Sport and Media)**



ADC delegates voting on motions.

ORGANISATION

1.1 ANNUAL DELEGATE CONFERENCE

The 39th Annual Delegate Conference of the Association took place on Friday 6 May 2022. 131 Branch Delegates and 17 Executive Committee members attended.

1.2 EXECUTIVE COMMITTEE

Trevor Noonan (Justice) Orla McBreen (Foreign Affairs) and Bernard O'Shea (Tourism Culture Arts Sport & the Media) were elected to the office of Chairperson, Vice Chair and Treasurer.

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

Executive Committee	
Brennan Nina	Enterprise Trade & Employment
Casey Fiona	Social Protection
Condon John	An Post
Donaghy Deirdre	Finance
Holleran Noel	Agriculture Food & the Marine
Holohan Michael	Justice & Law Reform
Hutson Nigel	Foreign Affairs
Kinsella Emma	Education & Skills
McEleney Rhona	Revenue
Milne Seamus	Revenue
Moran Eltin	Social Protection
Nolan Marianne	Public Expenditure & Reform

Ross Hattaway (Transport) 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.

Denis Ryan (OPW) was invited to join the Executive as observer until the end of December 2022.

In January the Executive invited Eimear Allen (Health) as observer until the ADC in May.

* Seamus Milne (Revenue) and Eltin Moran (Social Protection) retired during the year.

Ken White (Revenue) was co-opted to replace Seamus Milne and Orla Fanthom (Social Protection) was co-opted to replace Eltin Moran under Rule 11(b).

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:

Denny Ciaran	Finance
Dunne Lorcan	Justice
Fanthom Orla	Social Protection
O'Connell Denise	Oireachtas
Kelleher Deirdre	Agriculture
Ryan Marie	Revenue

On co-option to Executive Committee, Orla Fanthom (Social Protection) resigned from Standing Orders Committee.

1.4 CONFERENCE RESOLUTIONS

ADC MOTIONS 2023

Motions Passed

PAY

MOTION 1 (stands for itself and Motion 2)

ADC calls on the incoming Executive to pursue a strategy to ensure that any pay award in the forthcoming pay talks adequately reflects the rapid cost-of-living increases that have eroded members living standards.

Executive Committee

ACTION:

The Executive Committee raised this matter with the Public Service Committee negotiating the extension to the Building Momentum Agreement.

MOTION 2

That Conference calls on the incoming Executive Committee to ensure that the current high rate of inflation is taken into account as a key factor for consideration in the negotiations of the upcoming round of pay talks.

Revenue Branch

MOTION 3

That Conference requests the incoming Executive Committee to ensure that climate-related issues are factored in during the upcoming round of pay talks.

Revenue Branch

ACTION:

Climate related matters were factored into the pay discussions

BLENDING WORKING

MOTION 5

That Conference calls on the incoming Executive to work with our employers across Departments to ensure a fair and consistent application of the recently agreed Blended Working Policy/Framework.

Justice Branch

ACTION:

The Executive Committee and officials have been proactive on this matter across all departments.

MOTION 6

Conference instructs the Executive Committee to ensure that the Blended Working in the Civil Service Policy transition period is extended beyond March 2022, that any policy or implementation plans are reviewed within twelve months of implementation and that, should any issues arise, members will have the right to seek an external review of the decision.

Revenue Branch

ACTION:

Blended Working Policies have been implemented across departments in accordance with the central Blended Working Policy Framework agreed with DPER. This central policy stipulates a requirement for reviews and the provision of an appeal mechanism.

MOTION 7

That this ADC calls on the incoming National executive to pursue full consultation of staff across the civil and public service by the official side in regard to the implementation of the blended working agreement and to ensure that staff are provided with appropriate and safe workspaces not arbitrarily assigned hot desks.

Foreign Affairs Branch

ACTION:

The Association addressed these matters in talks within the various departments when agreeing local blended working policies.

MOTION 8

That this ADC asks the incoming Executive to ensure that Civil Service Management develop a remote and blended working policy that is flexible to take into account the

requirements of the wide range of services provided to the public by the civil service.

Enterprise, Trade & Employment Branch

ACTION:

The Association addressed this matter in talks within the various departments when agreeing local blended working policies.

RIGHT TO DISCONNECT

MOTION 9 (Stands for itself & Motion 10)

That Conference calls on the incoming Executive to continue to work with our employers across Departments to ensure that members' right to disconnect is recognised and protected.

Justice Branch

ACTION:

The Association raised this with DPER during the engagement on the Blended Working Policy Framework and continues to highlight the subject in other forums. In addition to the WRC Code of Practice, the Association through the auspices of the Irish Congress of Trade Unions has been lobbying the Government for legislation in this area. It should also be noted that some Departments have Right to Disconnect policies in place.

MOTION 10

That conference calls upon the Executive to have the right to disconnect recognised and that 'work-life' balance measures are maintained in the civil service.

Garda Staff Branch

MOTION 11

That this ADC asks the incoming Executive to ensure that Government prioritise legislation to underpin the right to disconnect.

Enterprise, Trade & Employment Branch

ACTION:

The Association raised this with DPER during the engagement on the Blended Working Policy Framework and continues to highlight the subject in other forums. In addition to the WRC Code of Practice, the Association through the auspices of the Irish Congress of Trade Unions has been lobbying the Government for legislation in this area. It should also be noted that some Departments have Right to Disconnect policies in place.

UKRAINE

MOTION 12 (Stands for itself & Motion 13)

This ADC stands in solidarity with the workers and people of Ukraine in the face of the completely unjustified and catastrophic further military invasion by Russia.

Executive Committee

ACTION:

Motion reflects the position and policy of the Association in support of the workers and people of Ukraine.

MOTION: 13

That this ADC expresses strong solidarity and support for the people of Ukraine in the face of Russia's unjustified aggression and its invasion of Ukraine's sovereign territory in clear breach of international law. That mindful of the importance of the health and well-being of members both in this Covid working environment and in the future, this ADC instructs the incoming executive committee to robustly pursue the right of civil servants to be able to request to work from home and also to disconnect from work outside of normal working hours and to ensure that appropriate fora, such as the WRC, are accessible by civil servants to enforce those rights.

Foreign Affairs Branch

ACTION:

Covered by Motion 12

VIOLENCE

MOTION 15

That Conference recognises the tragedy of the vicious murder of teacher Ashling Murphy. It stands in solidarity with her family, her friends and the families and friends of all victims of femicide and gender-based violence in the state.

Education Branch

ACTION:

Motion is a statement of support.

MOTION 16

That Conference condemns all violence including on the basis of race, gender orientation, minority status, age etc., and stands in solidarity with all victims of such violence.

Education Branch

ACTION:

Motion is a statement of support.

RIGHT TO PRIVACY

MOTION 18

This ADC notes with deep concern recent instances where recordings were made, without consent, of internal Civil Service work meetings and subsequently leaked to the media. Conference calls on Civil Service management to

respond appropriately by putting in place measures to protect the privacy rights of our members in the workplace.

Executive Committee

ACTION:

The Association has pursued this matter with DPER.

ELECTION TO THE EXECUTIVE COMMITTEE

MOTION 19

That this ADC, recalls that the current system of election of the Officers and members of the National Executive of the Association is by simple majority or a 'first past the post' system and that such a system can tend to unfairly disadvantage smaller branches. Therefore, this ADC calls on the incoming National Executive to engage in consultation with the Branch Officers of the Association during the coming year on the options for changing to a system of proportional representation in keeping with Ireland's electoral system and the practice of other sister unions in Ireland.

Foreign Affairs Branch

ACTION:

This will be an agenda item for Consultative Council to allow a broader debate on the subject.

HUMAN RIGHTS

MOTION 20

That Conference calls on the incoming Executive to urge the Department of Public Expenditure and Reform to take whatever actions are necessary to ensure that the Public Sector Equality and Human Rights Duty is proactively and meaningfully implemented by public bodies including through industrial relations structures and/or campaigns. Conference notes that this Duty, set out in Section 42 of the Irish Human Rights and Equality Commission Act 2014, places a legal obligation on public bodies to have regard to the need to eliminate discrimination, promote equality of opportunity and protect the human rights of both public sector staff and service users in their daily work including when developing policies and plans to improve workplaces and services.

IHREC Branch

ACTION:

The Association will continue to highlight this issue in its interaction in various forums with DPER

TRAVEL PASS

MOTION 21 (Stands for itself & Motion 22)

The implementation of blended working policies across the public service will mean that the majority of public servants will commute to the workplace on a reduced number of days. Conference notes with concern therefore, the refusal of the National Transport Authority to introduce a part-time option for Tax Saver commuter tickets- which could make public transport unfeasible for many workers. ADC calls on the Government to reconsider its position and introduce a range of tax saver travel options which reflect the arrival of blended working.

Executive Committee

ACTION:

The Association continues to engage with DPER on this matter via the Staff Panel of General Council

MOTION 22

That Conference calls on the incoming Executive to explore with Government all reasonable options for a flexible implementation of the Travel Pass scheme to take account of the new reality of Blended Working.

Justice Branch

TERMS AND CONDITIONS OF EMPLOYMENT

MOTION 23

That Conference calls upon the Executive to take all possible steps to protect members' rights to access hard won civil service schemes such as mobility, Inter-departmental competitions and safeguards that exist under the civil service disciplinary code and similar civil service policies when proposals emerge to alter their employment 'status'.

Garda Staff Branch

ACTION:

The Association has raised this matter with DPER and appropriate departments.

RECRUITMENT

MOTION 24

That Conference notes with concern the increasing and inappropriate use of remote screening mechanisms in internal recruitment competitions at our grades. Conference calls on the Executive Committee to engage with DPER to ensure that such practices, which are more suited to large scale open competitions, are discontinued in respect of internal competitions.

Social Protection Branch

ACTION:

The Association will continue to raise this matter with DPER.

MOTION 25

That Conference notes that the current sequencing arrangements for recruitment to the Principal Officer grade in the Civil Service have been in situ since 2015. Conference calls on the Executive Committee to engage with DPER to review the current arrangements with a view to achieving a better balance between internal and open recruitment to the Principal Officer grade.

Social Protection Branch

ACTION:

The Association will continue to raise this matter with DPER.

UNION CONSULTATION

MOTION 26

That Conference notes with concern, the increasing trend at central and local levels towards non-consultation with the Association on issues that impact on our members. Conference calls on the Executive Committee to raise this issue with the Official side with a view to ensuring that proper industrial relations practices are maintained in the Civil and Public Service.

Social Protection Branch

ACTION:

The Association will continue to highlight this with DPER and with management in particular departments where this practice is encountered.

MOTION 27

That Conference asks the incoming Executive Committee to engage with management over the pressures on members across the civil service in progressing strategic work due to lack of resources and workforce planning, and constant competing urgent demands.

Education Branch

ACTION:

The Association will continue to raise this matter with DPER and with management in departments where this practice is encountered.

SUPERANNUATION

MOTION 28

That Conference instructs the incoming Executive Committee to engage with the Official Side on a review of the Civil Service Pension Schemes, given the discriminatory nature of compulsory deductions in relation to spouses and children.

Education Branch

ACTION:

The Association will raise this matter at the Superannuation Sub-Committee of General Council

UNION FEES

MOTION 29

That Conference calls on ICTU to lobby for a reinstatement of tax relief on union subscriptions given the emergence of the Irish economy from austerity measures in recent years, and the related rolling back of FEMPI measures. Tax relief on union subscription fees was provided for in Section 472C of the Taxes Consolidation Act 1997. The relevant section of the act was rescinded in 2011 and each subsequent tax year. Consequently, no relief has been made available for trade union subscriptions.

Social Protection Branch

ACTION:

This is currently ICTU policy and is continually raised by ICTU with Government in pre-budget discussions and other fora

Motions Remitted

PAY

MOTION 4

That Conference instructs the incoming Executive Committee to explore the feasibility of abolition of LSI points on pay scales and to replace same with a progressive pay scale.

Revenue Branch

ACTION:

The Executive Committee having considered this motion, will not proceeding with it as it is a cost-increasing claim.

UKRAINE

MOTION 14

That this ADC asks the incoming Executive to request Civil Service Management to provide up to 5 days special leave with pay to staff who host Ukrainian people seeking safety in their homes, or who provide significant support to the people of Ukraine who are seeking safety in Ireland at this time.

Enterprise, Trade & Employment Branch

ACTION:

The Executive Committee will consider this motion.

VIOLENCE

MOTION 17

That Conference urges the Executive Committee to call on Congress to say 'enough is enough' in regard to gender-based violence and imploring them to initiate a broad-based campaign, including all trade unions and worker's associations under its auspices, that outlines key changes that need to be enacted in society to ensure violent acts, such as those committed against teacher

Ashling Murphy, should not re-occur. Objectives of such a campaign should include, but not be limited to:

- A demand for immediate exponential increase in funds for frontline domestic and sexual violence organisations including provision for free, accessible, quality mental health services
- A demand for a public inquiry into the cancelling of thousands of emergency calls by Gardaí, many having already been identified as relating to gender based violence
- A demand for the immediate adoption of paid leave in cases of domestic violence without any burden of proof upon the worker (as outlined in Congress's March 2021 submission).

Education Branch

ACTION:

The Executive Committee will consider this motion.

1.5. TRUSTEES AND AUDITOR

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

Crowley DFK were appointed as the Association's Auditors by the Trustees.

1.6. HONORARY PRESIDENT AND HONORARY VICE PRESIDENTS

Mary McLoughlin continues as 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

A Consultative Council meeting held on 29 March 2023 in AHCPS HQ with a good attendance of branch officers.

1.8 MEMBER ENGAGEMENT

2022 saw a return to in-person member events, following the Covid-19 pandemic.

Firstly, in July 2022 the Association hosted a seminar titled 'Women in Leadership – Post-Pandemic' in the Morrison Hotel, Dublin. Ironically, the last in-person seminar prior to the pandemic was also on the topic of 'Women in Leadership' in February 2020!

In September 2022 the Association organised a networking seminar for new members who joined since the start of the pandemic. This was in recognition of the fact that many new members over the past couple of years had not had the opportunity to mix with their peers in other branches and create networks. The event was attended by 70 members and proved to be very well received. The Association intends to run similar networking seminars in the near future.

During 2022, the Association continued its **Free Health Screening Service for members**. The service, which was provided by Medmark Healthcare, was availed of by almost 1000 members during 2021 and 2022. Feedback received from members availing of the service was extremely positive.

1.9 MEMBERSHIP

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

In 2022 membership continued to increase. Membership at 31 December 2022 stood at 3617 This is an increase on the previous year. 524 new applications were received during the year. The gender breakdown of membership is 1843 female (51%) and 1774 male (49%).

Officials have attended induction courses in various Departments to attract new members. This is a priority area for the Executive Committee and officials have also met groups of non-members in specific departments to outline the benefits of membership. In addition, the Association has agreed to participate in a Staff Panel membership drive that will target particular departments to attract new members.

1.10 SOCIAL MEDIA AND COMMUNICATION

The Association is continuing to seek ways of improving communication with members.

The @ahcps Twitter account which was launched in 2020 now has over 1,000 followers. Twitter continues to be a very effective way of keeping in consistent rapid contact with members and of rising the profile of the AHCPs generally.

However, as many members are now engaged in blended or nonstandard work patterns, the Association recognises the need to extend its social media presence to other platforms. This will prove challenging as it will require significant staff and IT resources. As with Twitter, each platform will require constant daily monitoring and updating. A timely response by the AHCPs to posted items will also be required if these platforms are to remain relevant and of interest to members.

During the year regular Newsletters also issued to members. The new layout and strong corporate identity of the Newsletter have proven to be very popular. Members should note that communications with members are usually by email and, where appropriate, are normally distributed through Branch Secretaries.

1.11 BEREAVEMENT GRANT

The Association has a bereavement grant scheme in operation. The grant of 5,000 is payable to the estate of the deceased member or that of his/her spouse/co habiting partner. Membership fees must be fully paid up at the time of any claim.

1.12 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.

1.12.1 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 are currently 2055 members in the Plan. The scheme was reviewed in July 2019 for a five-year period and following negotiations the scheme was renewed at a reduction in cost from 0.60% to 0.57% of salary for members. The net cost is only 0.35% after tax relief is applied at source assuming income tax at 40%. This is the cheapest of any of the Income Continuance Schemes run by any of the unions.

The scheme covers Pre & Post '95 entrants to retirement at age 60/65. Those employed after 1st January 2013 in the Single Pension Scheme are covered to retirement at age 66 or 67 if the State Pension Age is extended further.

We continue to emphasise the importance of members joining the Scheme as it provides for 75% of salary cover. So instead of finding oneself on half pay or less you are brought back to 75% of your existing salary level. An individual can be on half pay after an absence of three months in any 4-year period.

1.12.2 Pink & Blue Power Cancer Awareness Health Campaign

Funded by Cornmarket as part of the Income Continuance Scheme. It was launched in May 2021 and was very successful and well received. Appointments rolled on into 2022 finishing in the Summer. 420 booked appointments from 1503 invited members. Pink 149/486 and Blue 271/1017. The AHCPs male take-up rate of 27% and female of 31% were the highest amongst any participating groups. 83 members were referred for further investigation. Cancer was diagnosed in 2 members. One breast and one prostate cancer. 92% said the programme raised their awareness of signs and symptoms.

1.12.2 Group Life Assurance Scheme

The Scheme is administered by Cornmarket and underwritten by New Ireland. The plan provides vital financial security to the members families at time when they may need it most.

Since the last review in 2015, there have been claims in benefit totalling €1,155,000 (9 paid and 2 pending) and the main medical conditions resulting in claims relate to Cancer and Cardiac related conditions. The average age of the members who have passed away was 57, with the youngest being 49 and the eldest being 64.

There are currently 444 members in the plan and the average age of members is 55.

The scheme is underwritten by New Ireland at a cost of 0.48% of gross salary (before tax deduction) until 01/10/2024, so that the Group Life and Income Continuance Plan can be reviewed at the same time.

In relation to retired members the following is the position:

For those 50 and over who have retired the following are the rates:

Age at date of Death	Level of benefit
50-59	180% x salary*
60-64	120% x salary
65-69	90% x salary
70-74	60% x salary
75-84**	24% x salary

*The plan is designed to be affordable for every member. The rates and benefits are negotiated on a special 'group basis' for Public Sector employees, to provide you with remarkably good value. **Cover and premiums end at your 85th birthday.*

The plan cost is currently set at 0.5% of your pensionable salary or current annual salary* if you are still working.

*What salary is my cover based on?

If you are retired, your cover is based on your pensionable salary. This takes into account your basic salary at retirement plus your fluctuating pensionable earnings averaged over the 3 years prior to retirement. If you worked parttime, you should provide the basic salary for the equivalent full time post/ grade plus your fluctuating pensionable earnings averaged over the 3 years prior to retirement. Pensionable salary is available from your Superannuation Department. Your premiums and cover are based on the pensionable salary that you notified us of.

***If you are working, your cover is based on your current**

salary. This takes into account your current gross annual salary, plus an average of any other payments in the last 3 years which are taken into account for Superannuation purposes. If you retire at a later date, it is essential that you notify us of your pensionable salary. Your premiums and cover are based on the latest salary that you notified us of.

This means in effect there are three distinct categories for Group Life Assurance:

1. Those in service up to the age of 65 years (cover is twice salary on death – rate of 0.48%)
2. Those in service between the age of 65 and 70 years (cover of 90% of salary – rate of 0.50%)
3. Those who have retired between the ages of 50 and 84 years (cover is as outlined above – rate of 0.50%)

1.12.3 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. The Association recently brokered a reduction with Cornmarket on the cost of AVCs for members, so the 2% charge is now gone.

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.

Members should also be aware that the Last Minute AVC calculations are subject to movement in the Consumer Price Index. Any significant movement in the CPI from the time of the calculations to investment can mean a withholding tax liability on part of the investment. However, this should not deter members from availing of the benefits from the investment.

1.12.4 Car /House Insurance

The providers are as follows:

- Cornmarket, Christchurch Square, Dublin 8
Tel: 01 4084040.
- Glennons Insurance:
Tel: 01 7075959 or Email: ahcps@glennons.ie

1.12.5 Travel Insurance

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

New members may apply by logging onto the website www.abbeyunionstar.ie to obtain quote and buy online and receive documents within minutes.

Existing Members will automatically receive their documentation via email and will be automatically renewed unless the member emails to advise they do not want the policy renewed.

There are further discounts available if client has private health insurance to cover them abroad.

Details of the benefits may be found at www.abbeyunionstar.ie

1.12.6 Health & Dental Insurance Advice Service

- Lyons Financial Services,
Office 1, Dunboyne Business Park,
Dunboyne, Co. Meath.
Tel: 01 801 5808
www.lyonsfinancial.ie

1.12.7 Dental Insurance Scheme

This Dental Insurance Scheme is administered by

- Lyons Financial Services
Tel: 01 801 5808
www.lyonsfinancial.ie
The Scheme is underwritten by DeCare Dental.

1.12.8 Investment Advice and Portfolio Management Service

- Cornmarket Group,
Christchurch Square, Dublin 8.
Tel: 01 408 4000

1.12.9 Mortgage Lending

Symmetry Financial Management are an Independent Financial Advisory Firm with expertise in the area of all



Standing Orders Committee

David Denny, Lorcan Dunne, Deirdre Kelleher, Maria Ryan.

forms of Mortgage lending – First Time Buyers; Home Movers; Switchers; Equity Release and Debt Reconciliation; Investment Properties and Buying Properties via Pension. They provide an endorsed mortgage service to our members.

- **Symmetry Financial Management,**
Dunboyne, Co. Meath.
Tel: 01 683 1673
Email: info@symmetryfinancial.ie.

1.12.10 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.

1.13 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.

1.14 STAFF

The staff of the Association are:

General Secretary	Ciaran Rohan
Deputy General Secretary	Paul Malone
Assistant General Secretary	Billy Thompson
Industrial Relations Officer	Larry Dunne
Executive Assistant	Jackie Lacey
Receptionist	Jennifer Farrelly Clarke

Mark Crowther also assisted with recording and writing of the minutes of the 2022 ADC.

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



Angela Denning, CEO Courts Service



Paul Malone DGS, Orla McBreen Vice-Chair, Ciaran Rohan GS, Trevor Noonan Chair, Bernard O'Shea Treasurer and Larry Dunne IRO.



Bernard O'Shea and Larry Dunne

CIVIL SERVICE

2.0 PAY

2.1 PAY - GENERAL

In March 2022, with inflation running at 6.2%, the cost of living was sharply impacting on members. This rate of inflation contrasts sharply with the modest increases in the Building Momentum Agreement. As a result, the Public Services Committee (PSC) of the Irish Congress of Trade Unions (ICTU) notified the Department of Public Expenditure and Reform (DPER) that we wished to invoke the review clause of Building Momentum. These talks resulted in additional increases in 2022 and an extension to the Building Momentum agreement to the end of 2023. Details are as follows:

- 1% was paid on 1/2/22 with a further 3% backdated under the extension from 2/2/22 and 1% was paid on 1/10/22 so 5% in all in 2022 (an additional 3% in 2022)
- 2% general round pay increase paid on 1/3/23 and 1.5% on 1/10/23 (or 750 whichever is greater) giving a total of 3.5% in 2023.
- The agreement also contains a number of modernisation and reform measures.

The proposals were subsequently voted on by the members in online ballot. The outcome was 97% in favour and 3% against with a turnout of 55%.

Discussions were concluded with the Official Side on the Building Momentum Action Plan.

Talks on a successor to the Building Momentum Agreement will take place in mid-2023. These discussions will undoubtedly be framed by the current cost of living.

The Association wishes to acknowledge the significant achievement of the NSSO staff in achieving a timely payment of the backdated pay elements of the Building Momentum Extension agreement.

2.2 BLENDED WORKING

The Association worked extensively throughout 2022 in supporting branches and engaging with local HRs in departments to ensure the maximum remote working patterns were implemented in departments where the job role facilitated this arrangement. Blended Working Policies have been published in virtually all departments in line with the central agreement signed off with DPER. Most departments have a 2 in, 3 at home remote working pattern. A small number of departments have a 1 in and 4 remote arrangements but overall, the Association is

pleased with what has developed and the manner in which members can now better manage work life balance.

The background to this is intensive discussions took place with DPER during October & November 2021 on a draft central framework. The discussions were paused in mid-November so DPER could consider its position. This was disappointing for the Association and other participating unions given the desire to provide a guidance document for departments as quickly as possible. Government policy had set a 20% target for the public service working remotely. It was recognised and agreed in discussions that 'at least' this level was achievable in the civil service. It was the collective union position that a much higher percentage was achievable. The successful introduction of more liberal work patterns at local level since then has proven this point to both the benefit of members and the individual departments involved. The Association continues to press in a small number of locations for an increase of remote working days where restrictive patterns exist that do not reflect well on the employers concerned.

During the COVID-19 crisis civil servants displayed extensive and successful use of remote working to the extent that it was very evident where roles allowed a blended working pattern, and this evidence greatly helped the development of local policies.

After discussions resumed on the central framework policy on 9th February 2022 agreement was eventually reached and the framework was launched by the Minister on the 31st of March 2022. There was disagreement on the issue of accrual of flexi leave. The Staff Side of unions did not consider it appropriate to differentiate between those working remotely and in the workplace as regards working up flexi leave. It was agreed that this issue would be referred to third party and this hearing was held on the 23rd of March 2022.

The Arbitration Board decided departments should operate 1 of 2 pilot schemes where the accrual of flexi leave credit was not given when working at home but recognised during office attendance. DPER has departments currently reviewing these pilot schemes but these reviews and those being carried out in relation to Blended Working were not signed off by the Staff Panel of General Council and remain a contentious issue with DPER. The Association position is also that the blended working and flexi pilot reviews need to be decoupled as they are different and distinct.

Notable Government legislation is now in train with the draft Work Life Balance and Miscellaneous Provisions Bill

2022. This will give employees a legal right to request remote working. The draft Bill needs to go through the full legislative procedure before it becomes law. ICTU has pointed out though it does not deliver the robust legislation required to guarantee fair procedure and sufficiently balance the employer and employee needs.

2.3 SHORTER WORKING YEAR/ TERM TIME/ (4-DAY-WEEK)

The Civil Service Staff Panel raised the matter of the Shorter Working Year Scheme with DPER on several occasions expressing concern that there was no appeal mechanism or a method for redress where issues arose. It was the view of the Official Side that the granting of the Shorter Working Year is dependent on the business needs of an organisation and as such must be left within each operational unit of a department/office to approve.

It was subsequently agreed that DPER would write to departments recommending that where appeal mechanisms are currently not in place provision should be made to provide that the refusal of an application for the Scheme can be reviewed at a more senior level in business units. DPER was also to recommend the listing of Shorter Working Year Schemes in a timely fashion on the agenda of Departmental Councils. AHCPS attendees at Departmental Councils are therefore asked to ensure that this is an annual agenda item.

ICTU at its Biennial Conference in Belfast in November 2021 called for all trade unions to secure support from business and government North and South for private and public sector four-day week pilot programmes. Calls for a four-day working week in Ireland continue to grow.

2.3.1 Return to Standardised Working Week

The return to the standardised working week was affected in July 2022 following the Report from the Independent Body Examining Additional Working Hours. The application of a 35-hour working week was agreed by Government for all grades in the civil & public service. This was welcomed by the Association. The additional hours had been in place since 1st July 2013 as part of the Haddington Road Agreement. It is stipulated in the Report that no compensatory claims should be pursued or conceded in respect of any grade arising from the implementation of the recommendation to restore the pre HRA hours.

The Association assisted branches in a limited number of locations where there were attempts to seek the same level of work over the new reduced hours.

2.4 THE RIGHT TO DISCONNECT

Over 80% of respondents in the Association's Survey on Remote Working stated that they checked e-mails outside of core hours. Over half of respondents also reported that they found it difficult to switch off from work. There is no

formal Right to Disconnect under Irish or European law, although a number of European countries have adopted national legislation in this regard.

A Code of Practice on the Right to Disconnect, has been developed by the Workplace Relations Commission. The following rights are enshrined in the Code that came into effect as of 1st April 2021:

- The right of an employee not to have to routinely perform work outside their normal working hours.
- The right not to be penalised for refusing to attend to work matters outside of normal working hours.
- The duty to respect another person's right to disconnect (e.g., by not routinely emailing or calling outside normal working hours).

The introduction of new provisions on workers' right to switch off from work outside of working hours without suffering any negative consequences for doing so, is viewed by the Association, as a very welcome and positive development.

However, the Irish Congress of Trade Unions has stated that the adoption of specific right to disconnect legislation, should not be ruled out, particularly, if the Code proves unsuccessful in protecting workers against the negative effects of modern work practices.

The Code recommends that if informal attempts to resolve employee complaints around the Right to Disconnect are unsuccessful, the formal grievance procedure may then be utilised. If the formal grievance procedure is unsuccessful in resolving a complaint an employer may ultimately end up defending a claim in the WRC under employment legislation. For example, if an employee were to claim that the employer's refusal to respect the Right to Disconnect resulted in s/he being required to work outside of normal hours it may well give rise to a claim under the Payment of Wages Act 1991.

The Association welcomes the adoption of policies in the Oireachtas itself and in the Revenue Commissioners on the Right to Disconnect.

2.5 REVIEW OF THE RATES OF TRAVEL AND SUBSISTENCE

2.5.1 Travel Rates

In light of recent increases in motoring travel costs, the travel rates were increased from 1st September 2022, having last been revised in April 2017. The revised rates are based on a methodology that reflects changes in technology, road conditions, commuter behaviour, and car ownership patterns. It also takes account of the commitments by Government in relation to the Climate Action Plan 2021 (CAP 21) and for the first time a dedicated rate is introduced for Electric Vehicles (EVs).

Engine Capacity Up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
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Distant Band 1: 0 – 1,500 km

41.60 cent	43.40 cent	51.82 cent
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Distant Band 2: 1,501 – 5,500 km

72.64 cent	79.18 cent	90.63 cent
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Distant Band 3: 5,501 – 25,000 km

31.78 cent	31.79 cent	39.22 cent
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Distant Band 4: 25,001 km and over

20.56 cent	23.85 cent	25.87 cent
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Reduced Motor Travel Rates per kilometre

Engine Capacity Up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
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21.23 cent	23.80 cent	25.96 cent
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2.5.2 Domestic Subsistence Rates

With effect from the 1st September 2022, the following standard domestic subsistence rates apply:

Overnight rates

Class of Allowances	A Class
Normal Rate	€167.00
Reduced Rate	€150.30
Detention Rate	€83.50

Day Rates

Class of Allowances	A Class
10 hours or more	€39.08
5 hours but less than 10 hours	€16.29

Vouched Accommodation ("VA") Dublin only).

Vouched Accommodation ("VA" Rate)	Accommodation	Meals
VA Rate	Vouched cost of Accommodation up to €167.00 plus	€39.08

2.5.3 Subsistence Allowance Abroad

Revised subsistence allowances payable to civil servants in respect of absences abroad on official business became effective from 1st April 2017. The class B rate for foreign subsistence will no longer be used. The Conference Rate has been renamed the Vouched Accommodation (VA) rate. It consists of the vouched cost of accommodation plus the rate listed in the VA column of circular 7/2017. In most cases the Overnight Rate in respect of accommodation and three meals will apply. However, the use of the Vouched Accommodation Rate may be justified in certain circumstances.

In 2019 the Department of Public Expenditure and Reform further reviewed the rates of Foreign Subsistence in a number of locations.

In a number of locations, the rate for expenses is expressed in terms of the capital city with an "elsewhere rate", for places other than the capital city, being described as "vouched expenses plus 10 per day".

In recognition of difficulties posed to officials travelling in locations in operating a vouched system, it has been decided to introduce specific "elsewhere rates" for a number of these locations.

The overnight rates used have been arrived at by applying a factor of 74% of the Vouched Accommodation rate for the capital city in the respective countries. The factor of 74% is consistent with the average of the "elsewhere rates" already in use.

In relation to the appropriate 10 hour and 5-hour rates, DPER have applied the standard ratio already in use i.e. 10-hour rate is 66% of the Vouched Accommodation rate and the 5-hour rate is 50% of the 10-hour rate.

As far as DPER are concerned these reviews are regarded as a form of interim review. A more fundamental review may take place at some point in the future.

It might be noted that reviews of Foreign Subsistence generally follow the rates struck for the UK Civil Service.

We have advised DPER that we will be guided by any issues raised with us in relation to the changes by any affected membership groups and that if the changed rates do not reflect costs being incurred, we reserve the right to seek to have them revised upwards.

2.6 MOBILITY

2.6.1 Civil Service Mobility Scheme

The Association successfully negotiated the inclusion of APs and signed off on the terms and conditions involved that also now apply to POs. Phase 2C went live on 2nd November 2020 to include the AP grade. It is necessary for applicants to electronically register their interest to receive notification of available posts. There is no limit on the extent of locations that may be registered by our grades.

The Scheme is a major opportunity for departments to

address business needs while allowing APs & POs to enhance their career opportunities with experience in a range of departments. Both grades have the same terms and conditions under the scheme. Significantly, parent departments must release applicants within 20 days if successful. Appointments under the mobility scheme count for open liabilities.

2.6.2 Secondment Policy

All secondments are temporary and are allowed for a period of 6-months to a maximum of 5-years in certain circumstances. The policy requires the applicant to have clearance from the parent department before making an application and where successful there is a specified return date to the parent department. This introduces greater certainty for the secondees.

The Civil Service Secondment Policy is used to support the Civil Service Mobility Scheme that is a permanent move to another department or office. The Policy, Guidance and FAQs for Civil Service Organisations may be viewed at: <https://hr.per.gov.ie/en/corporate-ages/career/mobility/secondment/#article-section-policy-guidance-and-faqs-for-civil-service-organisations>.

2.7 PRINCIPAL OFFICER PROMOTION SEQUENCE

The sequence in place requires two in every three appointments to be from the Open PO Panel.

This emanates from the Arbitration Board ruling of 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. The Association contended that the standing agreement contained in *Towards 2016* more than adequately addressed the needs of Departments under the existing sequence of 4/18 open, 5/18 interdepartmental and 9/18 internal.

The Association continues to lobby DPER that there is a strong desire for a change to the sequence. The research the Association completed indicates the one in three internal PO appointments is significantly hampering both workforce planning in departments and the career aspirations of Assistant Principal Officers as it does not allow for an adequate number of internal appointments.

2.8 2022 OPEN PO COMPETITION

The competition booklet issued on 17th February 2022. A 2-year panel was put in place until 29th March 2024. 81 were placed. 35 have been assigned. 25 remain on the panel.

There were 2291 applications. The 81 placed breaks down 46 female and 35 male. 70 of these were public servants with 11 from the private sector. It is understood 21 are in clearance. It is expected further applicants will

be interviewed and additions made to the panel as required in further phases. The 2020 panel was increased under two phases.

2.9 PO1 COMPETITION

This was last held in September 2022 with a panel put in place to expire on 30th April 2024. 5 were placed from 57 assignments. The Association has raised the matter of the low number placed with DPER and has confirmed with DPER the Panel will be increased in further phases as needed.

2.10 AP1 COMPETITION

The Interdepartmental AP1 Competition went live on 24th September 2021. The Panel expires on 30th September 2023 at which stage a new competition will be held. 30 were placed over two phases. 13 were added via the second batch of which 8 were female and 5 male. 11 remain on the Panel.

2.11 OVERPAYMENT POLICY

A revised Overpayment policy has been agreed effective from 1st May 2017. The revised policy is more prescriptive and allows additional flexibilities in repayments including hardship cases and allows for an appeal under the grievance procedure. Circular 10/2017 refers and replaces circular 1/2015.

The main changes to the Circular are briefly outlined below:

- Arrears will automatically be offset against overpayments
- Existing repayment plans will remain in place but will be reviewed if a new overpayment is discovered or if there is a material change in circumstances
- 3 categories of Delayed Pay Adjustment (formerly "auto recoupment") i.e. adjustments will automatically be made.
 - 5 days or less overpaid to be recouped over 1-month period.
 - 10 days or less sick leave overpaid to be recouped over 1-month period.
 - Unpaid leave or exceeding access to self-certified sick leave to be recouped in full.
- Deductions from gross salary/pension for those on payroll
- Steps to address multiple overpayments and/or overpayments exceeding 2,500.
- Exceptional/Hardship provisions:
 - Provision for application form and supporting documentation.
 - Designated officer cannot normally reduce repayment below 3% of gross.

- Potentially subject to review every 6 months.
- Overpayments on foot of unpaid leave will not qualify.
- Grievance Procedures will apply.

2.12 GENERAL COUNCIL

2.12.1 General Council

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

The officers for 2023 elected at the AGM in January 2023 are Chairperson, Helen Linehan (Fórsa) and Vice Chairperson, Donal O'Mahony (VOA). Eugene Dunne (Fórsa) remains as Staff Side Secretary.

2.12.2 Composition of General Staff Panel

The General Staff Panel is composed as follows:

UNION	SEATS
FORSA	36
Association of Higher Civil & Public Servants	5
Prison Officers' Association/CSA Group	5
Veterinary Officers' Association	1
Total	47

2.12.3 Members of Arbitration Board

The members of the Civil Service Arbitration Board are as follows:

Chair: Mr Loughlin Quinn

Members : Mr David Denny
(nominated by the Government)

Ms Angela Kirk
(nominated by the Civil Service Staff Panel)

2.12.4 Adjudicator and Mediator

Tom Clarke was appointed to the position Civil Service Adjudicator in 2022.

Joe McDermott remained in the position of Mediator for the Civil Service in 2022.

2.13 BRANCH REPRESENTATIVE TRAINING COURSE.

The Association held a very well-received training course for branch representatives on 30-31st March 2023 in the Sheraton Hotel, Athlone. Over 50 branch officers received inputs on topics including the C&A scheme, WRC, Union Structures, Member Recruitment, the Role of the local Branch Committee, Operating in a Blended Environment and a number of practical case studies. Guest speakers included Val Jeffrey, former Vice-Chair of the AHCPs, Nora O'Brien, Revenue Industrial Relations Unit and Philip O'Callaghan from the Civil Service Employee Assistance Service.

2.14 BEREAVEMENT LEAVE

Bereavement leave for Civil Servants whose spouse or partner has passed away was increased from 5 to 20 days in January 2017. The 20 days leave also applies following the death of a civil partner, child or adopted child. Leave for the death of an immediate relative e.g. father, mother, father-in-law, mother-in-law, grandfather, grandmother was increased from 3 to 5 days. Ten days leave will apply for the stillbirth or pre-natal death of a child after 24 weeks pregnancy and will be available to the father, partner or co-habitant of the mother.

The death of an uncle, aunt, niece or nephew will be 1 day. However, if the civil servant has been living with the deceased or must make funeral arrangements, that leave will be increased to 5 days, though this is at the discretion of the relevant HR unit.

2.15 EQUALITY/DIVERSITY/WORK LIFE BALANCE

The Association is represented at the Equality Sub-Committee of General Council by Assistant General Secretary [AGS], Billy Thompson.

The Covid-19 Pandemic curtailed the working of the Equality Sub-Committee, but it has been agreed that meetings should now be reconvened after the necessity was pressed with DPER. The Association believes the scoping paper prepared by the Staff Panel is still relevant as it outlines the areas of equality and diversity that need review and discussion as part of a general evaluation of issues and the provision of a blueprint to assist the work of the sub-committee of General Council.

The issues identified included: 'Recruitment' – examination of data on successful candidates in competitions, training for interview boards & details of equality proofing measures; 'Disability' – request for full data on numbers employed, training & career opportunities and accessibility of workplaces; 'Gender' – examination of data on pay rates, equal pay audits, atypical working arrangements & promoting advancement to senior & high profile roles; 'Equality & Diversity Action Plan' – to bring together all the different policy strands, standards &

targets. Other headings covered were 'Nationality/Race/Ethnicity', 'Health & Safety at Work', 'Pay Systems' and 'Equality & Diversity Training'.

A Domestic Abuse Policy and Menopause Guidelines are two other relevant areas to be addressed.

2.16 STAFF WITH DISABILITIES

DPER maintains a web site on disability issues. It can be accessed at <http://hr.per.gov.ie/disability/>. The Association attended the ICTU Disability Seminar in Belfast from 14-15 February 2019 which was a very worthwhile and well attended event.

2.17 FLEXIBLE WORKING HOURS [FWH]

The Haddington Road Agreement imposed restrictions on all APs from 1st January 2013 onwards removing their access to FWH. Following extensive representations from the Association DPER issued a Memo to all HR Managers in August 2018 stating there was no restriction to employers introducing flexible working hours for all staff in all Departments. This was welcomed by the Association.

However, this left the issue of the right for APs appointed after 1/1/2013 to accrue flexi leave. This facility is needed by parents managing childcare arrangements, members with carer responsibilities for aging parents together with those managing studies and personal health or medical issues. The absence of the provision mitigates against members balancing work life responsibilities. This has been highlighted at ADC from 2016 through to 2021 by motions from branches and the Executive Committee calling for a removal of this rule.

The Association sees the accrual of flexi leave as an integral part of flexi working and without this it results in APs working side by side having different working conditions in departments where flexitime or flexible working arrangements are operated for APs. This is neither fair nor sustainable. While blended working arrangements have better assisted members to manage the work life balance the right to accrue flexi leave is a separate and distinct issue.

The Association took the matter of accrual of flexi leave before the Arbitration Board, but the Board supported the DPER position stating it was not allowed under the terms of the Haddington Road Agreement. The Association raised the matter at the Sectoral Talks linked to the 'Building Momentum' pay agreement and at discussions on the new Civil Service Action Plan. In both instances we were advised to raise the matter during discussions on the 'Blended Working Policy Framework'. It was agreed there to deal with the matter in a separate forum where discussions are ongoing.

The Association is tracking the ongoing review by DPER of the flexi pilot schemes. These reviews were not signed off

at General Council level and remain a contentious issue between the Staff Panel and DPER.

2.18 PATERNITY LEAVE

It was agreed with DPER that the existing scheme for paternity leave would be extended to address EU changes and amendments in the Government's paternity leave legislation set out in the Paternity Leave and Benefit Act 2016. Circular 18/2016 'Paternity Leave in the Civil Service' sets out the changes effective from 1st September 2016. Eligibility is now extended to all "relevant parents" as defined in the Act and provides for a single period of 2 weeks leave with pay. In general, a person on paternity leave in the Civil Service is entitled to normal pay subject to conditions set down in the Circular.

2.19 PARENTAL LEAVE

Finance circular 13/2010 outlines the provisions of this scheme. The D-PER website sets out any subsequent changes or restrictions. On 1st September 2019 the amount of parental leave was increased from eighteen working weeks (90 days) to twenty two working weeks (110 days) for full-time employees with at least one year's continuous service prior to taking parental leave. It is calculated on a pro-rata basis for work-sharing staff. Each "relevant parent" is entitled to parental leave. On 1 September 2020 there was a further increase in parental leave to twenty six weeks.

The matter of how parental leave is calculated over weekend periods has been the subject of discussion for some time with DPER. This concerns superannuation and the treatment of parental leave in circumstances where the leave is taken in individual days and spans a weekend. The outcome of these discussions has been positive, and a review of the superannuation scheme concluded in mid-2016 with the recommendation that Saturdays and Sundays would be pensionable days. A formal decision on the subject was awaited for some time but it is now the position that DPER is preparing guidance instructions for departments that will indicate that it is accepted that where staff take two days parental leave that spans a weekend the loss in terms of pensionable Service should only be two days. The instructions will have retrospective effect which is a welcome development.

DPER continues to stress the importance of giving six weeks-notice prior to the taking of Parental Leave.

2.20 ANNUAL LEAVE

The Association along with other Unions were successful in obtaining a freeze on the Year – 3 Leave Cycle during Covid. However, DPER declined an urgent request from the unions to implement a further roll back of annual leave cycles to facilitate those members who have not been able to take all their annual leave for reasons to do with the pandemic and work pressures. In line with our concerns DPER has however, advised employers that local

flexibility may be exercised where appropriate, outside of the NSSO (Peoplepoint) system to allow for outstanding leave to be used within a defined period beyond the end of March 2022.

It is now proposed that a new system of annual leave carryover will be introduced in 2024. For example, where a member has 30 days leave in year 1, the statutory entitlement of 20 days must be taken. 10 days can be carried through to the following year. In that following year the 10 carryover days must be taken first along with the statutory leave (20 days). 10 days can then be carried over with no three year "cliff". Essentially the difference between statutory leave and annual leave allowance can continue to be carried forward until retirement.

2.21 WORK-SHARING

The Association continues to highlight the anti-family nature of work sharing restrictions and the way, along with the current policy on FWH, it curtails managing work life balances. The Association has no direct evidence of where these restrictions aided departments in the management of staff numbers. It is entirely questionable if any such benefit arose, but the continued application of the practice is highly questionable now that the moratorium on staff numbers has been lifted.

The Haddington Road Agreement committed both sides to reviewing the work-sharing scheme including the patterns that should be available. It is set out in Circular 12/2013 that management has the discretion to alter or change an individual's work-sharing arrangements on the giving of three-month's notice with management reserving the right, on reasonable business grounds and with reasonable notice to require a person to vary his/her work-sharing arrangements or to require a person to resume full time work. It is up to managers/organisations, while considering the personal responsibilities and obligations of the other officer, to agree an appropriate work sharing arrangement that meets the needs of the business and that this work-sharing arrangement may or may not be the same as an individual's pre-Haddington Road hours.

It is specified in Circular 12/2013 that no individual can retain an arrangement that results in a work-sharing pattern of less than 50% in accordance with Section 18 (Work-sharing) of Appendix 4 of the Haddington Road Agreement. It is specified in paragraph 5 of Circular 12/2013 that each individual's work-sharing arrangements must be formally reviewed on **an annual basis** or earlier if required and again set out that management has the discretion to alter or change an individual's work-sharing arrangements on the giving of three months' notice.

Members should also take cognisance of a letter to Personnel Officers on 7th December 2016 about the Civil Service Work Sharing Scheme. This addressed advice sought by departments as to whether workshare

examples cited in Circular 31/2001 were exhaustive. Departments were advised that this issue was addressed at the Equality Sub-Committee of General Council and that the terms of Circular 31/2001 are not intended to be exclusive. Patterns specifically mentioned are merely examples that may be used in Category 1, Category 11 etc. Consequently, variations can be agreed at a local level. The Circular itself states that it is important that both management and those participating in the scheme adopt a flexible approach. DPER has confirmed that this remains the position except for the new provisions in Circular 12/2013 precluding work sharing patterns of less than 50%.

2.22 TÁILTE ÉIREANN

Vesting Day (VD) for the establishment of the new organisation Táilte Éireann (TÉ) was 1st March 2023. This saw the merger of the Property Registration Authority, Valuation Office and Ordnance Survey of Ireland.

TÉ will be one of the public bodies accommodated in the new Distillers Building opposite Phoenix House. It will however be Q4 of 2024 before the building is expected to be ready for occupation. Until then all three entities will remain in their current locations.

In the meantime, the Association has been vested with leading negotiations within the IR Forum set up to provide engagement between the unions and management sides. This has worked very successfully with a list of agreed items for attention and the timeline to be adopted. It has been agreed that negotiations will flow through VD under a controlled timeline for a transition period. This will allow the forum to better manage its migration into a TÉ Departmental Council structure and the setting up of new AHCPS and FORSA TÉ Branches. Existing competition panels and the filling of existing vacancies within the three streams will be recognised during transition with new TÉ roles open to all applicants.

2.23 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 negotiations that resulted in the establishment of an Industrial Relations Council that now meets on a regular basis.

2.24 SHARED SERVICES

2.24.1 HR Shared Services

HR Shared Services continues to provide HR and pensions administration shared services to 34,800 civil servants

across 39 government departments and Public Service Bodies.

Difficulties continue to arise particularly with overpayments, time delays and the increasing workload within HR. There has been progress on some 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 department and not HR Shared Services.

The Executive continues to keep the matter under review but is concerned that some members are still encountering difficulties.

2.24.2 Payroll Shared Service Centre (PSSC) [now Payroll Shared Services]

In January 2018 the PSSC changed its name to Payroll Shared Services as part of the establishment of the National Shared Services Office (NSSO). Payroll shared Services continues to make payments to approximately 125,000 payees, including 60,000 pensioners.

2.25 SUPERANNUATION/PUBLIC SERVICE PENSIONS GENERAL

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.

The commencement date for the new scheme was 1 January 2013 and new recruits to the public service on or after that date join the new scheme, while already-serving staff remain in their existing schemes. An information booklet on the scheme can be accessed at <http://www.per.gov.ie/single-scheme/>.

Arrangements have now been put in place to enable scheme members to put in place purchase arrangements. This can be done on a lump-sum basis only and can involve either purchasing addition pension or converting an existing pension or PRSA into the Single Scheme.

2.26 PUBLIC SERVICE SUPERANNUATION (AGE OF RETIREMENT) BILL 2018

On 26th December 2018, the President signed into law the Public Service Superannuation (Age of Retirement) Bill 2018. This bill provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70. These public servants generally had a compulsory retirement age of 65 previously.

Since 26th December 2018, any relevant public servant who has not already reached his/her compulsory retirement age before that date, now has a new

compulsory retirement age of 70 and will have the choice to work beyond the age of 65 to age 70 if they so choose.

2.27 SENIOR PUBLIC SERVICE (SPS)

The Senior Public Service has been established to further enhance the leadership skills and performance of senior civil servants. A vacancy that arises at Deputy/Assistant Secretary General level in the Civil Service must first be offered to the Senior Public Service. Mobility is overseen by the Mobility Subgroup of the SPS Management Committee. The subgroup is chaired by the Secretary General, PER. Its membership comprises the Secretary General, Department of the Taoiseach and the Secretary General, Department of Social Protection. When the Department of Public Expenditure and Reform approves the filling of a vacancy at Deputy/Assistant Secretary level, it is notified in the first instance to the SPS secretariat. The Mobility subgroup then considers, in conjunction with the Secretary General of the Department in which the vacancy arises, how the vacancy should be filled.

This decision should be made no later than a week after receipt of the job description. If it is decided that the post should be filled by open competition, the TLAC secretariat will be notified and the normal TLAC process will apply. If it is decided that the vacancy should be filled by lateral mobility, all SPS members at that level will be notified by email and the vacancy will be advertised on the SPS website. The Mobility subgroup, together with the Secretary General of the sponsoring Department, will decide on the most suitable candidate for the position, based on the information submitted in respect of each applicant. If there are no suitable applications through mobility for the post, it will be filled through open competition by TLAC.



Nora O'Brien (Revenue) speaking at AHCPS Branch Training

STATE ENTERPRISES

3.1 AN POST

3.1.1 Transformation

The Association continues to support members in the altering structure. The company is evolving the culture through the “Shaping our World Programme” that is re-imagining new ways of working that will introduce a people centric concept in the new HQ in the EXO Building in the Docklands. This will be occupied during 2023 under an agreed timeline with the Staff Panel of unions. New plans now see a greater presence of staff remaining in the GPO but for a limited time span.

Negotiations and engagement are ongoing around new roles and new skills required to perform these new roles and the challenges it brings for members. The Association has been active in supporting members in sections where transformation and restructuring has been impacting including the facilitation of voluntary exits. The introduction of the voluntary exit scheme was sought by the Association as part of the management of restructuring and the move to the EXO as we were aware some members did not see themselves embracing these significant changes.

The AHCPs fully supports An Post in the road ahead and the opportunities and challenges for our members but continues to stress the importance of good communication and early resolution of issues and welcomes the company’s due regard for our members terms and conditions of employment. The Association is fully aware of the significant role our grades play in driving the change management programme. The Association is supporting our members in the Occupational Health Unit where restructuring is also ongoing and recommendations from an independent review of the Unit are being implemented. We have continually stressed the benefit of retaining the service within the company and fully support the application of best practice in a programme of evaluation to the benefit of employees and the organisation.

The Association continues to highlight the importance of the income stream from Government Departments to An Post. It is also a fact that An Post is now highly competitive in the provision of front office services and continues to be the company of choice in mail and parcel delivery.

3.1.2 Labour Court Recommendation on Pensions

Following a Labour Court Hearing on the Review of the An Post Superannuation Scheme a 5% increase on pensionable pay back dated to 1st January 2022 was recommended and agreed with a 1% increase effective from 1st January 2023. An increase in pensionable pay

had already been agreed under the Pension Accord providing a 2% increase in 2022 and a further 2% in 2023. This brought pensions into payment for the first time and together with the Labour Court recommendations means the overall gap between pay and pensions will narrow to 3.75% on 1st July 2023. The objective of the AHCPs, CWU and FORSA unions is to completely align pay and pensions.

3.1.3 Blended Working Policy

2022 saw agreement on the An Post Blended Working Policy where the Association took a strong role in the negotiations promoting the maximum extent possible of remote working. It has been agreed that where the job role facilitates the arrangement that members will be allowed a 2-day office attendance and 2-day remote pattern with a 5th floating day to fall either way as business needs require. In general, it is expected this floating day will remain in the remote working pattern pending reasonable notice of a business need to attend the workplace at particular times. As such therefore blended working arrangements will allow members better manage the work life balance to their own advantage and that of the employer. The new Policy has bedded in well and is a hugely positive development.

The company continues to hold that working in hubs does not constitute office attendance, but the Association would like to see this issue developed over time.

3.1.4 2022 & 2023 Pay Agreement

The Branch Committee recommended in 2022 acceptance of pay proposals under a collective agreement with the AHCPs, the Communication Workers Union & FORSA in An Post. The Agreement provided for an increase in pay of 2.5% from 1st January 2022 and a further 2.5% increase on 1st January 2023. Following a ballot of the small number of members left governed by collective pay agreements Association members voted in favour of accepting the proposals.

3.1.5 Personal Pay Contracts

Virtually all members are now governed by personal pay contracts and are benefiting from the bonus structure and incremental progression provided for under PRIP. Cost of living increases track market movement and a 3.2% increase is being applied in that regard from 1/1/23 based on 2022 movement. The Association reached agreement with the company in Q4 of 2020 on the movement across of a significant balance of our members who were not in PRIP.



**Orla McBreen,
AHCPS Vice-Chair.**

It is fully accepted that in the event of one of our members being unable to agree personal pay levels that member can bring the Association into the negotiations or to manage any appeal around the process.

3.1.6 6th World Congress of UNI Global Union

UNI Global Union's 6th World Congress takes place from Sunday 27th August 2023 to Wednesday 30th August 2023 in Philadelphia in the United States. The business of the Congress will cover the proposed adoption of the 2023-2027 Strategic Plan - Building Union Power for All, Changing the Rules for a Just and Inclusive Global Economy and Rising Together for Women's Equality Through Collective Bargaining.

3.2 IRISH AVIATION AUTHORITY

The Association has been extensively involved in supporting members impacted by the intended separation of functions. Vesting Day has again been deferred and is now set for 30th April 2023 with legislation having passed through the Seanad.

The Association played a lead role in engagement with the Internal Disputes Resolution Board (IDRB) on the matter of personal contracts being applied on the Regulatory Side contrary to long standing agreements in place around the application of incremental scales. The Staff Panel placed the matter in dispute when HR and management on the Regulatory side reneged on an undertaking to cease the practice. The IDRB referred the matter back to mediation emphasising the importance of recognising collective agreements in the Authority. Agreement was reached at

mediation chaired by Mr Joe McDermott that an independent exercise would be completed by Mr Sean McHugh to identify the correct grade and incremental scales that should apply. The follow through with individual staff members is currently in train.

The Staff Panel of Unions successfully engaged with the Performance Valuation Board, as provided for under the Collective Agreement 2021-2024, to have a 3.5% pay increase awarded for 2022. This was backdated to 1st January 2022 and is fully pensionable. Members should note that in negotiating the applicable increase for 2022 the SP had to recognise that a retrospective CPI situation is involved as the rules do not allow the IAA to exceed 2021 CPI which was 2.4% and the basis for the company offer. The full impact of cost-of-living increases experienced in 2022 will be a key factor in guiding the negotiation around 2023 pay levels.

The Association through the Assistant General Secretary and branch officers continues to actively attend and contribute to the work of the Joint Conciliation Forum or JCF that is the main industrial relations forum in the Authority. FÓRSA together with the AHCPS are the two unions involved on the staff side. FÓRSA branches include the admin grades, SRD, ATC, ATOA & AMROB. The Association has more than doubled its membership in the Authority over the last number of years.

The Association welcomes the appointment of the new Aviation Regulator designate Mr Declan Fitzpatrick and looks forward to working with him in the road ahead. Discussions are ongoing with HR in both Regulatory and the Operations Area concerning the Industrial Relations Agreement needed to facilitate the separation of functions. The Association has placed emphasis on the need for a new funding model for the Regulator and continues to emphasise the importance of this matter.

On pensions, the Staff Panel is currently engaging on the binding recommendations issued by Kieran Mulvey providing for improvements in the Hybrid Scheme and the introduction of a new Defined Contribution Scheme. This is the product of several years of engagement on pension issues. Clarity is still needed on employer and trustee responsibilities after Vesting Day and the Staff Panel will require clarity on all fronts pension wise before there can be sign off on the Industrial Relations Agreement required under the separation of functions.

The Association has taken a lead role on the recovery of the pay cut of 9.75/10% applied in 2021 in the face of a crisis in the Aviation Sector. A further lockdown throughout Europe and a slashing of the workforce in the DAA plus pilots losing their jobs meant the Staff Panel had no option but to accept the pay cut. This was not relieved until December 2021 on foot of representations from the Staff Panel. However, the Authority subsequently published profits of circa 12m before tax and 9m after tax and has indicated intention to pay a dividend to the State. The pay cut was accepted on a good faith basis to allow management of anticipated losses but not to

augment profits. Restitution of the cuts has therefore been sought and the matter is now before the IDRB.

3.3 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.

PLI is owned by Ontario Teachers' Pension Trust (77% approx.) and An Post (23% approx.). During 2013 & 2014 the group of unions inclusive of the AHCPs negotiated the transition over to PLI. This was facilitated via the then Labour Relations Commission [now the Workplace Relations Commission] and the Labour Court to ensure there were several safeguards in place for staff. These related to EU Protection of Employees on Transfer of Undertaking Legislation (TUPE), provision of a Pension Scheme no less favourable than the An Post Pension Scheme, union recognition, collective bargaining rights and retention of particular staff rights.

The Association set up a separate AHCPs Branch in PLI in 2015 to address industrial relations matters and represent members within the new company.

The Association has representative rights for Level 3 managers in the company that are equivalent to Assistant Principal Grades. The Association has individual representative rights for Level 2 managers that are equivalent to Principal Officer Grades.

Pay increases in PLI track the HAY Market Movement. Following reinstatement and agreement on the pay position as negotiated by the Association in 2016 pay increases each year are in accordance with the HAY movement.

The Association continues to support members on the matter of ongoing restructuring within the company.

3.4 SOLAS/EDUCATION AND TRAINING BOARDS (ETBS)

As previously advised the 1st tier of the new organisation design for ETBs below Chief Executive at Director level (PO Equivalent) was implemented in 2016. The organisation design is based on a three-pillar approach, Schools, Further Education and Training and Organisation Support & Development.

The 2nd tier of the new organisation design for ETBs, for grades below Director (PO Level), has not been finalised and is still the subject of on-going discussions between the staff and management sides through the ETB IR

forum. The matter was referred to the WRC by the staff side and a series of engagements with ETB management and the Departments of Education and Further and Higher Education commenced in the second half of 2022. However, no agreement has yet been reached on a way forward.

3.5 FOOD SAFETY AUTHORITY OF IRELAND (FSAI)

Following unsuccessful attempts to resolve a long-standing PCW issue with the Authority, the Association referred the matter to the WRC in 2020. A number of conciliation hearings took place virtually in 2020 between the Association and the Authority (represented by IBEC). As the WRC process was unsuccessful, the Association referred the matter to the Labour Court and a hearing was held on 31st August. The Labour Court recommended that the FSAI members be awarded 60% of the outstanding PCW monies.

3.6 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:

- Financial Ombudsman
- The Arts Council
- The Heritage Council
- Citizens Information Bureau
- Family Support Agency
- Food Safety Promotion Board (SafeFood)
- Health & Safety Authority
- National Centre for Partnership & Performance
- National Library of Ireland
- National Museum of Ireland
- National Council for Special Education
- Pensions Authority
- Residential Tenancies Board
- Road Safety Authority
- The Teaching Council
- Water Safety Ireland
- Western Development Corporation



Ciaran Rohan, General Secretary, Trevor Noonan, Chair and Bernard O'Shea, Treasurer.



Noel Holleran, Agriculture and Mark O'Connor, ETB Solas.

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 re-elected to the Executive Committee of Congress at the Biennial Conference held in Dublin in October 2021 for a two-year term.

4.2 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.

4.3 ICTU WOMEN'S COMMITTEE

ICTU Women's Conference 2022, was held on Thursday 29th September at the Slieve Donard Hotel Newcastle and attended by Ciaran Rohan, General Secretary. The theme of the Conference was **Women in Trade Unions – shaping the future of work.**

4.4 ICTU GLOBAL SOLIDARITY COMMITTEE

The Global Solidarity Committee is the former ICTU Third World Committee. The Union is represented by Larry Dunne, Industrial Relations Officer.

4.5 NERI

The Association has been an affiliate of the Nevin Economic Research Institute, (NERI), since its foundation. The Executive during the year approved a donation of €20,000 to the Nevin Economic Research Institute which would be linked to a specific piece of research.

4.6 ICTU PEOPLES COLLEGE

The Union continued its affiliation to the People's College.

The College was founded in 1948 by the Trade Union movement. The College operates from the ICTU Head Office at 32, Parnell Square, Dublin 1. It organises evening courses covering a range of topics at very reasonable rates. The ethos of the College is the ethos of the Trade Union movement - solidarity, collectivism and self-help. The full details of the courses on offer can be found on the People's College web site at www.peoplescollege.ie Joanne Pearson is the Director of the College.

4.7 ICTU RETIRED WORKERS' COMMITTEE

The Association continues its support for this organisation. The Association nominated Ann Walsh and Brian Fitzpatrick to the ICTU Retired Workers' Committee and attended the 2022 Retired Workers Seminar which was held in Belfast on 27 & 28th September, 2022.

4.8 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.

4.9 CIVIL SERVICE UNIONS

The Association maintains close contact with Forsa and POA.

4.10 RETIRED CIVIL AND PUBLIC SERVANTS ASSOCIATION

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

4.11 EUROPEAN FEDERATION OF PUBLIC SERVICE UNIONS (EPSU)

The Association is affiliated to EPSU since 1st January 2006. The Federation, which was founded in 1978, represents 8 million workers in 216 public service unions in all EU countries. The 2022 Congress of EPSU was held on 22/23 September in Skopje North Macedonia. The Congress was attended by AHCPs, General Secretary Ciaran Rohan and Deputy General Secretary Paul Malone.

4.12 UNION OF FINANCE PERSONNEL IN EUROPE (UFE)

The Association is affiliated to the UFE in respect of its Revenue and Department of Finance membership. The 2022 Conference was held on 13- 17 October in Luxembourg and attended by AHCPs General Secretary Ciaran Rohan.

Dermot Brown, AHCPs Member (Finance Branch) is a UFE Vice President.



**Trevor Noonan, Dr. Tom McDonnell, NERI
& Ciaran Rohan**

4.17 HOSPITAL SATURDAY FUND

The General Secretary Ciaran Rohan and IRO Larry Dunne are Association Members of the HSF Health Plan during the year.

4.18 COMBINED SERVICES THIRD WORLD FUND

The Combined Services Fund is drawn from deductions at source by members in the Civil Service, Eir, An Post, FAS and the Irish Aviation Authority. The rate of deduction is only 0.01% or 0.02% of pay or 1 cent or 2 cents for every 10 Euro of salary. Either rate is optional.

Larry Dunne, Industrial Relations Officer, is a member of the Management Committee which considers and approves loans. The committee met bi-monthly. The AHCPS Executive made a contributed to the fund to assist with promotional activity.

The Committee noted that as well as the decrease in pay, the amount being contributed also reflects a reduction in the overall numbers. The Committee launched a canvass across several departments with visits to all Departments being planned.

All members who are not contributing are asked to consider joining this worthwhile fund.

The website for the fund can be viewed at www.cstwf.ie

4.19 CIVIL SERVICE CHARITIES FUND

The Fund was established in 1991 by the Civil Service Unions as a means of responding to the many appeals for help received by them from Irish charitable organisations. It is a mechanism through which Civil Servants can combine to offer maximum support to selected Irish charitable projects at minimum cost to themselves as individuals. The cost is 0.01% of gross pay per annum.

Larry Dunne, Industrial Relations Officer, represents the Union on the Management Committee and the General Secretary, Ciaran Rohan is a Trustee of the Fund.

The Fund has been granted charitable status by the Revenue Commissioners.

The Management Committee meet quarterly to consider applications.

The Committee noted that as well as the decrease in pay, the amount being contributed also reflects a reduction in the overall numbers.

The fund website can be accessed at www.civilservicecharitiesfund.ie.

4.13 UNION NETWORK INTERNATIONAL [UNI]

The Association is affiliated to UNI in respect of its An Post membership. The 6th UNI Europa Post & Logistics Conference was held on 14-16 November 2022 in the Royal Marine Hotel, DunLaoghaire.

4.14 FDA UK AND ARC UK

The Association was represented at the 2022 FDA Annual Delegate Conference by General Secretary Ciaran Rohan. The Association also maintained close contact with the FDA (Northern Ireland). The 2022 AGM was held on 18 March 2022 and 2023 AGM on 23 February 2023 and General Secretary Ciaran Rohan and Deputy General Secretary Paul Malone attended.

The AHCPS Revenue Branch also maintains close relations with FDA ARC (Association of Revenue and Customs). Maria Ryan Revenue Branch Secretary and General Secretary Ciaran Rohan attended the ARC AGM in Edinburgh on the 25 & 26 May 2022.

4.15 INSTITUTE OF PUBLIC ADMINISTRATION

The Association continued in membership of the IPA.

4.16 IRISH LABOUR HISTORY SOCIETY

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

MINUTES OF THE ANNUAL DELEGATE CONFERENCE HELD ON 6TH MAY 2022

1 Opening of Conference

- 1.1 The Chairperson, Trevor Noonan, called Conference to order at 13.50
- 1.2 He welcomed the delegates, guests and media to the conference. In particular, he welcomed Vicky Johnson and Alan Sampson from the FDA UK and Robbie Davis from the FDA Northern Ireland.
- 1.3 He stated that the elections would take place between 3.15 – 4pm, and would be held using online voting with no tellers involved. Delegates would be asked to provide their email address for verification. He also announced that Angela Denning, Chief Executive of the Courts Service, would be a guest speaker on Leadership.

2 Adoption of the minutes of the Annual Conference 2021

- 2.1 The minutes of the Annual Delegate Conference 2019 were put to the floor by the Chair and were adopted by Conference.

3 Adoption of Standing Orders Committee Reports

- 3.1 Ciaran Denny (Chairperson of Standing Orders Committee) proposed the adoption of Standing Orders and Reports of the Standing Orders Committee.

Report No.1 covered the nominations for positions, the order of business and motions at Conference. There were 15 nominations for the Executive Committee, for 12 positions. There were 6 nominations for the 6 positions on the SO Committee. 29 motions were received, with motion 1 standing for itself and motion 2, with motion 9 standing for itself and motion 10, with motion 12 standing for itself and motion 13, and with motion 21 standing for itself and motion 22.

Report No. 2 recommended that the motions be taken in order.

4 Chairperson's Address

- 4.1 Orla McBreen (Vice Chairperson) then called on the Chairperson, Trevor Noonan, to give his address to Conference. This Address is reproduced at **Appendix 1** to these minutes.
- 4.2 He welcomed everyone back to an in-person event. He spoke about how exemplary our members were during the pandemic, our working from home needs to be fair to all, the rollback of increased hours under the Haddington Road Agreement, health screening for members and the launch of the new website.

5 The Financial Statement – Treasurer's Report

- 5.1 The Treasurer, Bernard O'Shea, introduced the Financial Accounts for year 2021.
- 5.2 He went through the Income and Expenditure Account. Income was up around 34k (2.49%) on 2020. Expenditure was down by 10k (1%). The trend over 10 years showed income increasing and expenditure falling.
- 5.2 Membership continued to increase, with 3,465 members at 31 December 2021, an increase of 130 in the year. The gender breakdown is 1780 (51%) male and 1685 (49%) female.
- 5.3 He thanked the staff in Head Office for their support during the year.
- 5.4 The Financial Statement was adopted by Conference.

6 General Secretary's Address

- 6.1 The text of the General Secretary's Address, introducing the Annual Report for 2022, is reproduced at **Appendix 2** of these minutes.
- 6.2 He highlighted how the past year has changed forever in how we work, with blended working model. He also spoke about the Building Momentum pay agreement.

7 MOTIONS

Motion 1 & 2

Proposed by Orla McBreen (Vice-Chair/DFA) and seconded by Bernard O'Shea (Treasurer/Tourism).

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

The motions were carried.

Motion 3

Proposed by Ken White (Revenue) and seconded by Orna Richella Maguire (Revenue).

The motion was carried.

Motion 4

Proposed by Ken White (Revenue) and seconded by Adam Egan (NSSO).
Speakers on the motion were Brendan Murphy (Courts) and Adam Egan (NSSO).

Motion to remit was proposed by Bernard O'Shea (Treasurer/Tourism), seconded by Orla McBreen (Vice-Chair/DFA).

Speakers on the motion to remit were Ciaran Rohan (General Secretary) and Nigel Hutson (Exec/FA).

Ken White (Revenue) then asked that the motion be put to conference.

The motion was remitted.

Motion 5

Proposed by Louise O'Meara (Justice) and seconded by John Laffen (Justice).

Speaker on the motion were Ciaran Rohan (General Secretary) and Ken White (Revenue).

The motion was carried.

Motion 6

Proposed by Ken White (Revenue) and seconded by Ronan McIlhenny (Revenue).

The motion was carried.

Motion 7

Proposed by Leonard Durac (FA) and seconded by Nigel Hutson (Exec/FA).

The motion was carried.

Motion 8

Proposed by Orla O'Brien (ETE) and seconded by Alan Cromie (ETE).

The motion was carried.

Motions 9 & 10

Proposed by Morgan McKnight (Justice) and seconded John Laffen (Justice).

Speaker on the motion was Larry Dunne (Industrial Relations Officer),

The motions were carried.

Motions 11

Proposed by Orla O'Brien (ETE) and seconded by Adam Egan (NSSO).

The motion was carried.

Motions 12 & 13

Proposed by Orla McBreen (Vice-Chair/DFA) and seconded by Bernard O'Shea (Treasurer/Tourism).

The motions were carried.

Motion 14

Proposed by Ian Foley (ETE) and seconded by Alan Cromie (ETE).

The motion was remitted.

Motion 15

Proposed by Donal Griffin (Education) and seconded by Brendan Murphy (Courts).

The motion was carried.

Motion 16

Proposed by Donal Griffin (Education) and seconded by Adam Egan (NSSO).

Speakers on the motion were Orla McBreen (Vice-Chair/DFA) and Nigel Hutson (Exec/FA).

The motion was carried.

Motion 17

Proposed by Donal Griffin (Education) and seconded by John Condon (Exec/An Post).

The motion was carried.

Motion 18

Proposed by Orla McBreen (Vice-Chair/DFA) and seconded by Bernard O'Shea (Treasurer/Tourism).

Speakers on the motion were Ciaran Rohan (General Secretary) and Seamus Hempenstall (Health)

The motion was carried.

Motion 19

Proposed by Aine Hearn (FA) and seconded by Adam Egan (NSSO).

Speaker on the motion was Nigel Hutson (Exec/FA).

The motion was carried.

Motion 20

Proposed by Jacqueline Healy (IHREC) and seconded by Adam Egan (NSSO).

The motion was carried.

The Chairperson then announced that the online voting system for the Executive had now opened. A presentation on Leadership was then made by Angela Denning (Chief Executive, Courts).

Motions 21 & 22

Proposed by Orla McBreen (Vice-Chair/DFA) and seconded by Bernard O'Shea (Treasurer/Tourism).

Speakers on the motion were Deirdre Donaghy (Exec/Finance) and Mary Joy (Justice).

The motions were carried.

Motion 23

Proposed by Kieran Downey (Garda) and seconded by Adam Egan (NSSO).

The motions were carried.

Motion 24

Proposed by James Noctor (DSP) and seconded by Adam Egan (NSSO).

Speaker on the motion was Paul Malone (Deputy General Secretary)

The motion was carried.

Motions 25

Proposed by Maurice Lawlor (DSP) and seconded by Adam Egan (NSSO).

Speakers on the motion were Paul Malone (Deputy General Secretary), Eltin Moran (Exec/DSP),

Adam Egan (NSSO) and Ciaran Rohan (General Secretary).

The motion was carried.

Motions 26

Proposed by Maurice Lawlor (DSP) and seconded by Brendan Murphy (Courts).

Speakers on the motion were Eltin Moran (Exec/DSP) and Brendan Murphy (Courts).

The motion was carried.

Motion 27

Proposed by Emma Kinsella (Exec/Education) and seconded by John Condon (Exec/An Post).

The motion was carried.

The General Secretary then announced the results of the election to the Executive. 124 votes were cast.

The positions of Chairperson, Vice Chairperson, Treasurer and Standing Orders Committee were unopposed and deemed re-elected.

Motion 28

Proposed by Emma Kinsella (Exec/Education) and seconded by Deirdre Donaghy (Exec/Finance),

The motion was carried.

Motion 29

Proposed by Michael O'Brien SWAO (DSP) and seconded by Eltin Moran (Exec/DSP).

Speaker on the motion was Paul Malone (Deputy General Secretary)

The motion was carried.

The Chairperson, Trevor Noonan, then addressed the conference, thanking all delegates for attending. Conference was then declared closed.



UFE Conference

Left to right: Ciaran Rohan AHCPS Gen. Secretary with UFE colleagues and Dermot Browne Vice-President UFE



EPSU Conference

Left to right: AHCPS delegates Ciaran Rohan, Paul Malone with PDFORRA delegates Ger Guinan and Mark Keane

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 is one nomination for the post of Vice Chairperson; it will therefore not 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 15 nominations for the 12 elective places on the Executive Committee; it will therefore be necessary to have an election for these places.

Six nominations were received for the six positions on the Standing Orders Committee. Branches.

In all 29 motions have been received.

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

Motion 1 stands for itself and Motion 2

Motion 9 stands for itself and Motion 10

Motion 12 stands for itself and Motion 13

Motion 21 stands for itself and Motion 22

Amendments to motions by branches should be submitted to General Secretary not later than 12.30pm Wednesday 13th April 2022.

Ciaran Denny (Chair)

Lorcan Dunne

Deirdre Kelleher

Denise O'Connell

Michael O'Brien

Maria Ryan

23 March 2022

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 4 below. If a section finishes before the time allocated at the discretion of the Chairperson the Conference may move to the next order of business.

ANNUAL REPORT

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

The Annual Report will be open for debate. Individual items within the report can only be queried for factual accuracy.

Following such general debate, the Report shall be put forward for adoption.

AMENDMENTS TO MOTIONS

3. No amendments have been submitted.

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

Timetable

4. Conference will commence 13.30 sharp, and conclude at 17.00.
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	General Secretary's Address and adoption of Annual Report	
No. 8	Motions Motion 1 – 29	14.30–15.10
No. 9	Election of Officers, Standing Orders Committee and Executive Committee	15.10–16.00
No. 10	Speaker – Angela Denning, CEO Courts Service	15.20–16.00
No. 11	Motions resumed	16.00–16.55
No. 12	Close of Conference	16.55–17.00

Ciaran Denny (Chair)
Lorcan Dunne
Deirdre Kelleher
Michael O'Brien
Denise O'Connell
Maria Ryan

Standing Orders Committee
13 April 2022

ADDRESS OF THE AHCPS CHAIRPERSON TREVOR NOONAN ANNUAL DELEGATE CONFERENCE – MAY 2022

Introduction

Good afternoon Ladies and Gentlemen, members of the Press and distinguished guests. Tá faillte mhór roimhse go léir inniu chuig comhdháil bhliantúil toscairí an (AHCPS) Comhlachas na Seirbhíseach Uachtarach agus Poiblí.

My name is Trevor Noonan and I am Chair of the Executive of the AHCPS agus is mór an onóir domse labhairt libh go léir anseo inniu. It is a wonderful opportunity for me to speak to you here today about the great work done by the Association for members in the last year and to look forward to meeting the challenges of the year ahead.

I have been told by many that brevity is the soul of wit and so will try to adhere to a brief address today. As you are all, no doubt aware this is a line by Polonius, the chief counsellor to Claudius, the ultimate villain of Shakespeare's masterpiece Hamlet.

Fortunately there are no villains on the Executive or among the AHCPS officials, just brave defenders of the rights of its collective membership, the local AHCPS branches and the individual members of the Association.

I am really pleased to see you gathered here today in such great numbers. It is three years, of course, since the last ADC was held here in person, with us having missed out on an ADC in 2020 and last year's ADC being a very successful, but virtual-only, event.

It brings me joy to see all the familiar faces and the multitude of new faces here as well.

These were the first actual pay increases rather than just restoration of pay, since 2008 and while welcome, are just the tip of the ice-berg of what is required to meet the challenges of rising inflation.



Trevor Noonan,
Chairperson
AHCPS

This brings me to the most obvious changes of the last few years and that has been the combination of enforced working from home in the interests of public health which is now, thanks to the Civil Service Blended Working Policy, mutating into a system of hybrid working.

Be assured that the Association is working with local management across the organisations in which there are AHCPS members to ensure that the application of that policy will be as fair as possible to all Members while supporting the continued delivery of quality public services. The General Secretary, Mr Ciaran Rohan, will cover this topic in more detail in his address to Conference.

Let me say at this stage what an example AHCPS members have been during the pandemic; working above and beyond the call of duty to meet the public needs in an ever-changing public health and public service scenarios, using the equipment to hand and creating new ways of working and communicating with their teams.

Given this creativity and application of members it is disappointing, but eminently predictable, to see members in our various branches having to endure egregiously delayed internal promotion competitions, unilateral accommodation rationalisation and attempts to change, via legislation, the terms and conditions of a large number of employees.

Good news

There was good news earlier this year when we received a pay award of 1%. However, even this came with a sting in the tail for a group of members whose claim was not included as expected. Rest assured that the AHCPS is working to resolve this claim in the context of the upcoming pay talks.

It is clear that there is not an immediate intention from Government to fully meet the threat of pay erosion from inflation in terms of pay increases. The upcoming pay talks will require the considerable skills of the full-time officials and the unwavering support of the Executive to negotiate the best possible outcome for members.

Not that it will have much relevance to AHCPS Members, whose average working hours continue to rise, but the 1st of July will see the extra working time under Haddington Road rolled back to pre-Haddington Road hours.

These were the first actual pay increases rather than just restoration of pay, since 2008 and while welcome, are just the tip of the ice-berg of what is required to meet the challenges of rising inflation.

The broad range of motions on today's agenda reflect the concerns of members on items as diverse as the right to disconnect, the clear need to protect women from violence and abuse and an appropriate legislative underpinning of the right to blended working.

Member engagement

One of the most notable additional benefit for members in the past year was the Blue Power and Pink Power Campaign. We are thankful to Cornmarket for this initiative which has detected a number of cancers or pre-cancers in members and undoubtedly resulted in the saving of a number of lives.

The Executive was also pleased to support the initiative of general health screening for Members. This provided either welcome reassurance as to general health, lifestyle guidance based on the results of tests done or even, dare I say it, a wake-up call.

I am proud to say that the Association was in a position to make an early contribution to Europe-wide trade union response to help to reduce financial hardship for workers facing the ongoing devastating effects of the most-recent Russian invasion of Ukraine.

The recently revamped AHCPS website also provides a brilliantly streamlined experience with a dedicated member's area and a clear and concise overview of the benefits to members. The key one is of course, solidarity with your fellow worker, on the larger scale of contributing to the negotiation of national agreements, the local scale of individual branch engagement and the individual scale of the support of members in our local branches. Thanks to the online application form on the new site it is easier than ever for new joiners in our grades to become AHCPS members and I would encourage all of you to advise new colleagues to access the site, review the benefits and to fill in the membership form that allows online applications.

It seems a long time ago since 2016 when we celebrated the centenary of the start of this country's transition from one form of government to the one we know today. The Pandemic has led to more muted marking of the events of 100 years ago but nonetheless they are worth

remembering. In the context of the turmoil of that period I would like, at this time, to pause for a moment to remember all those who have died violently across the world since the last ADC.

THANK YOU

Final

It would be remiss of me to conclude without passing on my sincere thanks to a few people. Firstly, to Jackie Lacey to turning her considerable organisational skills to putting everything in place for what I know will be a great conference. Jackie has been ably assisted by Jennifer who is the first person that many of you who have call to contact the AHCPS will be in touch with and she is an exemplary ambassador for the Association. Secondly to Ciaran, Paul, Billy and Larry for their tireless work at National, local and individual level.

Finally, my thanks to my colleagues Orla and Bernard for their advice and support during the year as well as to the brilliantly constructive and inventive colleagues on the National Executive. I look forward to leading the new Executive in initiatives around membership and member benefits, a new sustainable investment strategy and achieving the best possible outcome from the upcoming pay talks.

I hope that you all enjoy the social value and the interesting and important motions for discussion on this year's agenda. I also look forward to welcoming the Chief Executive of the Court's Service, Ms Angela Denning to the podium later this afternoon.

Tá súil agam go mbainfidh sibh taitneamh as an lá.



AHCPS Branch Training

ADDRESS OF THE AHCPs GENERAL SECRETARY CIARAN ROHAN

Chairperson, Delegates and Guests

It gives me great pleasure to address you "in person" today to look briefly over the last year and look forward to the year ahead.

The past year has been one of the most extraordinary in the history of the AHCPs and indeed the Irish Civil Service. The Covid-19 pandemic has changed forever the way we work. I want to note at this point the key role of AHCPs members in the provision of critical services at an exceptionally challenging time for the State. We are now at a critical juncture in ways of working. We have moved from a situation where the issue of remote working was merely a concept, to a time when it has now become a way of life. AHCPs members have shown incredible flexibility and resilience in adapting to the new reality. It is very evident where roles will allow a blended working arrangement, that there is no reason why departments cannot continue to capitalise on this. Indeed there are a multiplicity of benefits to the Blended Working model from sustainability to more family-friendly work practices. Blended Working arrangements can be used to the advantage of the employer and staff members alike. Remote working now needs to be embedded in the programme of workforce planning in all departments to empower staff to better manage work life balance. The central framework has now been agreed and Blended Working policies are now being discussed in each employment.

I want to focus briefly on Ukraine. We have always been very careful as an Association not to focus on political matters. However, on this occasion the views of the Association are completely aligned with those of the Government.



Members are continuing to work long hours and the Association will strive to protect members right to disconnect. The connectivity afforded by modern technology is a boon but there are significant downsides to operating in a hyper connected world. As such we welcome the Workplace Relations Commissions code of practice on this issue. However, the adoption of specific right to disconnect legislation, cannot be ruled out, not least if, the Code proves unsuccessful in protecting workers against the negative effects of modern work practices.

The Building Momentum Pay Agreement takes us to the end of this year. The Agreement finally saw the unwinding of the FEMPI pay cuts and the first actual pay increase for our grades in 14 years. With inflation currently running at 6.7% (a 22 year high), the cost of living is greatly impacting on members. Because the rate of inflation is so high my kids have told me that the rapper 50 cent will from here on be known as 75 cent. This rate of inflation contrasts sharply with the modest increases in the Building Momentum Agreement. As a result, the Public Services Committee of the Irish Congress of Trade Unions invoked the review clause of the Agreement. Talks on this review clause and on a successor to Building Momentum, will take place shortly.

Turning to the Semi-State area, members in An Post have endured a difficult last twelve months. The Company has completed a major restructuring process and has been preparing to move from the GPO to the EXO building in the Point Village.

The Association continued with several member engagement events over the last year. In addition, we made a new service available to members in the form of a **Free Health Screening Service**. This service, which was provided by Medmark Healthcare, was availed of by over 600 members. Feedback received from members availing of the service was extremely positive and the Executive Committee has decided to make the service available again during 2022. This was complimented by the Pink/Blue Power cancer awareness programme for members of our Income Protection scheme.

In late 2021, the Association launched a revamped website which is proving very popular with members.

The new site features a password-controlled members area where there is access to all our training videos on our YouTube Channel as well as a range of material and information of relevance to members. The site also features an online application facility that allows new members to quickly and seamlessly apply to join the Association. New members will also get their first three months membership free. The introduction of the online application facility has been a key factor in a recent surge in membership applications. For those Twitter users amongst you, don't forget to engage with us @ahcps.

I want to focus briefly on Ukraine. We have always been very careful as an Association not to focus on political matters. However, on this occasion the views of the Association are completely aligned with those of the Government. We condemn in the strongest possible terms the unjustified invasion of Ukraine by Russia. I want to pay tribute to AHCPS members across the Public Service who are working very hard to manage the impact of this crisis and supporting Ireland's response. The Executive Committee at a recent meeting decided to make a substantial contribution to a European Trade Union Congress fund to assist workers and their families with food and medical supplies.

To all activists, at all levels of the organisation, the Executive Committee sends its thanks and appreciation for the selfless work undertaken on behalf of the Association.

Before I finish, I would like to thank those who made today possible, to the Radisson Hotel, to Martin, Ronan and Lorna from Q4PR and to MiVoice for looking after the voting.

In conclusion 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, Bernard, Orla and Trevor. I would also like to thank the Executive Committee for their help and support over the last year.

I want to thank the Standing Orders Committee led by Ciarán Denny for their customary care and attention to organising conference business. I also want to thank Mark Crowther for helping out today.

I want specially to thank the people with whom I work on a day-to-day basis in the Association, Jennifer, Jackie, Larry, Billy and Paul.

Finally, I want to thank the 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 conference.

Tá súil agam go mbainfidh sibh taitneamh as an lá inniu.

Go raibh maith agaibh go léir.



Women in Leadership event.

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.



WOMEN IN LEADERSHIP

**Ivana Bacik, T.D., Leader Labour Party,
Dr Arlene Egan, Roffey Park Institute,
Orla McBreen, AHCPS Vice-Chair,
Lucille Thirlby, AGS, FDA UK.**

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 9(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
30 May 2022 and 3 April 2023.
Attendances were as follows:

Name	Possible Attendances	Attendances
Noonan Trevor	10	10
McBreen Orla	10	7
O'Shea Bernard	10	8
Brennan Nina	10	10
Casey Fiona	10	10
Condon John	10	7
Donaghy Deirdre	10	7
Fanthom Orla ***	7	7
Hattaway Ross *	10	10
Holleran Noel	10	10
Holohan Michael	10	5
Hutson Nigel	10	8
Kinsella Emma	10	9
Milne Seamus **	1	1
Moran Eltin **	3	2
McEleney Rhona	10	10
Nolan Marianne	10	9
O'Connor Mark *	10	8
White Ken ***	9	9

* Members co-opted following ADC 2022.

** Members retired during 2022.

*** Members co-opted during 2022.

EXTENSION TO BUILDING MOMENTUM – PUBLIC SECTOR AGREEMENT 2021-2022



To All AHCPs Members

Extension to Building Momentum – Public Sector Agreement 2021 – 2022

The AHCPs and the other Public Sector Unions invoked the review clause of the Building Momentum agreement on 11th March 2022. This led to negotiations facilitated by the Workplace Relations Commission (WRC), which broke down on 17th June 2022 as the Government side was not prepared to increase its offer beyond 5% for 2022-23.

The proposals now before you for consideration were finalised on 30th August 2022 and represent an improved offer of 6.5% with better phasing including a retrospective element.

The proposals are available to view via the following link:

<https://www.ahcps.ie/wp-content/uploads/2022/09/Review-of-Building-Momentum-Proposal-ICTU.pdf>

The main elements of the agreement are as follows:

- The agreement provides for an **additional** 6.5% over the years 2022 and 2023 as follows:
 - 3% from 2/2/22 (backdated),
 - 2% from 1/3/23
 - 1.5% (or 750 euro - whichever is the greater) from 1/10/23.
- The above payments are **in addition** to the 1% already received by AHCPs grades on 1st February and the 1% payment due on 1st October 2022.
- This pay proposal is separate to the LEEF (Labour Employer Economic Forum) process. That process is looking at other cost of living issues such as taxation and fuel costs etc. The LEEF process will then feed into the budget.
- There are no additional productivity measures attaching to this agreement.

A table outlining the impact of the above pay measures on AHCPs grades is available via the 'working conditions' section in the member area of the Association's website (www.ahcps.ie)

View of the Executive Committee:

The Executive Committee of the Association considered the proposed Agreement during an extensive discussion at its meeting on 12th September 2022. At this meeting, the Executive Committee acknowledged that, while the pay measures proposed fall short of inflation in 2022, the European Commission forecast for inflation in Ireland in 2023 is 3.3%. The Committee was of the view that the proposed pay increases and backdated element, together with the general measures anticipated in the budget as a result of the LEEF process, will significantly assist members in meeting the challenges posed by the current economic conditions.

In light of the above, and in consideration of the economic uncertainties ahead, the Executive has decided to recommend to members acceptance of the agreement.

Next Steps

If the membership votes **YES** the Association will communicate this result to the Public Services Committee of ICTU. The Association will then be subject to the aggregate vote of the Public Services Committee on 7th October meaning that a majority position will apply.

If the membership votes **NO** the Association will again be bound by the aggregate vote of the PSC. If the aggregate vote is **NO** it is unclear if further talks will take place or not.

The Association will conduct an online ballot of members in respect of this proposed agreement. A link to a voting registration page for AHCPS members will be circulated via the Branch Secretaries. The latest date for the casting of ballots is Wednesday 5th October 2022.

Yours sincerely

Ciaran Rohan
General Secretary
16th September 2022

Appendix 1

FAQs

What are the pay terms for AHCPS members if the Agreement is ratified?

- 3% from 2/2/22 (backdated)
- 2% from 1/3/23
- 1.5% (or 750 euro - whichever is the greater) from 1/10/23.

If the proposed agreement is accepted, unions will not be able to lodge 'cost-increasing' claims for improvements in pay or conditions during the lifetime of the agreement.

Are the above increases on top of the pay terms in the current agreement?

Yes, the above increases are in addition to the increase of 1% in February 2022 and the 1% increase due on 1st October 2022.

Do the pay improvements apply to allowances?

The increases will apply to pensionable allowances.

When Will Other Non-Pay Issues be Dealt With?

AHCPS have an outstanding issue in relation to the restoration of the ability of new APs to accrue Flexible Working Hours which was removed under the Haddington Road Agreement. The Association has also been attempting to address a pay anomaly of some members in the Office of Government Procurement. The Association will table these issues during talks on a successor national agreement to Building Momentum. These talks are expected to commence in mid-2023.

When Will the LEEF Proposals be Clarified?

It is anticipated that the cost of living proposals emanating from the Labour Employer Economic Forum (LEEF) process will be included as part of the Budget Day announcements. The Budget will be announced on Tuesday 27th September. Members who wish to, will be able to consider the pay elements in conjunction with these measures before casting their ballots.

What modernisation and reform measures are in the package?

There are no additional modernisation or reform measures attaching to these proposals outside of the measures in the current Building Momentum agreement.

What happens if the economic and fiscal situation changes?

Like the current Building Momentum agreement, the proposed new agreement contains a provision to review the terms of the agreement "where the underlying assumptions of the agreement need to be revisited."

What are the implications for public service pensioners?

If the proposed agreement is ratified, existing policy on the application of pay increases to civil and public service pensions will continue for the duration of the agreement. In the main, this means that pension payments will be adjusted in line with pay adjustments for serving staff.

Pensions are adjusted in line with inflation (the Consumer Price Index, or CPI) in the case of the single public service pension scheme, which applies to all civil and public servants who entered public service employment on or after 1st January 2013. This means that the pensions of members of this scheme are not affected by pay movements, including those in the proposed agreement.



An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Áras Lansdún, Bóthar Lansdún, Droichead na Dothra,
Baile Átha Cliath 4, Éire.
Lansdowne House, Lansdowne Road, Ballsbridge, Dublin 4, Ireland.

TO:

Department of Public Expenditure & Reform
Irish Congress of Trade Unions Public Sector Committee

Tuesday 30 August 2022

Case No: C-166518-22
Issue: Review of Building Momentum

Further to the request for a review of the *Building Momentum* Agreement in accordance with section 5.7 of the Agreement, and following extensive engagement with the parties, the Workplace Relations Commission makes the following proposal (attached) on the basis that it is being recommended by all parties for acceptance.

In the event of its rejection, this proposal will be deemed to be withdrawn and without status.

Liam Kelly
Director General

Anna Perry
Director of Conciliation

Ailbheann Ni Shuilleabhain
Deputy Director of Conciliation

Sylva Langford
Regional Manager

1. Review of Building Momentum

1.1 A review of Building Momentum was conducted in accordance with Section 5.7 of the Agreement in acknowledgement of changes to the underlying assumptions of the Agreement regarding inflation.

1.2 The parties have noted that inflationary pressures have evolved over the period of the Agreement in a manner that was not anticipated in late 2020. The parties also recognise the high level of economic uncertainty which forms the backdrop to this Review Agreement.

1.3 The parties agree to re-affirm the text and commitments of Building Momentum (and previous public service agreements) save where varied by the provisions of this review Agreement.

1.4 The parties agree to an extension in the terms of the existing public service agreement, Building Momentum, by 12 months to 31 December 2023.

2. Commitment to delivery

2.1 Building Momentum was agreed in an unprecedented time, in a landscape that was dominated by the challenges of Brexit and the Covid-19 public health emergency. The Covid-19 pandemic saw an extraordinary display of commitment, flexibility hard work and agility in service provision across the range of civil and public services. Building Momentum reflects a commitment to harness this momentum for change to meet immediate and future challenges.

2.2 Chapter 1 of Building Momentum and the appendix includes a comprehensive agenda for reform and delivery of quality public services.

2.3 Owing to the commendable effort and commitment of public servants throughout the system, significant progress has already been made in delivering on key productivity and reform measures across all sectors. The progress made in this regard has been reflected in periodic reports on sectoral reform action plans.

2.4 The parties agree that the efforts to deliver on this extensive reform agenda will continue. The agility demonstrated by the public service in response to the Covid-19 pandemic will continue as the crisis subsides; and the need to address issues arising from Brexit remains. The conflict in Ukraine brings fresh challenges that can also be addressed within the framework of the existing reform agenda.

2.5 The enabling reform agenda outlined in Building Momentum will, therefore, continue to drive improvements in service delivery for the citizen. As inflationary pressures create a cost of living challenge for all citizens, the public service will need to be responsive, adaptable and progressive in order to support our citizens in meeting that challenge.

2.6 Accordingly, the parties reaffirm their commitment to the productivity and reform agenda and commitments set out in Section 1 of the Building Momentum agreement.

2.7 There will also be engagement between the parties on the implementation of the McLoughlin Report with a view to commencing implementation from December 1st 2022, on a cost neutral basis. In addition, in line with Labour Court Recommendations LCR21900, LCR21901 and LCR22075 and,

more recently, the Report of the Expert Review Body on Nursing and Midwifery, the parties agree that Recommendation 38 of that review will be immediately implemented in full.

3. Pay

3.1 The following pay adjustments will apply in addition to the existing pay terms in Building Momentum:

- An increase in annualised basic salaries for public servants of **3% on 2 February 2022**. Section 3.1.4. of the existing Agreement will apply in respect of this adjustment.
- An increase in annualised basic salaries for public servants of **2% on 1 March 2023**.
- An increase in annualised basic salaries for public servants of **1.5% or €750, whichever is greater, on 1 October 2023**.

3.2 These adjustments are in acknowledgment of the fact that higher than anticipated rates of inflation have emerged since mid-2021, the current projections for inflation in 2022 and 2023, and the particular impact of cost of living pressures for those on lowest incomes.

3.3 The Public Service Pay Commission in the context of its reports on recruitment and retention issues in the public service over 2018 and 2019 recommended that the parties should consider putting arrangements in place, at an appropriate time, and without compromising the stability of the public service pay bill, by which a broader review of public service pay could be progressed. A sectoral bargaining fund was established under Building Momentum, to provide a mechanism (as set out in section 2.1.1) to address some outstanding adjudications, commitments, recommendations, awards and claims. In order to build on this process, the parties agree that an initial exploratory engagement on the potential options for a future approach to such issues will take place in early 2023 with a view to informing negotiations on a successor public service agreement.

4. Resolving disagreements and ensuring industrial peace

4.1 The parties reaffirm their commitment to the provisions of Chapter 5 of Building Momentum as clarified in February 2022 and to utilising the dispute resolution procedures.

4.2 As stated in section 5.5.4 of the Agreement the benefits of the Agreement as amended by the Review Agreement, will be confined to those employees represented by unions in membership of the Irish Congress of Trade Union or other unions or representative associations which have notified the WRC of their intention to comply with the Agreement.

APPLICATION OF PAY ADJUSTMENTS DUE ON PAY SCALES 1 FEBRUARY 2022, 1 OCTOBER 2022 AND 1 MARCH 2023

An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
Expenditure and Reform



Circular Title: Application of pay adjustments due on 2 February and 1 October 2022

A Dhuine Uasail,

I am directed by the Minister for Public Expenditure and Reform to convey the following instructions to Departments / Offices with regard to the application of adjustments to civil service pay in accordance with the Public Service Agreement “Building Momentum – A New Public Service Agreement 2021-2022” (the Agreement).

To: HR Manager / Personnel Officer in each Department and Office

Circular Number: Circular 19/2022

Purpose: This circular sets out pay increases due on 2 February 2022 and 1 October 2022 as provided for in “Building Momentum - A New Public Service Agreement 2021-2022” as reviewed.

File Reference: E107/006/2015

Effective From: 2 February 2022 and 1 October 2022

Mise le meas,

A handwritten signature in black ink, reading 'Colin Menton'.

Colin Menton
Assistant Secretary
Public Service Resourcing Division

1. Application

- 1.1. This circular applies to all civil service grades.
- 1.2. Grades whose pay and conditions are appropriate to the Joint Industrial Council for State Industrial Employees will be the subject of a separate circular.
- 1.3. It should be noted that grades receiving FEMPI restoration under Circular 15/2022 that received more than **4%** will not benefit from further adjustments as of 2 February 2022 and 1 October 2022.
- 1.4. The pay adjustments should be applied, as appropriate, from 2 February 2022 and 1 October 2022.

2. General

- 2.1. The circular sets out pay increases due on 2 February 2022 as an amendment to the Agreement. (These rates are set out in Appendices 1 and 2 in this Circular)
- 2.2. The circular also sets out pay increases due on 1 October 2022 as provided for in the Agreement. (These rates are set out in Appendices 3 and 4 of this Circular)
- 2.3. The circular provides for a 3% adjustment on 2 February 2022 and a 1% adjustment in the rate of allowances in the nature of pay on 1 of October 2022.
- 2.4. The adjustments should be rounded to the nearest euro on annual pay scales and to the nearest cent on weekly pay scales. Hourly rates should be rounded to the nearest €0.001.
- 2.5. This circular also sets out arrangements in respect of the Additional Superannuation Contribution (ASC) for the year 2022.

3. “Building Momentum - A New Public Service Agreement 2021-2022” as Amended

- 3.1. Following the review of Building Momentum, a 3% pay adjustment was agreed and will be implemented with effect from 2 February 2022.
- 3.2. In accordance with section 3 of The Agreement, the annualised amount of the basic salary of civil servants will be increased by 1% or €500 whichever is greater with effect from 1 October 2022 subject to para 3.3 below.
- 3.3. Section 3.1.4 of the Agreement applies to the general round increases in 2022. This section addresses application of general round increases for salaries that have received FEMPI pay restoration in that year and states that:

“Where an individual is due an amount of pay restoration... by July 2022 under Section 20 of the Public Service Pay Pensions Act 2017, they will not benefit from the general round increase in that year. Where the amount of restoration in July is less than the general round increase the individual will be eligible to be paid the balance on the date of the general round increase.”

Accordingly, in line with the provisions of the Agreement, for salaries that received FEMPI pay restoration on 01 July 2022, the following applies:

- (i) Where the amount of restoration on 1 July 2022 was equal to or greater than the general round increases of 3% and 1% combined (effectively 4.03%¹), there is no adjustment to the salary on 02 February 2022 or 01 October 2022.
- (ii) Where the amount of restoration on 1 July 2022 was equal to or greater than the general round increase of 3%, but less than the general round increases of 3% and 1% combined (effectively 4.03%), there is no adjustment to the salary on 02 February 2022, but the salary receives the balance (i.e. the difference between the 1 July restoration and 4.03%) on 01 October 2022;
- (iii) Where the amount of restoration on 1 July 2022 is less than the general round increase of 3%, the salary receives the balance (i.e. the difference between the 1 July restoration and 3%) on 02 February 2022. From 01 July 2022, reflecting FEMPI restoration and the balance of 3%, the salary will reflect a 3% increase on the 01 February 2022 salary. The salary then receives the 1% general round increase on 1 October 2022.

- 3.4. Revised pay scales for members of general service grades and certain grades common to two or more Departments to which this circular applies, are set out in the Appendices to this circular.

4. Overtime

- 4.1 Payment in respect of overtime rendered on or subsequent to 2 February and 1 October 2022 by members of overtime grades to which this circular applies should be calculated by reference to the revised pay rates in effect from 2 February 2022 and 1 October 2022.

5. Premium Rates of Pay

- 5.1 Premium rates of pay payable in respect on or subsequent to 2 February and 1 October 2022 which are calculated as specific percentage or specified proportion of basic salary should be calculated by reference to the revised rates of pay in effect from 2 February and 1 October 2022.

6. Allowances

¹ As the 1% general round increase on 01 October 2022 occurs after the 3% general round increase on 02 February 2022, the combined increase is effectively 4.03%. (Example: (i) 02 February 2022: €100 + 3% = €103 (ii) 01 October 2022: €103 + 1% = €104.03, equivalent to an increase of 4.03%)

- 6.1 Allowances in the nature of pay for civil servants to whom this circular applies may be increased by 3% from 2 February and 1% from 1 October 2022.
- 6.2 Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay in effect from 2 February 2022 and 1 October 2022.
- 6.3 Children's allowances, both standard and ex-gratia, remain unchanged.

7. Pensions

Pension Increases

- 7.1. The principle of pay parity under pre-existing pension schemes has been agreed up to the end of 2023 in line with the amended agreement under Building Momentum. To determine if an increase is due to applicable pensions in payment, up to end 2022, please refer to the detailed guidance contained in DPER Circulars 20/2017, 02/2018, 19/2019 and 10/2021.
- 7.2. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in-line with the Consumer Price Index (CPI). Therefore pensions in payment in respect of former public servants who served in grades to which this circular applies, will not be adjusted with reference to the revisions of basic pay set out in Section 3.

Pension Contributions and ASC

- 7.3. Periodic contributions in respect of ASC, main scheme and spouses and children as applicable shall be deducted from all arrears of pensionable remuneration payable under this circular. The ASC rates as set out in 2020 continue to apply.

Thresholds/Rates in 2022 and 2023

Member of a standard accrual pension scheme	Member of a fast accrual pension scheme	Member of the Single Scheme
€0 - €34,500 @ 0%	€0 - €28,750 @ 0%	€0 - €34,500 @ 0%
>€34,500 - €60,000 @ 10%	>€28,750 – €60,000 @ 10%	>€34,500 - €60,000 @ 3.33%
>€60,000 @ 10.5%	>€60,000 @ 10.5%	>€60,000 @ 3.5%

Pension Revisions for pre-existing public service pension schemes

- 7.4. The Pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment from 2 February 2022 in respect of former Public Servants who served in grades to which this circular applies, will be adjusted as appropriate in the normal

way, by reference to the revisions of basic pay set out in section 3 of this Circular.

Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, revise pension payments strictly in accordance with this circular.

- 7.5. The lump sums of the officers in the grades to which this Circular applies who retired on or after 2 February 2022 should also be revised by reference to the revisions of basic pay set out in Section 3 as appropriate. Deductions from lump sums in respect of non-periodic contributions (such as under Spouses and Children's Pension Schemes) should also be adjusted in these cases. The lump sum of officers in the grades to which this circular applies who retired before 2 February 2022 should **not** be adjusted.

- 7.6. Pension Benefit Cap under section 52 (6) and (7) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Where an individual is encompassed by Circular 13/2020 and there is a retrospective increase to the pensionable remuneration values effective at date of retirement, then that financial benefit cap calculation should be reviewed. This will only apply where there is a change to the rates at the date of retirement/to be included in the financial benefit cap calculation. Where the effective date of an increase is after an individual's retirement, then the relevant pension increase policy will apply in the usual way i.e. the benefit cap calculation itself would generally not be revisited for every future change in salary following an individual's retirement.

Pension Revisions for the Single Public Service Pension Scheme

- 7.7. For Single Scheme pensioners who were working as public servants (in grades to which this circular applies) on the dates of the revision of basic pay (i.e. 2 February 2022 and/or 1 July 2022 and/or 1 October 2022) and subsequently retired in the period from 2 February 2022 to 1 October 2022, their referable amounts accrued and contribution deductions owed will be re-calculated. Lump sum and pensions paid will then be adjusted, as appropriate.

This aforementioned calculation should also be undertaken by Relevant Authorities for the following classes:

- Cost-Neutral Early Retirement (CNER)
- Ill-Health Retirement (including Short Service Gratuity)
- Pension Adjustment Orders (PAOs)
- Death-in-Service (Spouse / Partner / Eligible Child)
- Death Gratuity
- Any other relevant cases

Final Retirement Benefit Statements and Leaver Statements for Single Scheme members in the grades to which this circular applies, who were working as public servants on the dates of the revision of basic pay and who subsequently retired or left their respective Relevant Authority may also have to be adjusted, as appropriate.

Please note that, as previously stated, the lump sum and pensions of officers in the grades to which this circular applies who retired before 2 February 2022 should not be adjusted.

8. Queries

- 8.1 Individual queries in relation to this circular should be raised in the first instance with HR Shared Services (NSSO) or, where applicable, with local Human Resource Units.
- 8.2 Departments who experience difficulties that arise in the application of this circular should raise the matter with this Department by contacting:
For general queries support@paytravelovertime.cloud.gov.ie
For public service pension queries pensions@per.gov.ie
For Single Pension Scheme queries singleschemequeries@per.gov.ie
- 8.3 This circular is also available at <https://www.gov.ie/en/circulars/>

Appendix 1A

Revised pay scales with effect from 2 February 2022 for Civil Servants appointed on or after 6th April 1995 that are paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits (PPC) for General Service grades.

SECRETARY GENERAL I (PPC)²
€215,998

SECRETARY GENERAL II (PPC)
€215,998

SECRETARY GENERAL III (PPC)
€204,630

DEPUTY SECRETARY (PPC)
€193,205

ASSISTANT SECRETARY (PPC)
€149,641 €156,442 €163,813 €171,180

PRINCIPAL HIGHER (PPC)
€101,551 €105,732 €109,934 €114,126 €117,700 €121,466¹ €125,234²

PRINCIPAL (PPC)
€94,357 €98,361 €102,335 €106,337 €109,714 €113,215¹ €116,712²

ASSISTANT PRINCIPAL HIGHER (PPC)
€79,593 €82,621 €85,656 €88,689 €91,723 €93,494 €96,504¹ €99,521²

ASSISTANT PRINCIPAL (PPC)
€72,511 €75,181 €77,889 €80,606 €83,318 €84,881 €87,619¹ €90,366²

ADMINISTRATIVE OFFICER (PPC)
€34,906 €37,498 €38,239 €41,485 €45,640 €48,802 €51,968 €55,167
€58,363 €61,549 €63,756¹ €65,959²

ADMINISTRATIVE OFFICER HIGHER SCALE (PPC)
€48,802 €51,968 €55,167 €58,363 €61,549 €63,756 €65,928 €68,105

HIGHER EXECUTIVE OFFICER (PPC)
€52,373 €53,904 €55,432 €56,959 €58,492 €60,019 €61,549 €63,756¹
€65,959²

HIGHER EXECUTIVE OFFICER HIGHER SCALE (PPC)
€55,432 €56,959 €58,492 €60,019 €61,549 €63,756 €65,202 €66,652 €68,105

² In light of the ongoing work of the Independent Review Panel into recruitment and pay determination processes for Senior Public Service posts, the application of this Circular shall not have the effect of increasing the salary of a serving Secretary General in the civil service to a salary rate above the current highest rate that applies to a Secretary General post, i.e. €297,869.

EXECUTIVE OFFICER (PPC)

€32,649	€34,514	€35,567	€37,622	€39,464	€41,245	€43,021	€44,759
€46,515	€48,222	€49,982	€51,148	€52,808 ¹	€54,481 ²		

EXECUTIVE OFFICER HIGHER SCALE (PPC)

€35,567	€37,622	€39,464	€41,245	€43,021	€44,759	€46,515	€48,222
€49,982	€51,148	€52,808	€54,052	€55,300	€56,550		

CLERICAL OFFICER (PPC)

€26,099	€27,772	€28,197	€29,026	€30,249	€31,471	€32,692	€33,581
(€500.17)	(€532.23)	(€540.37)	(€556.27)	(€579.71)	(€603.13)	(€626.53)	(€643.57)
€34,589	€35,759	€36,583	€37,741	€38,893	€40,689	€42,101 ¹	€42,749 ²
(€662.87)	(€685.30)	(€701.10)	(€723.29)	(€745.36)	(€779.79)	(€808.86)	(€819.26)

CLERICAL OFFICER HIGHER SCALE (PPC)

€29,026	€30,249	€31,471	€32,692	€33,581	€34,589	€35,759	€36,583
(€556.27)	(€579.71)	(€603.13)	(€626.53)	(€643.57)	(€662.87)	(€685.30)	(€701.10)
€37,741	€38,893	€40,689	€42,101	€42,749	€43,624		
(€723.29)	(€745.36)	(€779.79)	(€806.86)	(€819.26)	(€836.03)		

HEAD SERVICES OFFICER (PPC)

€661.68	€679.27	€693.44	€714.04	€734.64	€755.25	€779.81 ¹	€806.87 ²
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SERVICES OFFICER (PPC)

€470.82	€498.29	€508.67	€530.58	€550.16	€561.88	€575.58	€620.26
€634.20 ¹	€656.38 ²						

SERVICES ATTENDANT (PPC)

€464.58	€483.21	€508.67	€516.74	€533.44	€553.03	€572.16	€589.32
€612.96	€632.27 ¹	€648.41 ²					

CLEANER (PPC)

€450.04	€478.97	€487.07	€505.98	€528.70	€542.75 ¹	€556.84 ²	
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¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

Appendix 2A

Revised pay scales with effect from 2 February 2022 for Civil Servants appointed before 6th April 1995 in General Service grades.

SECRETARY GENERAL I

€215,998

SECRETARY GENERAL II

€205,199

SECRETARY GENERAL III

€194,399

DEPUTY SECRETARY

€183,545

ASSISTANT SECRETARY

€142,160 €148,621 €155,621 €162,623

PRINCIPAL HIGHER

€96,467 €100,447 €104,438 €108,417 €111,817 €115,398¹ €118,975²

PRINCIPAL

€89,641 €93,439 €97,214 €101,022 €104,229 €107,556¹ €110,877²

ASSISTANT PRINCIPAL HIGHER

€75,610 €78,488 €81,378 €84,253 €87,136 €88,816 €91,686¹ €94,547²

ASSISTANT PRINCIPAL

€70,043 €72,592 €73,998 €76,575 €79,153 €80,644 €83,240¹ €85,845²

ADMINISTRATIVE OFFICER

€33,439 €36,081 €36,444 €39,530 €43,478 €46,485 €49,492 €52,508
€55,541 €58,751 €60,660¹ €62,755²

ADMINISTRATIVE OFFICER HIGHER SCALE

€46,485 €49,492 €52,508 €55,541 €58,571 €60,660 €62,731 €64,798

HIGHER EXECUTIVE OFFICER

€49,879 €51,321 €52,757 €54,207 €55,658 €57,119 €58,571 €60,660¹ €62,755²

HIGHER EXECUTIVE OFFICER HIGHER SCALE

€52,757 €54,207 €55,658 €57,119 €58,571 €60,660 €62,034 €63,415 €64,798

EXECUTIVE OFFICER

€31,134 €33,239 €34,073 €35,868 €37,614 €39,310 €40,994 €42,644 €44,312
€45,933 €47,602 €48,716 €50,288¹ €51,863²

EXECUTIVE OFFICER HIGHER SCALE

€34,073	€35,868	€37,614	€39,310	€40,994	€42,644	€44,312	€45,933	€47,602
€48,716	€50,288	€51,461	€52,633	€53,816				

CLERICAL OFFICER

€24,873	€26,463	€26,867	€28,043	€28,818	€29,979	€ 31,141	€32,302
(€476.67)	(€507.16)	(€514.89)	(€537.44)	(€552.29)	(€574.54)	(€596.80)	(€619.04)
€33,135	€34,263	€35,207	€35,976	€37,071	€38,778	€40,119 ¹	€40,737 ²
(€635.01)	(€656.63)	(€674.73)	(€689.46)	(€710.45)	(€743.15)	(€768.86)	(€780.71)

CLERICAL OFFICER HIGHER SCALE

€28,044	€28,818	€29,979	€31,141	€32,301	€33,135	€34,263	€35,207
(€537.44)	(€552.29)	(€574.54)	(€596.80)	(€619.04)	(€635.01)	(€656.63)	(€674.73)
€35,976	€37,071	€38,777	€40,119	€41,566	€41,566		
(€689.46)	(€710.45)	(€743.15)	(€768.86)	(€780.71)	(€796.58)		

HEAD SERVICES OFFICER

€636.86	€650.84	€667.35	€687.19	€700.25	€719.82	€743.15 ¹	€768.86 ²
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SERVICES OFFICER

€460.09	€474.96	€488.31	€506.14	€524.24	€542.79	€556.05	€564.05
€590.96	€609.89 ¹	€631.67 ²					

SERVICES ATTENDANT

€460.09	€460.89	€488.31	€495.84	€508.64	€526.93	€550.77	€561.41
€583.87	€602.26 ¹	€623.81 ²					

CLEANER

€432.20	€457.05	€467.73	€485.77	€504.36	€517.20 ¹	€537.97 ²	
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¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

Appendix 3A

Revised pay scales with effect from 1 October 2022 for Civil Servants appointed on or after 6th April 1995 that are paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits (PPC) for General Service grades.

SECRETARY GENERAL I (PPC)**€250,000****SECRETARY GENERAL II (PPC)****€235,294****SECRETARY GENERAL III (PPC)****€222,911****DEPUTY SECRETARY (PPC)****€195,137****ASSISTANT SECRETARY (PPC)****€151,137 €158,006 €165,451 €172,892****PRINCIPAL HIGHER (PPC)****€102,567 €106,789 €111,033 €115,267 €118,877 €122,681¹ €126,486²****PRINCIPAL (PPC)****€95,301 €99,345 €103,358 €107,400 €110,811 €114,347¹ €117,879²****ASSISTANT PRINCIPAL HIGHER (PPC)****€80,389 €83,477 €86,513 €89,576 €92,640 €94,429 €97,469¹ €100,516²****ASSISTANT PRINCIPAL (PPC)****€73,236 €75,933 €78,668 €81,412 €84,151 €85,730 €88,495¹ €91,270²****ADMINISTRATIVE OFFICER (PPC)****€35,406 €37,998 €38,739 €41,985 €46,140 €49,302 €52,488 €55,719
€58,947 €62,164 €64,394¹ €66,619²****ADMINISTRATIVE OFFICER HIGHER SCALE (PPC)****€49,302 €52,488 €55,719 €58,947 €62,164 €64,394 €66,587 €68,786****HIGHER EXECUTIVE OFFICER (PPC)****€52,897 €54,443 €55,986 €57,529 €59,077 €60,619 €62,164 €64,394¹
€66,619²****HIGHER EXECUTIVE OFFICER HIGHER SCALE (PPC)****€55,986 €57,529 €59,077 €60,619 €62,164 €64,394 €65,854 €67,319 €68,786****EXECUTIVE OFFICER (PPC)****€33,149 €35,014 €36,067 €38,122 €39,964 €41,745 €43,521 €45,259
€47,015 €48,722 €50,482 €51,659 €53,336¹ €55,026²**

EXECUTIVE OFFICER HIGHER SCALE (PPC)

€36,067	€38,122	€39,964	€41,745	€43,521	€45,259	€47,015	€48,722
€50,482	€51,659	€53,336	€54,593	€55,853	€57,116		

CLERICAL OFFICER (PPC)

€26,599	€28,272	€28,697	€29,527	€30,750	€31,972	€33,193	€34,082
(€509.76)	(€541.82)	(€549.96)	(€565.86)	(€589.30)	(€612.72)	(€636.12)	(€653.16)
€35,089	€36,259	€37,084	€38,242	€39,393	€41,190	€42,602 ¹	€43,249 ²
(€672.46)	(694.89)	(€710.69)	(€732.88)	(€754.95)	(€789.38)	(€816.45)	(€828.85)

CLERICAL OFFICER HIGHER SCALE (PPC)

€29,527	€30,750	€31,972	€33,193	€34,082	€35,089	€36,259	€37,084
(€565.86)	(€589.30)	(€612.72)	(€636.12)	(€653.16)	(€672.46)	(€694.89)	(€710.69)
€38,242	€39,393	€41,190	€42,602	€43,249	€44,124		
(€732.88)	(€754.95)	(€789.38)	(€816.45)	(€828.85)	(€845.62)		

HEAD SERVICES OFFICER (PPC)

€671.27	€686.86	€703.03	€723.63	€744.23	€764.84	€789.40 ¹	€816.46 ²
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SERVICES OFFICER (PPC)

€480.41	€507.88	€518.26	€540.17	€559.75	€571.47	€585.17	€601.66
€629.85	€643.79 ¹	€665.97 ²					

SERVICES ATTENDANT (PPC)

€474.17	€492.80	€518.26	€526.33	€543.03	€562.62	€579.70	€598.91
€622.55	€641.86 ¹	€658.00 ²					

CLEANER (PPC)

€459.63	€488.56	€496.66	€515.57	€538.29	€552.34 ¹	€566.43 ²	
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¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

Appendix 4A

Revised pay scales with effect from 1 October 2022 for Civil Servants appointed before 6th April 1995
General Service grades.

SECRETARY GENERAL I
€237,500
SECRETARY GENERAL II
€223,529
SECRETARY GENERAL III
€211,765
DEPUTY SECRETARY
€185,380
ASSISTANT SECRETARY
€143,582 €150,107 €157,177 €164,249
PRINCIPAL HIGHER
€97,432 €101,451 €105,482 €109,501 €112,935 €116,552¹ €120,165²
PRINCIPAL
€90,537 €94,373 €98,186 €102,032 €105,271 €108,632¹ €111,986²
ASSISTANT PRINCIPAL HIGHER
€76,366 €79,273 €82,192 €85,096 €88,007 €89,704 €92,603¹ €95,492²
ASSISTANT PRINCIPAL
€70,743 €73,318 €74,738 €77,341 €79,945 €81,450 €84,072¹ €86,703²
ADMINISTRATIVE OFFICER
**€33,939 €36,581 €36,944 €40,030 €43,978 €46,985 €49,992 €53,033
€56,096 €59,157 €61,267¹ €63,383²**
ADMINISTRATIVE OFFICER HIGHER SCALE
€46,985 €49,992 €53,033 €56,096 €59,157 €61,267 €63,358 €65,446
HIGHER EXECUTIVE OFFICER
€50,379 €51,834 €53,285 €54,749 €56,215 €57,690 €59,157 €61,267¹ €63,383²
HIGHER EXECUTIVE OFFICER HIGHER SCALE
€53,285 €54,749 €56,215 €57,690 €59,157 €61,267 €62,654 €64,049 €65,446
EXECUTIVE OFFICER
**€31,634 €33,739 €34,573 €36,368 €38,114 €39,810 €41,494 €43,144 €44,812
€46,433 €48,102 €49,216 €50,791¹ €52,382²**

EXECUTIVE OFFICER HIGHER SCALE

€34,573	€36,368	€38,114	€39,810	€41,494	€43,144	€44,812	€46,433	€48,102
€49,216	€50,791	€51,976	€53,159	€54,354				

CLERICAL OFFICER

€25,373	€26,964	€27,367	€28,544	€29,319	€30,480	€31,641	€32,802
(€486.26)	(€516.75)	(€524.48)	(€547.03)	(€561.88)	(€584.13)	(€606.39)	(€628.63)
€33,635	€34,763	€35,708	€36,476	€37,572	€39,278	€40,620 ¹	€41,238 ²
(€644.60)	(€666.22)	(€684.32)	(€699.05)	(€720.04)	(€752.74)	(€778.45)	(€790.30)

CLERICAL OFFICER HIGHER SCALE

€28,544	€29,319	€30,480	€31,641	€32,802	€33,635	€34,763	€35,708
(€547.03)	(€561.88)	(€584.13)	(€606.39)	(€628.63)	(€644.60)	(€666.22)	(€684.32)
€36,476	€37,572	€39,278	€40,620	€41,238	€42,066		
(€699.05)	(€720.04)	(€752.74)	(€778.45)	(€790.30)	(€806.17)		

HEAD SERVICES OFFICER

€646.45	€660.43	€676.94	€696.78	€709.84	€729.41	€752.74 ¹	€778.45 ²
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SERVICES OFFICER

€469.68	€484.55	€497.90	€515.73	€533.83	€552.38	€565.64	€573.64
€600.55	€619.48 ¹	€641.26 ²					

SERVICES ATTENDANT

€469.68	€470.48	€497.90	€505.43	€518.23	€536.52	€560.36	€571.00
€593.46	€611.85 ¹	€633.40 ²					

CLEANER

€441.79	€466.64	€477.32	€495.36	€513.95	€526.79 ¹	€547.56 ²	
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¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
Expenditure and Reform



Circular Title: Application of 1st March 2023 pay adjustments

A Dhuine Uasail,

I am directed by the Minister for Public Expenditure NDP Delivery and Reform to convey the following instructions to Departments / Offices with regard to the application of adjustments to civil service pay in accordance with the Public Service Agreement “Building Momentum – A New Public Service Agreement 2021-2023”.

To: HR Manager / Personnel Officer in each Department and Office

Circular Number: Circular 02/2023

Purpose: This circular sets out pay increases due on 1 March 2023
As provided for in “Building Momentum - A New Public Service Agreement 2021-2023” as reviewed.

File Reference: E107/006/2015

Effective From: 1 March 2023

Mise le meas,

Colin Menton
Assistant Secretary
Public Service Resourcing Division

1. Application

- 1.1. This circular applies to all civil service grades.
- 1.2. Grades whose pay and conditions are appropriate to the Joint Industrial Council for State Industrial employees will be the subject of a separate circular.
- 1.3. The pay adjustments should be applied, as appropriate, from **1 March 2023**.

2. General

- 2.1. This circular sets out pay increases due on 1 March 2023 as provided for under “Building Momentum – “A New Public Service Agreement 2021-2023” as reviewed.
- 2.2. The adjustments should be rounded to the nearest euro on annual payscales and to the nearest cent on weekly payscales. Hourly rates should be rounded to the nearest €0.01.
- 2.3. This circular also sets out arrangements in respect of the Additional Superannuation Contribution (ASC) for the year 2023.

3. “Building Momentum – A New Public Service Agreement 2021-2023”

- 3.1. In accordance with **section 3.1** of the reviewed Agreement, the annualised amount of the basic salary of civil servants will be increased by 2% with effect from **1 March 2023**.
- 3.2. Revised payscales for members of general service grades and certain grades common to two or more Departments to which this circular applies, are set out in the Appendices to this circular.

4. Overtime

- 4.1. Payment in respect of overtime rendered on or subsequent to **1 March 2023** by members of grades to which this circular applies should be calculated by reference to the revised pay rates with effect from **1 March 2023**.

5. Premium Rates of Pay

- 5.1. Premium rates of pay payable in respect of or subsequent to **1 March 2023** which are calculated as specific percentage or specified proportion of basic salary should be calculated by reference to the revised rates of pay with effect from **1 March 2023**.

6. Allowances

- 6.1. Allowances in the nature of pay for civil servants to whom this circular applies will be increased by 2% from **1 March 2023**.

- 6.2. Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay with effect from **1 March 2023**.
- 6.3. Children's allowances, both standard and ex-gratia, remain unchanged.

7. Pensions

- 7.1. The principle of pay parity in pension increases for pre-existing schemes has been agreed up to the end of 2023, in line with the amended agreement under Building Momentum. Civil service pension increases should be passed on to pensions in line with that policy, i.e. a 2% increase with effect from 1 March 2023.
- 7.2. For further guidance, or to determine if a historic increase is due to pensions in payment for pre-existing schemes, please refer to DPER Circulars 20/2017, 02/2018, 19/2019, 10/2021 and 19/2022.
- 7.3. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in-line with the Consumer Price Index (CPI). Therefore pensions in payment in respect of former public servants who served in grades to which this circular applies, will not be adjusted with reference to the revisions of basic pay set out in Section 3.
- 7.4. Additional Superannuation Contributions: The ASC rates for 2023 are unchanged. Below are the current rates of ASC, as provided for in Part 4 of the Public Service Pay and Pensions Act 2017.

Thresholds/Rates in 2023

Member of a standard accrual pension scheme	Member of a fast accrual pension scheme	Member of the Single Scheme
€0 - €34,500 @ 0%	€0 - €28,750 @ 0%	€0 - €34,500 @ 0%
>€34,500 - €60,000 @ 10%	>€28,750 - €60,000 @ 10%	>€34,500 - €60,000 @ 3.33%
>€60,000 @ 10.5%	>€60,000 @ 10.5%	>€60,000 @ 3.5%

8. Queries

- 8.1. Individual queries in relation to this circular should be raised in the first instance with HR Shared Services (NSSO) or, where applicable, with local Human Resource Units.
- 8.2. Departments who experience difficulties that arise in the application of this circular should raise the matter with this Department by contacting:
 For general queries support@Paytravelvertime.cloud.gov.ie
 For public service pension queries pensions@per.gov.ie
 For Single Pension Scheme queries singleschemequeries@per.gov.ie
- 8.3. This circular is also available at <https://www.gov.ie/en/circulars/>

Appendix 1A

Revised pay scales with effect from 1 March 2023 for Civil Servants appointed on or after 6th April 1995 that are paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits (PPC) for General Service Grades.

SECRETARY GENERAL LEVEL I (PPC)

€255,000

SECRETARY GENERAL LEVEL II (PPC)

€240,000

SECRETARY GENERAL LEVEL III (PPC)

€227,369

DEPUTY SECRETARY (PPC)

€199,040

ASSISTANT SECRETARY (PPC)

€154,160 €161,166 €168,760 €176,350

PRINCIPAL HIGHER SCALE (PPC)

€104,618 €108,925 €113,254 €117,572 €121,255 €125,135¹ €129,016²

PRINCIPAL (PPC)

€97,207 €101,332 €105,425 €109,548 €113,027 €116,634¹ €120,237²

ASSISTANT PRINCIPAL HIGHER (PPC)

€81,997 €85,116 €88,243 €91,368 €94,493 €96,318 €99,418¹ €102,526²

ASSISTANT PRINCIPAL (PPC)

€74,701 €77,452 €80,241 €83,040 €85,834 €87,445 €90,265¹ €93,095²

ADMINISTRATIVE OFFICER (PPC)

€36,114 €38,758 €39,514 €42,825 €47,063 €50,288 €53,538 €56,833 €60,126
€63,407 €65,682¹ €67,951²

ADMINISTRATIVE OFFICER HIGHER SCALE (PPC)

€50,288 €53,538 €56,833 €60,126 €63,407 €65,682 €67,919 €70,162

HIGHER EXECUTIVE OFFICER (PPC)

€53,955 €55,532 €57,106 €58,680 €60,259 €61,831 €63,407 €65,682¹ €67,951²

HIGHER EXECUTIVE OFFICER HIGHER SCALE (PPC)

€57,106 €58,680 €60,259 €61,831 €63,407 €65,682 €67,171 €68,665 €70,162

EXECUTIVE OFFICER (PPC)

€33,812 €35,714 €36,788 €38,884 €40,763 €42,580 €44,391 €46,164 €47,955
€49,696 €51,492 €52,692 €54,403¹ €56,127²

EXECUTIVE OFFICER HIGHER SCALE (PPC)

€36,788 €38,884 €40,763 €42,580 €44,391 €46,164 €47,955 €49,696 €51,492
€52,692 €54,403 €55,685 €56,970 €58,258

CLERICAL OFFICER (PPC)

€519.96 €552.66 €560.96 €577.18 €601.09 €624.97 €648.84 €666.22 €685.91
€708.79 €724.90 €747.54 €770.05 €805.17 €832.78¹ €845.43²

CLERICAL OFFICER HIGHER SCALE (PPC)

€577.18 €601.09 €624.97 €648.84 €666.22 €685.91 €708.79 €724.90 €747.54
€770.05 €805.17 €832.78 €845.43 €862.53

HEAD SERVICES OFFICER (PPC)

€684.70 €702.64 €717.09 €738.10 €759.11 €780.14 €805.19¹ €832.79²

SERVICES OFFICER (PPC)

€490.02 €518.04 €528.63 €550.97 €570.95 €582.90 €596.87 €613.69 €642.45
€656.67¹ €679.29²

SERVICES ATTENDANT (PPC)

€483.65 €502.66 €528.63 €536.86 €553.89 €573.87 €591.29 €610.89 €635.00
€654.70¹ €671.16²

CLEANER (PPC)

€468.82 €498.33 €506.59 €525.88 €549.06 €563.39¹ €577.76²

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

Appendix 2A

Revised pay scales with effect from 01 March 2023 for Civil Servants appointed before 6th April 1995 in General Service grades.

SECRETARY GENERAL I

€242,250

SECRETARY GENERAL II

€228,000

SECRETARY GENERAL III

€216,000

DEPUTY SECRETARY

€189,088

ASSISTANT SECRETARY

€146,454 €153,109 €160,321 €167,534

PRINCIPAL HIGHER

€99,381 €103,480 €107,592 €111,691 €115,194 €118,883¹ €122,568²

PRINCIPAL

€92,348 €96,260 €100,150 €104,073 €107,376 €110,805¹ €114,226²

ASSISTANT PRINCIPAL HIGHER

€77,893 €80,858 €83,836 €86,798 €89,767 €91,498 €94,455¹ €97,402²

ASSISTANT PRINCIPAL

€72,158 €74,784 €76,233 €78,888 €81,544 €83,079 €85,753¹ €88,437²

ADMINISTRATIVE OFFICER

€34,618 €37,313 €37,683 €40,831 €44,858 €47,925 €50,992 €54,094
€57,218 €60,340 €62,492¹ €64,651²

ADMINISTRATIVE OFFICER HIGHER SCALE

€47,925 €50,992 €54,094 €57,218 €60,340 €62,492 €64,625 €66,755

HIGHER EXECUTIVE OFFICER

€51,387 €52,871 €54,351 €55,844 €57,339 €58,844 €60,340 €62,492¹ €64,651²

HIGHER EXECUTIVE OFFICER HIGHER SCALE

€54,351 €55,844 €57,339 €58,844 €60,340 €62,492 €63,907 €65,330 €66,755

EXECUTIVE OFFICER

€32,267	€34,414	€35,264	€37,095	€38,876	€40,606	€42,324	€44,007	€45,708
€47,362	€49,064	€50,200	€51,807 ¹	€53,430 ²				

EXECUTIVE OFFICER HIGHER SCALE

€35,264	€37,095	€38,876	€40,606	€42,324	€44,007	€45,708	€47,362	€49,064
€50,200	€51,807	€53,016	€54,222	€55,441				

CLERICAL OFFICER

€495.99	€527.09	€534.97	€557.97	€573.12	€595.81	€618.52	€641.20	€657.49
€679.54	€698.01	€713.03	€734.44	€767.79	€794.02 ¹	€806.11 ²		

CLERICAL OFFICER HIGHER SCALE

€557.97	€573.12	€595.81	€618.52	€641.20	€657.49	€679.54	€698.01	€713.03
€734.44	€767.79	€794.02	€806.11	€822.29				

HEAD SERVICES OFFICER

€659.38	€673.64	€690.48	€710.72	€724.04	€744.00	€767.79 ¹	€794.02 ²	
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SERVICES OFFICER

€479.07	€494.24	€507.86	€526.04	€544.51	€563.43	€576.95	€585.11	
€612.56	€631.87 ¹	€654.09 ²						

SERVICES ATTENDANT

€479.07	€479.89	€507.86	€515.54	€528.59	€547.25	€571.57	€582.42	
€605.33	€624.09 ¹	€646.07 ²						

CLEANER

€450.63	€475.97	€486.87	€505.27	€524.23	€537.33 ¹	€558.51 ²		
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¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

**CIVIL SERVICE GENERAL COUNCIL STAFF PANEL
ANNUAL REPORT 2022**

*Civil Service General Council
Staff Panel*

ANNUAL REPORT 2022

*EUGENE DUNNE
STAFF SIDE SECRETARY
GENERAL COUNCIL
STAFF PANEL*

CIVIL SERVICE GENERAL COUNCIL

STAFF PANEL



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1. Review of 2022

The early part of 2022 was dominated by the exit from Covid 19. The current position is contained in this linked update.

<https://nsso.gov.ie/en/publications/information-on-covid-19/#:~:text=Duration%20of%20leave,and%20by%20ongoing%20medical%20certification.>

Agreement of a Blended Working Framework Document and consequent to this, an arbitrated finding on Flexi Time accrual, which addressed the issues which emerged as a result of varied patterns of attendance.

The need to adjust the Building Momentum Agreement under the provisions at 5.7 of that agreement, in recognition of the fundamental changes to the inflation rates which underpinned that agreement. This was agreed in October 2022
Details and link below.

Pay increase of 3% backdated to 2 February 2022

- Pay increase of 1% backdated to 1 October 2022

The agreement also contains two additional pay increases in 2023:

- Pay increase of 2% from 1 March 2023
- Pay increase of 1.5% or €750 (whichever is greater) from 1 October 2023

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/233345/c931496b-db39-4bf4-ad71-e30e62ba5cd0.pdf#page=1>

The Staff panel collectively expressed its grave concerns regarding the perceived inadequacies of the of the C&A structures and in the context of of one Public Service model.

The Staff Panel reiterated in the strongest terms its desire that certain aspects of the workers rights catered for by structures available under the auspices of the WRC, should, as previously agreed, be made available to workers in the Civil Service.

The Civil Service Staff Panel lodged a document on this and awaits a response

There were 11 meeting of the Civil Service General Council Staff Panel in 2022 and 8 meetings of General council. The Staff Panel collectively expressed its preference to return to in person meeting of General council in line with changes to covid guidance, thus far this has not been acceded to by management.

There were 6 meeting of the subcommittee of Blended Working/Flexi Accrual
1 meeting of the Pensions / Subcommittee. Agenda items on Equality and diversity were tabled,
A Red weather Protocol was agreed and there were 2 meetings on the issue of AL and 1 meeting addressing the issue of the carryover of AL in the context of Covid 19. T&S was adjusted in line with increases in costs.

2. Claims

January

1. Claim by Fórsa Trade Union

This is a claim by Fórsa seeking the introduction of a flexi time credit to allow civil servants to attend Irish Blood Transfusion Clinic locations to donate blood.

Basis of claim.

This claim seeks to provide a flexi credit to staff members partaking in a very important social duty. All the more important at a time of crisis in our health service. Cost of Claim Any cost attached to this claim would be minimal.

2. Claim by Fórsa Trade Union This is a claim seeking the extension of the age limit within which a parent can avail of parental leave. Currently parental leave is only available up to the child's thirteenth birthday. This claim seeks an adjustment to the fifteenth birthday.

3. Main issues addressed at General council in 2022

January

Annual Leave carry over.

SS. The staff Side emphasised the difficulties being experienced by members, in the context of Covid 19, relating to accrued Annual Leave and sought an extension of the temporary exemption from the requirement take all leave in the 3rd year. The Staff Side stated that significant pressures would be put on staff and managements in Departments, if the requirement to take accrued AL was now enforced. General Council Subcommittee sought as a matter of urgency.

OS. Extensive discussion on this had taken place with line departments and the Civil service Management Board would meet on Friday to define its position. The provisions of the Working Time act were cited as a rational for the decision by management it terminate the current Covid related dispensation. The termination had been conveyed by Circular to all Staff and Unions in July 2021. Agreement to the requested Subcommittee was extended.

The non-application of the restoration of Overtime rates to Services Grades from July 2021

SS. It has been reported that the reversion to pre 2014 Overtime Rates as agreed , had not been implemented in some departments. DSP, Department of Agriculture and the CSO were cited as examples. This related to Service Grades and the 1 hour sacrifice which applied to them. Management were asked to confirm with line Department that the required adjustments are being applied. OS. Confirmation of the requirement to apply the provisions as agreed was accepted. Discussion to follow with Forsa.

Sunday Premium

SS. Pension contribution are and have been taken from these payments, both new a historically. The 1 of January 2022 does not reflect this reality, this must be addressed.

Difficulties have arisen establishing who in fact were eligible and making payments. Meeting agreed.

NSSO Union Representations

The staff Side expressed its concerns regarding the need for prior written consent from members being supplied to the NSSO, before representations from Unions on their behalf will be accepted. Union need access on behalf of members and this impediment should be addressed. OS to revert

Blended Working

SS. The Staff Side expressed its concerns that following the pausing of talks in November 2021 no progress has been made in addressing this issue. The Staff side called for the resumption of these talks as a matter of urgency.

OS. The Civil Service Management Board will meet shortly as decide its position of this matter.
The Official Side will make contact on this matter.

Long Covid

SS. The Staff Side expressed its concerns that problematic emergence of Long Covid side effects have not yet been explicitly addressed, in the context of the Critical Illness Protocols.

OS. To talk off line.

February.

Introduction of a flexi time credit for civil servants to attend blood donation.

This Forsa Claim stems its belief that the public interest is served by employers facilitating the participation of staff in contributing to the common good. Staff should not be at a loss as a result of their altruism. This had been facilitated in areas such as Divorce proceedings.

OS. While the issue of the common good was accepted, misgiving were expressed regarding the particularity of this over other good causes, issues of exclusion might arise involving those unable to participate. Informal local arrangement were favoured over a particular rules based system.

OS to consider and revert.

Extension of parental leave from 13th to 15th birthday.

Forsa referenced circular 13/201, administrative arrangement had been introduced to allow extension to the 13th year. An extension of this would spread the availability and decrease pressures on management and staff.

OS. No plans existed to address this, the capacity of the OS to process this was not currently available. The policy in place gave scope for an extension of 6 months on a needs based application.

OS the revert

Filling of the post of Adjudicator

The issue of the filling of the post of Adjudicator was again raised. seven months had elapsed and the position had not been filled. Options had been put forward by the Staff Side, which have not found favour with management. A one year extension and shared authority with two nominees in place was the latest iteration offered. the impact on the operation of the C&A process was becoming apparent, backlogs in cases were mounting.

OS. The workability of this was questioned, no counter proposal was offered, discussion to continue.

The intrusion of the Civil Service management Board into the negotiation of the proposed Blended Working Framework Document and the consequent hiatus which followed, was raised by the Staff Side. This crucial measure had been delayed by 3 months as a result and the effects were still being experienced. The IR implications of this were raised. Line Departments were, in this instance, presenting positions adopted by the Board as "agreements" when they were not.

The Staff Side asked whether its concerns on this had been, as requested, conveyed directly to the CSMB.

No confirmation of this was forthcoming, no commitment was extended that they would be informed.

The OS however noted the Staff Side concerns.

April.

The provision of psychological support to staff across the Civil Service.

A case was made that it would be beneficial to Staff if they had recourse to Psychological supports, those working in the Civil Service were exposed on a regular basis to traumatic situations and supports were required.

Management should explore this issue.

OS. No plans to do this exist. The CSEAS do however provide supports.

A note from the Staff Side required.

The issue of On call allowances was raised by Forsa. Issue to be expanded upon offline.

The issue of 5-9 child Care raised by Forsa DCYA. For noting.

May.

Update on previous claim on parental leave.

The staff side indicated that pressure for recognition that an increase in the age limit for children to which Parental Leave applies was building and as such this formal claim was lodge. failing agreement a formal record of disagreement will be sought.

OS. there are no plans to extend the age limits that currently exist. Flexibilities do exist on a case by case basis. there are however ongoing discussions on leave.

SS The staff side will revert to the June meeting of General Council.

Update on previous claim for time off to donate blood.

OS. Reservations were expressed by the official side regarding the production of a binding central policy on time off for blood donation. A request for any details of local areas where problem have arisen was put forward. the perception of the OS was that this important humanitarian effort was being facilitated.

SS. A note to managers would suffice to remove any ambiguity which could surround the humanitarian effort. Details of problem areas would be supplied.

Delays in the transfer of Union Subs Standing Items.

Item to be removed with a view to more detailed information being supplied.

Outstanding issues regarding the finalisation of Flexi accrual documents were raised.

OS the engage on final documents.

b) The reversion to pre Headington Road hours, as agreed, was raised and the issuance of a formal circular requested.

OS A New draft will issue to the Staff Side for observations.

June.

T&S.

The staff Side outline its concern regarding the escalating cost of accommodation, subsistence and mileage, in the context of ongoing inflationary pressures in these areas and sought appropriate increases to reflect this. The Official Side noted the SP position and indicated that papers on this were currently with the Minister, the details currently utilized to determine the cited costs, has been shared again with the Staff Side, discussions are ongoing and a position paper will be circulated.

FGE Footwear allowance.

The Staff Side sought a change to the implantation of the payment of this allowance, In line with other uniformed grade this allowance had been paid annually, this changed in 2012 in the period of financial crises, it was now paid on a bi annual basis. Some department were unaware of the allowance and the staff side requested that HR departments be notified again of this allowance.

The Official side agreed to talk on this and agreed to update line departments on the allowance.

Update on Blended Working Standing Items.

Concerns have arisen regarding the implementation of the agreed framework on Blended working by certain line Departments, in particular the interpretation of Dpers letter to HR managers was a cause for concern. DSP in particular have, in the view of the Staff Side, misinterpreted the findings of the Arbitration Board. Consistency of application is paramount, the 2 options contained in the Finding and the Pilot, should not be run in tandem in a given Department.

Concerns were raised regarding the fitness for purpose of systems in the Nsso with regard to the processing of various bespoke pilots. this was a matter for the General Council. a process for accessing the efficacy of the pilots had been agreed and a time line for this was required.

The Official Side agreed that this was a matter for the Council, the concerns on implementation of the pilots and the interpretation of the wording of the Arbitration Report was noted, it was accepted that there were systems problems in the NSSO, there had been "robust engagement" with the NSSO on this. An update on this will be forwarded.

An indicative date for the review of the pilots was indicated, but not set, September was the target date. A Subcommittee to meet on this

Additional issues

Questions regarding the implementation of the finding of the Arbitration Board with regard to Assistant Legal Advisors in DEA was raised. the OS indicated the adjustment in pay were in hand.

Concerns regarding a delay in the counter statement with regard to the process of SO & EO amalgamation was raised. the OS will look at this.

September

The application of the Overtime Devisor in the Civil Service.

Staff Side

The Staff side referenced the report of the Independent Body on hours and the fact that this body left it to the parties to address the issue of bringing the devisor used in the Civil Service into line with the actual hours now worked in the Civil Service.

The Independent Body had recommended that hours revert from the Haddington Road hours of 43.25, to the pre Haddington road hours of 41, this has now been accepted and implemented.

In this case this means the Civil Service management and the Staff Side.

The Staff Side wished, in accordance with the recommendation that the "parties enter into discussion on this", to meet with management on the Official Side to address this issue.

Official Side

The Official Side rejected the proposal to enter into talks on this and stated that this was not a matter for General Council to decide. Their position was emphatic. They stated that this should have been raised at the national pay talks and that this was now viewed as a new cost increasing measure.

As such it was not appropriate. It was reiterated that this could only be discussed by the parties to the national agreement.

Staff Side

This interpretation was not accepted and the issue would be revisited.

WRC

Official Side

Following on from bi lateral discussion and correspondence between Forsa and the Official Side, an updated document on possible structures and methodologies, dealing with a possible approach to a transfer of certain aspects of the C&A scheme to the WRC, had been received from Forsa, The Official side will review this document.

Staff Side

A document from the Official Side on the submission was requested.

Additional Issues

The following issues were raised, Pay issues relevant to Border management Units, ongoing issues regarding the amalgamation of SOs and delay to counterstatement for arbitration and a jump increments issue. This will be addressed in bilateral correspondence.

October

Delays in the processing of referrals to Adjudication & Arbitration.

The Staff Side outlined its grave concern, regarding the attenuated delays, experienced by the Staff Side in getting any response to submissions for Adjudication & Arbitration, this in some cases can run into years. No time lines exist for counter statements and the Side view this as a defect in the internal IR system which must be addressed.

The OS has had discussions with Forsa regarding this, it has also contacted the chair of the Arbitration Board and the Adjudicator regarding this. The issue of review of the internal IR system was noted.

Menopause Awareness in the Civil Service.

The Staff Side stated that this issue along with menstrual issues, are being raised across the greater Public service and that the Staff Side viewed the General Council of the Civil Service, as the Public sector leaders, to be at the heart of developing policies that both comprehend and address these issues.

As such the Staff Side wished to convene a subcommittee as soon as possible.

The Official side indicated that the CSEAS had established a working group reviewing supports and responses to this issue, a new PO was to be appointed with this as one area of responsibility.

Agreement to the establishment of a sub committee was expressed.

Delays in convening meetings of Subcommittee on Equality & Diversity Standing Items.

The Staff side expressed its frustration that despite repeated correspondence from the Staff Side, no meeting of this agreed committee had been convened. Again as the General council of the Civil Service has a lead role in developing agreed policy positions in these areas, consultation was mandatory.

The Official Side acknowledged the ongoing contact and agreed again to convene this committee.

Reduction of the divisor for the calculation of Overtime from 43.25 to 41 hours.

The Staff side again raised the issue of the refusal of management to address the reduction of the divisor for the calculation of Overtime from 43.25 to 41 hours, in line with the procedure of engagement in the Report on the Review of Hours. The Staff Side stated that after a referral of this matter to PSAG by the Staff Side Secretary, PSAG had reverted this matter to the Civil Service General Council.

On this Basis the staff side sought the immediate establishment of a subcommittee to address this.

The Official Side agreed to now establish this committee.

In Person meeting of GC

The Staff side stated that it had a preference for in person meetings of the Civil Service General Council meetings, going forward.

The Official Side reference its preference to apply the principals of the "Digital First Agenda", but would consider the staff side preference.

Delays in applying building Momentum increases

Following the recent agreed extension to Building Momentum, the Staff Side concerns were raised that overtime payment based on this agreement and backdated to February 22 have not been paid.

The Official Side acknowledged this, reference the need for manual adjustment of individual underpayment and agreed to pursue this with the NSSO.

Christmas Overtime payments

The Staff Side asked for the reissue of a circular dealing with derogations from delays in the payment of overtime over the Christmas period, if not up to a 2 month delay could arise in these payments causing hardship to staff.

The Official Side agreed to do this.

The Staff side again raised the issue of delay in payments to those in Boarder Management Units, ongoing correspondence has as yet yielded no results.

The Official side conceded this and agreed to progress this issue.

November

Long Covid in the context of the Critical Illness Provisions of the Civil Service Sick Leave Policy.

It was the Staff Side's understanding, stemming from previous engagement on this subject, that illnesses following Covid 19 and attributed to the effects of that disease, would be comprehended under the provisions of the Critical Illness Policy.

There is in fact no consistency across civil service employments in the application of this principal

The staff side asked that a circular be issued to line employers regarding this outlining the position on Long Covid and its treatment within the context of the Civil Service Critical Illness Policy.

No one from the Official side Sick Leave area was available to attend and as such no meaningful engagement on this issue was forthcoming.

It was agreed that correspondence would issue would issue.

Transition of certain aspects of the C&A Scheme to the WRC

The Staff Side reiterated its position that there had been an inordinate delay in processing the transition of certain element of the C&A scheme to the WRC. For over a decade an agreement had been in place between the staff side and the Official Side to create a gateway for civil service workers to full access to the WRC.

The staff Side noted that while the C&A scheme had served a purpose, it was a model based on 1952 norms. Civil servants as workers demanded the rights which were now available to their comparators in the Public Service and to all other workers in the state.

To this end the staff side had submitted a document in October outlining a new possible model which would facilitate this.

Under the terms of the C&A Scheme there was a requirement that management respond within two months, no response has been received.

In particular the staff side again drew attention to the near paralysis in the C&A Adjudication & Arbitration process, and the lack of engagement with established subgroups of GC on Annual leave, Equality & Diversity and like issues of importance to workers in the Civil Service. Despite copious correspondence and attempts by the staff side to convene meeting, these had not taken place. The issuance of circulars and surveys of staff, without consultation with the staff side was a grave cause of concern, Flexi accrual was cited. The weakness of the civil service oversight body being in essence the management side was cited.

It was the Staff Side view that the current system was non functional.

In the context of this non functionality the Staff Side expressed its collective intent to withdraw from General Council.

The Official Side stated that these were very complex and delicate issues, that the details and implications of such a fundamental change had to be worked through and the Minister needed to consider this and decide. It was up to the Unions to decide to participate in the agreed structures or not. The paper submitted was being reviewed. The agreed subcommittees can be convened as a matter of urgency, good industrial relations are required, an interim solution to the cited problems with the current system can be found. these issues can be taken "off line".

The staff Side stated that it would not accept an open ended delay and cited the Forsa Conference in May 2023 as a deadline for resolution. The civil Service would now convene to discuss this, in the context off the Official Side position and will revert.

BMU

The Staff Side raised the ongoing problems in the Border Management Units.

As a product of exigencies, management had promoted and supported a mechanism to tailor hours of attendance in that area.

This had been rejected by Dper. Not to accept this agreed plan of action would be cost increasing, as cover must be provided.

The Official Side confirmed their position that that current rosters should be redesigned to comprehend business needs.

Staff Side to revert to members.

Domestic violence

The staff Panel flagged the issue of domestic violence in the context of upcoming legislation.

Equality & Diversity

Agenda items: Recruitment’– examination of data on successful candidates in competitions, training for interview boards & details of equality proofing measures.

Disability’– request for full data on numbers employed, training & career opportunities and accessibility of workplaces.

Gender- examination of data on pay rates, equal pay audits, atypical working arrangements & promoting advancement to senior & high profile roles.

Equality & Diversity Action Plan’ – to bring together all the different policy strands, standards & targets. ‘Nationality/Race/Ethnicity’.

Health & Safety at Work. Pay Systems’and ‘Equality & Diversity Training.

Paid domestic violence leave.

Traveller internships.

Data

1. A breakdown of the number of male and female employees in the Civil Service.
2. The number of males and females employed in each Government Department.
3. The numbers of males and females per Grade employed in each Government Department.
4. The number by gender participating in promotional competitions
5. The number by gender offered promotion in each of these promotional competitions.

Diversify

6. The number of those with a declared disability employed in the Civil Service by grade
7. A breakdown by Department of these employees by Grade.
8. A breakdown of these employees by gender.
9. A breakdown of those with declared disabilities participating in promotional competitions.
10. The number of those with declared disabilities offered promotion in those competitions.
11. Data on self declared ethnicity and socio economic background.

Annual Leave

The Staff Side expressed its concern that no progress had been made on formulating necessary adjustments to the method of dealing with carry over leave, this problem has been apparent for some time and the staff side sought to progress this.

The Official Side stated that they were in contact with line employers, they offered to meet on this.

NSSO

The Staff Side raised its concerns regarding substantial delays in the payment of the increases contained in the extension to Building Momentum. in particular this affected those on off point pay rates. pensioners and those on promotion or allowances. Some progress has been made.

The Official Side acknowledged the delays, outlined the complexity of manual calculation of non standard pay, referenced correspondence on this with the Staff Side Secretary and confirmed the availability of staff in NSSO to deal with issues that may arise.

4. Disciplinary Appeals 2022, Anonymised

Number of disciplinary cases heard in 2022	5
Number of Disciplinary cases submitted but not heard/outstanding 2022	0
Cases submitted but withdrawn	1
Appeal outcomes	Sanction upheld 3 Sanction partially upheld 1 Sanction not upheld 0 Sanction TBC 1
Departments/Offices where appeals were lodged	Housing 1 Dper 1 Revenue 1 DSP 3 Tourism 2
Probationers (Reversions)	
Number of appeals heard 2022	5
Number outstanding	3
Number withdrawn	1

Appeal Outcome	Sanction upheld 2 Sanction Partially upheld 1 Sanction not upheld 1 Sanction TBC 1
Department/Office	Defence 1 Finance 1 DFA 3 Revenue 2 Tourism 2
Outstanding appeals, not heard	Finance 1 DFA 2
Appeals withdrawn	Revenue 1

5. C&A Adjudication and Arbitration 2022

Adjudication cases 2022

1. Civil Service Adjudication Finding Parties:

FORSA and Department of Agriculture, Food & Marine Issue:

Claim for compensation on behalf of Technical Agricultural Officers (TAOs) who are assigned as Vaccine Technical Team Coordinators (VTTCs) on the Badger Vaccination Pr

Arbitration cases 2022

1. REPORT OF THE CIVIL SERVICE ARBITRATION BOARD IN RESPECT OF A DISPUTE BETWEEN THE CIVIL SERVICE STAFF PANEL AND THE DEPARTMENT OF PUBLIC EXPENDITURE & REFORM REGARDING THE STRUCTURE OF FLEXTIME ACCRUAL PILOTING.

SCHEME OF CONCILIATION AND ARBITRATION FOR THE CIVIL SERVICE CLAIM.

The Board has been asked to determine a dispute between the Civil Service Staff Panel (Staff Panel) and the Department of Public Expenditure & Reform (DPER), concerning the structure of Flexitime Accrual Piloting.

TERMS OF REFERENCE The claim was submitted to the Arbitration Board in accordance with the provisions of the Scheme of Conciliation and Arbitration (C&A Scheme) for the Civil Service. The claim was considered by the Arbitration Board on 22/03/2022 and the finding was given on 06/04/2022.

2. REPORT OF THE CIVIL SERVICE ARBITRATION BOARD IN RESPECT OF A DISPUTE BETWEEN FÓRSA AND THE DEPARTMENT OF SOCIAL PROTECTION REGARDING THE SHIFT PATTERN FOR STAFF WORKING IN ISD OPERATIONS.

SCHEME OF CONCILIATION AND ARBITRATION FOR THE CIVIL SERVICE CLAIM

The Board has been asked to determine a dispute between Fórsa and the Department of Social Protection (DSP), concerning the shift pattern for staff working in the ISD Operations department. The claim is for this cohort of staff to be allowed continue with the current 12 hour roster. TERMS OF REFERENCE The claim was submitted to the Arbitration Board in accordance with the provisions of the Scheme of Conciliation and Arbitration (C&A Scheme) for the Civil Service. The claim was considered by the Arbitration Board on 24/01/2022 and the finding was given on 31/01/2022.

3. REPORT OF THE CIVIL SERVICE ARBITRATION BOARD IN RESPECT OF A DISPUTE BETWEEN FÓRSA AND THE DEPARTMENT OF PUBLIC EXPENDITURE & REFORM REGARDING PAY AND THE ASSISTANT LEGAL ADVISOR GRADE IN THE DEPARTMENT OF FOREIGN AFFAIRS AND TRADE.

SCHEME OF CONCILIATION AND ARBITRATION FOR THE CIVIL SERVICE CLAIM

The Board has been asked to determine a dispute between Fórsa and the Department of Public Expenditure & Reform (DPER), concerning Pay and the Assistant Legal Advisor Grade in the Department of Foreign Affairs and Trade (DFAT).

(Full Reports attached appendix1)

6. Pensions/Superannuation

1. Conditioning of allowances for pensions

SS. The Staff Side outlined the situation the complexity of this issue there are a large but unquantified number of allowance available in the Civil Service.

There is no commonly understood methodology available which defines whether or not these various, fixed, acting up, percentage, grade specific or PCW allowance are conditioned for pension purposes.

The staff side had previously been directed to contact all line employers to seek the number and type of allowance currently being applied in those employments and to seek the specifics of the pension status of those allowances.

the staff side indicated that this placed an unreasonable administrative burden on the staff side and requested a breakdown of the allowances deployed in each employment and a comprehensive description of the rationale employed in assessing these allowances for pension purposes.

OS. The Official Side agreed to clarify this, outlined that this was a complex issue and stated that the expectation, placed on the staff side, to seek information directly from line employers was not necessary. The Official side welcomed the reactivation of the Superannuation subgroup, as it provided an opportunity to address this and other issues of concern.

2. The refusal of DPER to allow civil servants recognition of previous service which did not meet the vesting period.

This agenda item relates to officers who had previous service in the Civil Service which was insufficient to entitle them to preserved benefits on retirement (this vesting period was 5 years but was reduced to two years in 2002). In this context, Circular 15/2019 explicitly affected the ability of those taking up employment from carrying previous service

Such officers, who have re-entered the service and are now in the Single Scheme, have been informed by DPER that the rules of the Scheme set out that they cannot transfer their previous service. Prior to the introduction of the Single Scheme, an individual with previous service could apply to have this service reckoned in their new scheme.

This seems a very unfair and inequitable situation as these officers, who would have had a legitimate expectation that their previous service would be recognised on re-entry, are facing a loss of up to five years' pensionable service.

While it is recognised that the Single Scheme operates on the basis of referable amounts, rather than service, a 'transfer value' mechanism could be used to address this. Transfer Values out of pre-existing schemes are already used in certain circumstances such as to E.U Institutions and more frequently in Family Law cases where a beneficiary of a Pension Adjustment Order requests a Transfer Amount out to another Revenue Approved Scheme.

Failing this, it would appear that another possible solution is to apply the reduction in the vesting period retrospectively to officers in the Single Scheme with more than two years' previous service to give them a preserved benefit for this service on retirement.

As it stands, the only option open to officers caught in this predicament is to seek a refund of Spouse and Child contributions (not index-linked)

OS. The Official side agreed that this had emerged as a consequence of the cited circular and agreed to revert on the totality of the points made.

3. 6/95 issues relating to established and Unestablished Civil Servants.

SS. The Staff Side outline the inequity of the situation, which has arisen as a result of the changes which were implemented in Circular 6/1995 and the subsequent introduction of a 1/200rd booster payment for those on pay of less than 3.333 times the contributory state pension in 2005. Comparable employees, employed prior to April 1995 and with the status of Established or Unestablished civil servants were treated very differently in terms of pension.

Those employed prior to April 1995, who entered a competition for establishment and with full service, would not get the booster payment of 1/200rd per year of service. They would be at a considerable disadvantage to comparators, who did not seek promotion and remained unestablished. This was an unintended consequence, of a provision which was especially introduced to address the issue of chronically low pensions for low paid civil servants as such this outcome was perverse. Details were provided. The number affect were not great.

OS. The Official side agreed that the description of the situation was correct and that this was an unintended consequence. A willingness to look at this was expressed, quantifying the number affect was an issue. Agreement to revert was given.

7. Travel & Subsistence Agreed Report

Civil Service Conciliation and Arbitration Scheme General Council Report 1556 Meetings:

Official Side Claim: Review of Motor Mileage rates Revised Rates and Arrangements

1. The rates and mileage bands in place since 1st April 2017 have been reviewed in the context of current motoring input costs.

The revised rates are based on a methodology that reflects changes in technology, road conditions, commuter behaviour, and car ownership patterns.

It also takes account of the commitments by Government in relation to the Climate Action Plan 2021 (CAP 21) and for the first time a dedicated rate is introduced for Electric Vehicles (EVs).

2. It should be noted that in support of the Climate Action Plan 2021 (CAP 21) and in the interests of administrative efficiency, it is the Department's intention to move at the time of the next review to a new single rate for all cars regardless of engine type. It is acknowledged that vehicle purchase is a medium term decision requiring future planning and that a move to a single rate will require a transitional period. In that context, discussions will commence with the Staff Side representatives.

3. As a first step in the transition to a single rate, the EV rate is being increased and is being set at the same rate as that applying to vehicles in the middle category of 1,201 to 1,500. Please note that Officials wishing to claim mileage for an EV must reregister the details of their car after 1st September and declare the category being claimed.

4. Hybrid vehicles will continue to be recouped at the equivalent Internal Combustion Engine (ICE) rates and should not be claimed in the EV category.

5. Details of the revised rates are set out in Appendix 1 of this Circular and will apply from 1 st September 2022.

6. The amount of mileage accumulated by officers between 1st January 2022 and 1st September 2022 will not be altered by the introduction of revised rates.

7. Mileage to date will, however, count towards aggregated mileage for the year.

8. All mileage claims in respect of the period 1st January 2022 to 31st August 2022 should be made before 31st August.

9. The rates listed in the Appendix to this report will be fixed for a period of three years. However, in the event of any future downturn in input costs, the rates may be adjusted to reflect the changing costs. This report recording agreement was adopted on July 2022.

Caitríona Fields Eugene Dunne Official Side Secretary Staff Side Secretary

General Council Report 1557 Domestic Subsistence

1. In accordance with General Council Report 1531 – 23rd April 2015
2. The staff Side and Management at the General Council under the Conciliation and Arbitration Scheme, agreed that the rates of subsistence for Overnight and Day Domestic Subsistence Rates would be reviewed annually
3. It was agreed that a formula of using the “eating out” and “accommodation” element of the Consumer Price Index (CPI) would be used for this purpose
4. The formula agreed for overnight rates is a combination of both rates with the breakdown of 80% accommodation to 20% eating out rate over a twelve month period and using the range of March 1st to March 31st the following year as the template for the review
5. The day rate is based upon the CPI twelve month percentage spread of the “eating out” element over the agreed period
6. The Overnight Rate was last adjusted in 2018, with the Pandemic inflation was static and until the current review period stood at 2.1%. The current CPI rates have triggered a rate change as it is above the 5% trigger and the cumulative rate is 13.5%
7. The Day Rates changed in 2021 the current rate of 1.7% is below the agreed 5% trigger point and there will be no adjustment to these rates
8. The revised rates will come into effect from the 1st of September 2022 This report recording agreement was adopted on July 2022.

Caitríona Fields Eugene Dunne Official Side Secretary Staff Side Secretary
(Full document appendix 2)

8. Annual Leave issues 2022

Engagement continued in 2022 on the substantive issue of carry over of Annual Leave, in particular the issue of the 3 year cycle, discussions continue.

There was additional engagement of the subject of carry over in the context of Covid 19, a moderation of the management position was secured.

9. Blended working

A Subcommittee of General Council was established in September 2021 to consider the draft Blended Working Policy Framework for Civil Service Organisations and meetings took place between September 2021 and March 2022.

Following discussion at the General Council Subcommittee on 8 March, the Official Side proposed agreement on the attached draft of the Blended Working Policy Framework for Civil Service organisations. This was agreed by the Staff Side.

Outstanding issues regarding Flexi Accrual were referred to Arbitration. This is reflected in Agreed Report 1554 and disagreed Report 1555. Resolution was achieved.

(Agreed&Disagreed reports Appendix 3)

10. Civil Service Employment Assistance Service.

The Employee Assistance Service continued its work in the context of exiting Covid and the introduction of blended working the last iteration of its Activity Report can be found at the link below.

<https://www.cseas.per.gov.ie/wp-content/uploads/CSEAS-Activity-Report-2021.pdf>

Annual Report 2022

Eugene Dunne

Staff Side secretary

Civil Service General Council

Staff Panel

IRISH CONGRESS TRADE UNIONS ANNUAL REPORT OF THE PUBLIC SERVICES COMMITTEE, 2022

1) Minutes

The Minutes of the PSC Annual General meeting held on Friday, 11th March 2022 are attached with this Report.

2) Election of Officers

At the PSC AGM 2022, the following were elected as Officers:

Chair	Kevin Callinan (Forsa)
Vice Chairs	John Boyle (INTO) Phil NiSheaghdha (INMO)
Secretary	John King (SIPTU)

3) Financial Report

There were no developments during the year under review.

4) Pay and Related Matters

The provisions of Building Momentum 2021-2022, accepted at a meeting of the PSC in February 2021, covered the year under review.

However, arising from the rising inflation in late 2021 and which began to emerge as a crisis in early 2022, the Public Services Committee, at the AGM held in February 2022, decided to invoke the Review Clause (Section 5.7) of Building Momentum as it was clear that the underlying assumptions of the Agreement no longer applied.

Following some preliminary engagements with DPER, the parties to the Agreement formally engaged in the Review process under the auspices of the WRC in June 2022.

The position of the PSC going into the talks was that this was a review of the pay terms of the agreement only, as at this stage it was clear that the value of the pay terms had been eroded in their entirety by inflation.

The position of DPER was a willingness to engage on this basis but they expressed the view that the Minister's preference was also to extend the agreement to cover 2023.

Following a long day of talks on 16th June 2022, the process adjourned with a significant gap between the two sides and the DPER side undertook to reflect on their position.

Over the weeks that followed, DPER did not indicate their willingness to re-engage, notwithstanding a lot of political commentary to media outlets that the Government wanted an agreement and an enhanced offer was possible should the parties re-engage at the WRC.

At a briefing meeting of the PSC affiliates in July, a decision was taken to embark on a course of coordinated consultation and balloting of PSC affiliate membership for industrial and strike action as a result of the failure by the Government-side to conclude the review process in a meaningful and timely fashion.

PSC affiliates commenced consulting members in early August with a view to commencing ballots in late August and September.

The outcome to this coordinated activity by the PSC was that DPER confirmed to the WRC their commitment to re-engage and conclude the review invoked by the PSC.

On 29th August 2022, the parties re-engaged at the WRC and following a long day of talks, a set of proposals emerged that the PSC officers agreed was worthy of consideration by affiliates and their members.

The main provisions are to provide for:

<u>On Pay</u>	3% w.e.f. 2/2/2022 2% w.e.f. 1/3/2023 1.75% w.e.f. 1/10/2023 (or €750, whichever is greater)
<u>Duration</u>	The provisions of the agreement are extended out until end 2023.
<u>Process</u>	The parties to have engagement in early 2023 on the potential options for a future approach on how a review of public service pay could be developed.

The Public Services Committee Officers briefed the affiliates on 30th August on the terms of the Proposals and agreed to re-convene on 7th October 2022 following a period of consultation and balloting on the proposals by affiliate members.

At the PSC affiliate meeting held on 7th October, the outcome to the Review of Building Momentum was accepted by all the Unions.

Public Service Agreement Group (PSAG)

The PSAG met over the early part of 2022 and dealt with a number of matters referred in by affiliates in the Health, State-related and Local Government sectors.

The Group did not meet over a lot of the mid to late year as a result of the Review Process, WRC talks and balloting consultations, etc.

However, following the conclusion of the Review Process, re-engagement commenced and the PSAG met in October and December 2022 and has agreed to meet bi-monthly for 2023.

As a result of the lack of engagement for a significant part of the year, there was a high level of referrals by affiliates in the Health, Local Government, Education and Civil Service Sectors.

5) Pensions

There were no significant developments to report on here.

6) Sick Leave

There were no significant developments to report on here.

7) Travel and Subsistence

There were no significant developments to report on here.

CONCLUSIONS AND THANKS

On behalf of the officers of the PSC, I would like to thank all our affiliates for their support and co-operation for the year under review.

The continued co-operation and comradeship amongst the Committee was again best exemplified during the period of consultation and negotiation during the process under which the Review of Building Momentum took place which resulted in the Revised Pay Terms and Extension to the Agreement until the end of 2023.

In solidarity

JOHN KING
SECRETARY
ICTU PUBLIC SERVICES COMMITTEE

OFFICERS' REPORT AND FINANCIAL STATEMENTS



Association of Higher Civil and Public Servants

Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**for year ended
31st December 2022**

Friendly Society Registration Number: 591T

Auditors:

Crowleys DFK Unlimited
Chartered Accountants and Statutory Audit Firm
16/17 College Green, Dublin 2

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Officers and Other Information

Chairperson	Trevor Noonan
Vice - Chairperson	Orla McBreen
Treasurer	Bernard O'Shea (re-elected 21st May 2022)
Officers	Brian McKevitt Brigitta O'Doherty
General Secretary	Ciaran Rohan
Friendly Societies Registered Number	591T
Business Address	Fleming's Hall 12 Fleming's Place Dublin 4
Auditors	Crowleys DFK Unlimited Chartered Accountants and Statutory Audit Firm 16/17 College Green Dublin 2
Bankers	Permanent TSB 70 Grafton Street Dublin 2
Solicitors	O' Mara Geraghty McCourt Solicitors 51 Northumberland Road Dublin 4

Officers' Report

The Officers present their report and audited financial statements for the year ended 31st December 2022.

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 €1,566,298 in 2022 from €1,444,321 in 2021.

Financial Results

The surplus for the year (including investment income) after providing for depreciation amounted to €149,109 compared to a surplus (including investment income) of €314,579 in 2021.

Status of the Association

The Association of Higher Civil and Public Servants is a Trade Union registered under the Trade Union Acts 1871 to 1990.

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.

Accounting Records

The Treasurer is responsible for keeping adequate accounting records 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 accounting records of the Association are maintained at Fleming's Hall, 12 Fleming's Place, Dublin 4.

Officers' Report

Auditors

The auditors, Crowleys DFK Unlimited Company (Chartered Accountants and Statutory Audit Firm), have indicated their willingness to continue in office.

Events after the Balance Sheet Date

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

Research and Development

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

Statement on Relevant Audit Information

So far as the officers are aware, there is no relevant audit information of which the statutory auditors are unaware. The officers have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and they have established that the statutory auditors are aware of that information.

On behalf of the Executive Committee

Trevor Noonan
Chairperson

Bernard O'Shea
Treasurer

Date:

Statement of the Officers' Responsibilities

The Officers are responsible for preparing the Officers' Report and the annual financial statements. The Officers have elected to prepare the financial statements in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

In preparing these financial statements, the Officers are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with the relevant financial reporting framework, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

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

The Officers are responsible for keeping adequate accounting records which disclose with reasonable accuracy the assets, liabilities, financial position, and net income of the Association and enable the financial statements to be audited. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Association and to prevent and detect fraud and other irregularities

On behalf of the Executive Committee

Trevor Noonan
Chairperson

Bernard O'Shea
Treasurer

Date :

Opinion

We have audited the financial statements of the Association of Higher Civil and Public Servants for the year ended 31 December 2022 which comprise the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes to the financial statements, including a summary of significant accounting policies set out in note 1. The financial reporting framework that has been applied in their preparation is FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the association as at 31 December 2022 and of its surplus for the year then ended; and
- have been properly prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the association in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. This includes us taking advantage of the exemptions provided by IAASA's Ethical Standard: Section 6 Provisions Available for Audits of Small Entities in the circumstances set out in note 2 to the financial statements.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the officers' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the association's ability to continue as a going concern for a period of at least twelve months from the date when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the officers with respect to going concern are described in the relevant sections of this report.

Other Information

The officers are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters

In our opinion, based on the work undertaken in the course of the audit, we report that:

- The information given in the Officers' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- We have obtained all the information and explanations which, to the best of our knowledge and belief, are necessary for the purposes of our audit.

In our opinion the accounting records of the association were sufficient to permit the financial statements to be readily and properly audited and the financial statements are in agreement with the accounting records.

Matters on which we are required to report by exception

Based on the knowledge and understanding of the association and its environment obtained in the course of the audit, we have not identified any material misstatements in the Officers' Report.

Respective responsibilities

Responsibilities of officers for the financial statements

As explained more fully in the Officers' Responsibilities Statement, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the officers are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to the going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operation, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is contained in the appendix to this report, located at page 7, which is to be read as an integral part of our report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the association's members, as a body, in accordance with the Trade Unions Act 1871 to 1990. 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 any 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 opinions we have formed.

Crowleys DFK Unlimited Company
Chartered Accountants and Statutory Audit Firm
16/17 College Green
Dublin 2
Date:

Further information regarding the scope of our responsibilities as auditor

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the officers.
- Conclude on the appropriateness of the officers' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's Report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Income and Expenditure Account

	Notes	2022 €	2021 €
Income			
Members' subscriptions		1,465,064	1,386,893
VOA associate members' subscriptions		84,473	41,483
Associate members' subscriptions		15,529	14,706
Miscellaneous income		1,232	1,239
	4	1,566,298	1,444,321
Expenditure			
Salaries, honoraria and pensions		754,911	662,417
Printing, postage and stationery		4,885	3,933
Telephone		10,165	12,587
Rates and insurance		36,994	15,731
Light, heat and cleaning		9,429	9,915
ADC and executive committee expenses		106,665	35,470
Branch expenses		59,550	23,281
Travel and subsistence		26,739	8,785
Subscriptions to other bodies		47,142	28,334
Publications		2,013	1,567
Premises and equipment expenses		42,984	53,342
Legal and professional fees		157,277	207,126
Depreciation		110,418	106,151
Bank interest and bank charges		422	282
Donations		50,000	-
Sundries		1,111	1,315
Total Expenditure		(1,420,705)	(1,170,236)
Surplus of Income over Expenditure		145,593	274,085
Investment Income	4	3,516	40,494
Forward to Accumulated Fund	13	149,109	314,579

Balance Sheet

		2022	2021
	Note	€	€
Fixed Assets			
Tangible assets	8	3,214,731	3,312,350
Financial assets	9	3,011,606	3,020,214
Negotiating licence	10	7,618	7,618
		<u>6,233,955</u>	<u>6,340,182</u>
Current Assets			
Debtors	11	181,447	313,364
Cash at bank and in hand		1,707,730	1,274,242
		<u>1,889,177</u>	<u>1,587,606</u>
Creditors: amounts falling due within one year	12	<u>(92,601)</u>	<u>(46,366)</u>
Net Current Assets		<u>1,796,576</u>	<u>1,541,240</u>
Total Assets Less Current Liabilities		<u>8,030,531</u>	<u>7,881,422</u>
Members' Fund			
Accumulated fund	13	<u>8,030,531</u>	<u>7,881,422</u>
Closing Members' Fund	13	<u>8,030,531</u>	<u>7,881,422</u>

The notes on pages 11 to 20 form part of these financial statements.

The financial statements were approved by the Executive Committee on _____ and signed on its behalf by

Trevor Noonan
Chairperson

Bernard O'Shea
Treasurer

Cash Flow Statement

	Notes	2022 €	2021 €
Reconciliation of operating surplus / (deficit) to net cash inflow / (outflow) from operating activities			
Operating surplus / (deficit)		145,593	274,085
Depreciation		110,418	106,151
Decrease / (Increase) in debtors		131,917	(12,032)
(Decrease) / Increase in creditors		46,235	26,251
Net cash inflow / (outflow) from operating activities		434,163	394,455

Cash Flow Statement

Net cash inflow / (outflow) from operating activities	434,163	394,455
Returns on investments and servicing of finance	3,516	40,494
Taxation	-	-
Capital expenditure	(12,799)	(14,488)
Increase / (Decrease) in cash in the year	424,880	420,461

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

Increase / (Decrease) in cash in the year	424,880	420,461
Net funds at 1 January	4,294,456	3,873,995
Net funds at 31 December	4,719,336	4,294,456

The notes on pages 11 to 20 form part of these financial statements.

1. Accounting Policies

1.1. Accounting Convention

These financial statements comprising the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes constitute the individual financial statements of Association of Higher Civil and Public Servants for the financial year ended 31 December 2022.

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 financial statements have been presented in Euro (€) which is also the functional currency of the Association.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Association's financial statements.

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 2023 relating to the year ended 31st December 2022.

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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.

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1.4. Financial Instruments

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in the case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Income and Expenditure Account. Investment Income is recognised in the financial statements in the year in which the income relates to.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and best estimate of the recoverable amount, which is an approximation of the amount that the Association would receive for the asset if it were to be sold at the balance sheet date.

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.

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1.6. Taxation

The Association is exempt from tax on results from transactions with members of the trade union.

1.7. Impairments of assets, other than financial instruments

Where there is objective evidence that recoverable amounts of an asset is less than its carrying value the carrying amount of the asset is reduced to its recoverable amount resulting in an impairment loss. Impairment losses are recognised immediately in the income and expenditure account.

Where the circumstances causing an impairment of an asset no longer apply, then the impairment is reversed through the income and expenditure account.

The recoverable amount of tangible fixed assets is the higher of the fair value less cost to sell of the asset and its value in use. The value in use of these assets is the present value of the cash flows expected to be derived from those assets. This is determined by reference to the present value of the future cash flows of the Association which is considered by the officers to be a single cash generating unit.

2. Provisions Available for Audits of Small Entities

In common with many other businesses of our size and nature, we use our auditors to prepare and submit returns to the Registry of Friendly Societies and to assist with the preparation of the financial statements.

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3. Significant Accounting Judgements and Key Sources of Estimation Uncertainty

The preparation of these financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

Judgements and estimates are continually evaluated and are based on historical experiences and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Accounting for depreciation:

The association provides for depreciation on its tangible fixed assets. Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives. The officers review on an on-going basis the charge to depreciation to ensure it is consistent with the expected residual value applicable to the different categories of tangibles. The net book value of tangible fixed assets at the financial year end date was €3,214,731 (2021: €3,312,350).

4. Income

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

	2022 €	2021 €
Members' subscriptions	1,465,064	1,386,893
VOA associate members' subscriptions	84,473	41,483
Associate membership	15,529	14,706
Miscellaneous income	1,232	1,239
Investment Income	3,516	40,494
	<u>1,569,814</u>	<u>1,484,815</u>

Notes to the Financial Statement

..... continued

5. Members Information	2022	2021
Number of members at 1st January	3,465	3,335
Number of members admitted during the year	524	307
Number of members whose membership ceased during the year	(372)	(177)
Number of members at 31st December	<u>3,617</u>	<u>3,465</u>
6. Operating (Deficit)/Surplus	2022	2021
	€	€
Operating (deficit)/surplus is stated after charging:		
Depreciation of tangible assets	<u>110,418</u>	<u>106,151</u>
7. Employees	2022	2021
	Number	Number
Number of employees		
The average monthly numbers of employees during the year were:		
Office Management	<u>6</u>	<u>5</u>
Employment costs	2022	2021
	€	€
Wages and salaries	631,034	548,589
Officers' honoraria	33,533	31,830
Social security costs	18,723	12,519
Other pension costs	71,621	69,479
	<u>754,911</u>	<u>662,417</u>

Notes to the Financial Statement

..... continued

8. Tangible Assets

	Premises	Office equipment & fittings	Computer equipment	Total
	€	€	€	€
Cost				
At 1st January 2022	4,999,098	149,030	16,042	5,164,170
Additions	-	-	12,799	12,799
At 31 December 2022	4,999,098	149,030	28,841	5,176,969
Depreciation				
At 1st January 2022	1,699,389	146,566	5,865	1,851,820
Charge for the year	99,982	822	9,614	110,418
At 31st December 2022	1,799,371	147,388	15,479	1,962,238
At 31st December 2022	3,199,727	1,642	13,362	3,214,731
At 31st December 2021	3,299,709	2,464	10,177	3,312,350

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 €3,199,727.

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 of 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 Statement

..... continued

9. Financial Assets		2022	2021
		€	€
Prize bonds	(a)	32	32
Term deposit	(b)	15,794	15,794
An Post Savings	(c)	120,000	120,000
Investment portfolio	(d)	2,875,780	2,884,388
At 31 December		<u>3,011,606</u>	<u>3,020,214</u>

(a) Prize bonds are included at cost.

(b) €15,764 is held on deposit with Permanent TSB, minimal interest is earned each year on this account.

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

- €120,000 was invested in An Post 10 year Solidarity Bond on 22 February 2016. The investment will earn 25% over 10 years.

(d) Currently there are three investment portfolio held with Davy Stockbrokers. Each investment has a diverse portfolio with investment assets allocations over the following areas: Bonds, Equities, Alternatives & Cash.

10. Negotiating Licence		2022	2021
		€	€
Deposit - Courts of Justice		<u>7,618</u>	<u>7,618</u>

Notes to the Financial Statement

..... continued

11. Debtors	2022	2021
	€	€
Members subscriptions receivable	152,447	130,661
Accrued fee income	7,317	16,778
Other debtors	16,196	161,385
Prepayments	5,487	4,540
	<u>181,447</u>	<u>313,364</u>

12. Creditors: Amounts Falling Due within One Year	2022	2021
	€	€
Trade creditors	26,998	22,200
Other taxes and social security costs	60,603	19,166
Accruals	5,000	5,000
	<u>92,601</u>	<u>46,366</u>

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

	2022	2021
	€	€
PAYE/PRSI payable	60,603	19,166
	<u>60,603</u>	<u>19,166</u>

Notes to the Financial Statement

..... continued

13. Closing Reserves

Income and expenditure account

	2022 €	2021 €
At 1st January	7,881,422	7,566,843
Surplus for the year	149,109	314,579
At 31st December	<u>8,030,531</u>	<u>7,881,422</u>

14. Events after the Balance Sheet Date

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

15. Analysis of changes in net funds

	Opening balance €	Cash flows €	Closing balance €
Cash at bank and in hand	1,274,242	433,488	1,707,730
Investments	3,020,214	(8,608)	3,011,606
Net funds	<u>4,294,456</u>	<u>424,880</u>	<u>4,719,336</u>

16. Approval of Financial Statements

The financial statements were approved by the Executive Committee on _____ and signed on its behalf by

Trevor Noonan
Chairperson

Bernard O'Shea
Treasurer

