

CONFIDENTIAL TO MEMBERS



**Association of Higher Civil and Public Servants**

Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**ANNUAL REPORT  
2023/2024**



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## HONORARY OFFICERS OF THE ASSOCIATION 2023/2024

<b>President</b>	Mary McLoughlin
<b>Vice-President</b>	Benny Kevitt
	Richard Ryan
	Pat Dowling
	Seán O Ríordáin
	Brian Ingoldsby
	Peter Greene
	Dave Thomas
	Brian Murnane
	John Kelleher

### Obituary

Mr Brian Murnane, Hon. Vice President of the Association died in January 2024. Brian served the Association for many years in various positions as Chairman, Vice Chair, Treasurer and Trustee of AHCPS.

Ar dheis Dé go raibh a anam.

### The following Officers were elected at the Annual Delegate Conference held on 5 May 2023:

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

## EXECUTIVE COMMITTEE 2023/2024

Allen Eimear	<b>Health</b>	Hutson Nigel	<b>Foreign Affairs</b>
Brennan Nina	<b>Courts</b>	Kinsella Emma	<b>Education</b>
Casey Fiona	<b>Social Protection</b>	McEleney Rhona	<b>Revenue</b>
Donaghy Deirdre	<b>Finance</b>	White Ken	<b>Revenue</b>
Holleran Noel	<b>Agriculture Food &amp; Marine</b>	Nolan Marianne	<b>Public Expenditure &amp; Reform</b>
Holohan Michael	<b>Justice</b>	Mark O'Connor	<b>ETB/Solas</b>

Subsequent to the Executive elections Ross Hattaway (Transport) and Teresa Kavanagh (An Post) were co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association.

Ken Seery (ETB/Solas), Paul Brady (Revenue) and Des Henry (Social Protection) were co-opted under Rule 11(b) to replace Mark O'Connor (ETB/Solas) who retired, Fiona Casey (Social Protection) who resigned during year and Ken White (Revenue) who was successful in competition for AHCPS AGS position.



# OFFICERS OF THE ASSOCIATION FROM 1943/2024

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*	M.B. Lawless	N. MacLiam	N. MacLiam
	M.B. Lawless	W. Drain		
1960/1	P.A. Terry	W. Drain	J.G. Buckmaster	T. O'Sullivan
1961/2	P.A. Terry	P.J. Mulvany	J.G. Buckmaster	T. O'Sullivan
1962/3	R.C. O'Connor	P.J. Mulvany	J.G. Buckmaster	T. O'Sullivan
1963/4	R.C. O'Connor		J.G. Buckmaster	L. O'Laidhin
1964/5	R.C. O'Connor	J.M. McNicholl	L. O'Laidhin	T.J. Mooney
1965/6	R.C. O'Connor	J.M. McNicholl	N. Tobin	T.J. Mooney
1966/8	P.A. Terry	J.M. McNicholl	D. O'Mahony	T.J. Mooney
1968/9	P.A. Terry	J.C. Horgan	D. O'Mahony	T.J. Mooney
1969/73	J.C. Horgan	M. Kilcullen	D. O'Mahony	T.J. Mooney
1973/74	J.C. Horgan	M. Kilcullen	J. O'Dwyer	T.J. Mooney
1974/75	M. Kilcullen	M. Corcoran	M.F. Fahy	T.J. Mooney
1975/76	M. Kilcullen	D. O'Mahony	<b>General Secretary</b>	T.J. Mooney
1976/77	T.J. Mooney	D. O'Mahony	Ralph B. Pares	J.C. Tucker
1977/78	T.J. Mooney	D. O'Mahony*	1975-1980	J.C. Tucker
		M. Corcoran**		
		J.C. Horgan		
1978/79	T.J. Mooney	T.H. Nally		J.C. Tucker
1979/81	J.C. Tucker	M.F. Fahy		T. Tuite
1981/83	M.F. Fahy	T. Tuite	John Dowling	P.J. O'Grady
1983/84	M.F. Fahy	J.P. O'Brien	1980-1987	P.J. O'Grady
1984/86	J.P. O'Brien	Sean Healy ***		P.J. O'Grady
		John Melia		
1986/87	J.P. O'Brien	John Melia		P. Greene
1987/88	J.P. O'Brien	Michael O'Donoghue	Seán Ó Ríordáin	P. Greene
1987/91	Michael O'Donoghue	Padraig Cullinane	1987-2007	P. Greene
1991/92	Padraig Cullinane	Richard Ryan		P. Greene
1992/95	Richard Ryan	Des Coppins		Benny Kevitt
1995/96	Richard Ryan	Benny Kevitt		Brian Murnane
1996/97	Benny Kevitt	Brian Murnane		Tom Power
1997/98	Brian Murnane	Patrick Dowling		Tom Power
1998/2001	Brian Murnane	Patrick Dowling		Kieran Coyle
2001/2002	Patrick Dowling	Seamus Molloy		Liam Kelly
2002/2003	Patrick Dowling	Seamus Molloy ****		Liam Kelly
		Sean McDonald		
2003/2004	Sean McDonald	Brigitta O'Doherty		Liam Kelly
2004/2005	Brigitta O'Doherty	Philip Crosby		Mary McLoughlin
2005/2007	Philip Crosby	Ciaran Rohan		Mary McLoughlin
2007/2008	Ciaran Rohan	Peadar Carpenter	Dave Thomas	Mary McLoughlin
2008/2010	Peadar Carpenter	Tom Allen	2007-2014	Mary McLoughlin
2010/2011	Peadar Carpenter	Tom Allen		Bernard O'Shea
2011/2012	Peadar Carpenter	Tom Allen		William Thompson
2012/2013	Tom Allen	John Glennon		William Thompson
2013/2014	Tom Allen	John Glennon		William Thompson
2014/2015	Tom Allen	John Glennon	Ciaran Rohan, 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
2021/2024	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

## Trustees

Brigitta O'Doherty, Brian McKevitt and John Howlin.

## 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 2023/2024

Agriculture, Foods & the Marine	Peter Johnston
An Post	Teresa Kavanagh
Attorney General	vacant
Chief State Solicitors Office	Michael Fallon
Central Statistics Office	Michael Gaffey
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	Harriet Sexton-Morel
Garda Civilian	Lisa Allen
Health	Eimear Allen
Health and Safety Authority	Gavin Lonergan
Houses of the Oireachtas	Stephen Rigney
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	Gerry Robbins
National Museum of Ireland	vacant
National Library of Ireland	Geraldine Wilson
Office of Public Works	Denis Ryan
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 past year was a very busy one for the Association with an increase in membership being matched by an increase in the number of member engagement events.

The new pay agreement was endorsed by an overwhelming number of members earlier this year. This agreement last until the end of June 2026. The increases total 10.25% over that period. This also includes a 1% local bargaining element. The first tranche of 2.25% was paid for most members on the 25th of April last.

Flexible working continues to be a major issue for members and the Association has worked hard to broaden the scope of flexible working. There is still an issue with flexi accrual for those APs appointed since July 2023. Members are continuing to work long hours and the Association will strive to protect members' right to disconnect.

The central Blended Working Policy Framework, agreed between DPER, the Association and other Civil Service Unions, is due to be reviewed shortly. There is still a major issue with the accrual of flexi leave while blended working.

The Association continued with several member engagement events (in-person) in the last year. The most recent of which was in the area of Equality, Diversity and Inclusion "**Building a more Inclusive Public Sector**". More events are planned for the rest of this year. The Association has hosted several engagement events targeting new members.

Our improved website is proving very popular with members. [www.ahcps.ie](http://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. In addition, a member engagement video has been produced to aid the drive to increase members.

Following intense negotiations between the An Post unions and management, a collective pay offer of 4% from 1/1/24 is likely with a further 3% on 1/1/25 followed by 1% on 1/6/25. AHCPs now has less than 10 members who are not on performance related pay arrangements. Branch has sought a review of PRP.

In the past year the Association reached 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 at 4,000. The Association has for the first time more female members than male; the Executive Committee now has a 50:50 gender balance. A special event was held in the College Green Hotel in November 2023 to mark this occasion.

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**





**Health Delegates**

**Audrey Ni Chaoindealbain, Michael Murchan, Eoin Dornan and Eimear Allen**



**Fiona Casey, Trevor Noonan, Orla McBreen & Mary Gildea**

# ORGANISATION

## 1.1 ANNUAL DELEGATE CONFERENCE

The 40th Annual Delegate Conference of the Association took place on Friday 5 May 2023. 170 Branch Delegates and 16 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	
Allen Eimear	Health
Brennan Nina	Enterprise Trade & Employment
Casey Fiona	Social Protection
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
Nolan Marianne	Public Expenditure & Reform
O'Connor Mark	ETB Solas
White Ken	Revenue

Ross Hattaway (Transport) and Teresa Kavanagh (An Post) were subsequently co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association.

Ken Seery (ETB/Solas), Paul Brady (Revenue) and Des Henrey (DSP) were co-opted under Rule 11(b) to replace Mark O'Connor who retired during year and Ken White (Revenue) who was successful in competition for AHCPs AGS position and Fiona Casey who resigned from the Executive in March 2024.

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
McCarthy James	Social Protection
O'Connell Denise	Oireachtas
Ryan Marie	Revenue

## 1.4 CONFERENCE RESOLUTIONS

### ADC MOTIONS 2023

#### Motions Passed

#### Motions to Amend the Rules (require two thirds majority)

### MOTION 2

That this Conference notes that elections currently take place by simple majority at the Annual Delegate Conference. Conference further notes that use of proportional representation by means of the single transferable vote is the commonly used system in Irish state elections and in many Irish trade unions. It recognises FORSA's approach under S43(iv) of their rules states 'Elections at National and Division Conferences, Executive and Standing Order Committees shall be by proportional representation, Seanad Eireann rules'. Those rules are available online. In order to reflect the standard practice of the use of PRSTV in wider Irish society Conference agrees to amend the Rules and Constitution of the Association of Higher Civil and Public Servants as follows:

Addition of new Rule 9(a)(iii)

All elections at delegate conferences, Executive and Standing Order Committee shall be by proportional representation, Seanad Eireann rules. Amend Rule 11(a)(ii) to read as follows Twelve other members elected at the Annual Delegate Conference from nominations made by branches; and Amend Rule 13(a) to read as follows (a) The Chairperson, Vice-Chairperson and Treasurer shall be elected at the Annual Delegate Conference.

**NSSO Branch**

### ACTION:

*Rule change applied.*



## RECORDING OF MEETINGS WITHOUT CONSENT

**MOTION 3** That Conference notes with concern the comments made by Ministers of the Government, that recordings, made without consent, of internal Civil Service work meetings and subsequently released to the media were made “in the public interest” and asks that Executive will continue to act to protect the privacy rights of our members in the workplace.

**Health Branch**

### ACTION:

*The Association continues to highlight this subject with DPENDPDR and has addressed the matter within relevant departments.*

## BLENDED WORKING

### MOTION 4

That Conference instructs the incoming Executive to engage with our employer (Public Expenditure National Development Plan Delivery & Reform) to ensure that modern ICT and other systems are put in place so as to ensure that grades represented by this Association can benefit from blended working.

**Justice Branch**

### ACTION:

*The Association continues to highlight this subject with DPENDPDR and has addressed the matter within relevant departments.*

### MOTION 5

That Conference calls on the Executive to negotiate with the Official side to ensure that in the interests of equity that all civil and public sector employees be deemed eligible to qualify on the same basis as all other workers for remote working tax relief.

**Housing, Local Government and Heritage Branch**

### ACTION:

*Entitlement to tax relief for outlay in this regard is specified in Revenue Information Circulars and is equally available to all employees in the private and public sector regardless of the relevant employer involved. It is a cross employee entitlement under Government Policy.*

## FOUR-DAY WORKING WEEK

### MOTION 6

(if Motion 6 is passed Motions 7 & 8 are deemed to have fallen)

That Conference recognises that the Covid 19 Pandemic has provided further evidence that working patterns across the Civil and Public Service can and should be fundamentally reviewed and reformed. Conference also believes that condensed working weeks can be an

important mechanism for sharing the benefits of improved productivity that flow from changed work practices, automation and other technological developments implemented by members. Conference instructs the incoming Executive Committee to support the ICTU campaign for a four-day week and to seek the introduction of Work Condensing Programmes in all Government Departments and Offices.

**Revenue Branch**

### ACTION:

*The Association continues to pursue this agenda through ICTU. In addition, via the Staff Panel of General Council a claim was filed with DPENDPDR but rejected.*

### MOTION 9

That Conference calls on the Executive to formally sign up to the principles set down by the Four Day Week Ireland campaign and to officially join that Group and help it move towards the four-day week being the standard work arrangement across the economy, with no loss of pay.

**Housing, Local Government and Heritage Branch**

### ACTION:

*The Association continues to pursue this agenda through ICTU. In addition, via the Staff Panel of General Council a claim was filed with DPENDPDR but rejected.*

## DOMESTIC VIOLENCE

### MOTION 10

That Conference calls on the incoming Executive Committee to pursue the implementation of a ‘Domestic Abuse/Violence leave policy’ within the Civil Service and to call on ICTU to encourage Government to implement 10 days paid leave for victims of domestic violence/abuse rather than the 5 days proposed in the Work Life Balance and Miscellaneous Provisions Bill 2022.

**Revenue Branch**

### ACTION:

*This is an example of an initiative where there was very good consultation between the Official Side and the trade unions within the Staff Panel of General Council. In conjunction with our colleague trade unions, we have strongly objected that the industry norm of 10 days has not been applied. The Association will continue to pursue this matter.*

### MOTION 11

That Conference notes with concern that legislative proposals for the establishment of a statutory entitlement to paid leave for victims of domestic violence has not progressed with the urgency required. Conference therefore calls on the incoming Executive Committee to: I Actively campaign with ICTU and other stakeholders to



ensure that the Government moves quickly to legislate for an effective statutory entitlement to paid leave for victims of domestic violence, Raise the issue of workplace supports for victims and survivors of domestic violence within all Departments and Offices across the Civil and Public Service.

#### Revenue Branch

#### ACTION:

*This is an example of an initiative where there was very good consultation between the Official Side and the trade unions within the Staff Panel of General Council. In conjunction with our colleague trade unions, we have strongly objected that the industry norm of 10 days has not been applied. The Association will continue to pursue this matter.*

### EQUALITY AND DIVERSITY

#### MOTION 12

That Conference notes that Irish equality legislation: the Employment Equality Act and the Equal Status Act cover the nine grounds of marital status, family status, age, disability, sexual orientation, race, religion and membership of the Traveller community. In addition, the Acts prohibit discrimination in the provision of accommodation services against people who are in receipt of the rent supplement, housing assistance or social welfare payments. One ground that has yet to be added to our equality legislation and framework is socio-economic background. On that note however the ADC notes that the programme for Government in 2020 included a specific commitment to examining the introduction of a new ground of discrimination based on disadvantaged socioeconomic status to the Employment Equality and Equal Status Acts. On the 23 January 2023 an update was provided on progress made in relation to the addition of a socio economic grounds when Minister O’Gorman stated in “Dáil Éireann that he resolves that the Equality (Miscellaneous Provisions) Bill 2021 be deemed to be read a second time this day 18 months, to allow for time to further examine the introduction of ‘disadvantaged socio-economic status’ as an additional ground in the Equality Acts in the context of the Review of Equality Acts currently under way in the Department of Children, Equality, Disability, Integration and Youth.” Minister O’Gorman on the 23 January 2023 further stated that discrimination on the basis of disadvantaged socioeconomic status is unacceptable and discrimination on the basis of socio-economic status has been frequently raised by individuals and organisations working in the field of equality law. As further noted during this Dail debate, Minister O’Gorman, intends to publish a report summarising the submissions shortly and further consultation is planned and expects to bring forward a number of legislative proposals arising from the review later this year. It is in this context that this ADC decides that AHCPS policy is that ongoing work carried out by the Minister and his department on the ground of socio-

economic status to be added to the Employment Equality Act and the Equal Status Act should be welcomed and instructs the Executive Committee to take whatever steps it deems appropriate to promote and further encourage a change in the law on this point.

#### Enterprise, Trade and Employment Branch

#### ACTION:

*The Association raised this matter with DPENDPDR and within relevant departments and a legislative change is anticipated. It should also be noted this is the Policy of the ICTU.*

### ONE ORGANISATION POLICING BILL

#### MOTION 14

That Conference deplores the changing of the Terms and Conditions of member’s employment by means of legislation or Ministerial Order and opposes such behaviour by government.

#### Garda Staff Branch

#### ACTION:

*The Association raised this matter with the Minister for Justice resulting in a legislative amendment whereby no change in the status of Garda Staff will apply for at least 2-years from the commencement of the Bill expected to be 1st of July 2024. In addition, there is ongoing engagement with DoJ and Garda Management on civil service policies that will travel intact into the new organisation. It remains the Association position that a redeployment panel must be put in place if agreement cannot be reached on access for existing members to civil service mobility.*

#### MOTION 15

This ADC notes, with great concern, the continuing failure of the Official Side to adequately consult with Unions in An Garda Síochána in relation to the One Organisation Policing Bill.

#### Executive Committee

#### ACTION:

*The Association raised this matter with the Minister for Justice resulting in a legislative amendment whereby no change in the status of Garda Staff will apply for at least 2-years from the commencement of the Bill expected to be 1st of July 2024. In addition, there is ongoing engagement with DoJ and Garda Management on civil service policies that will travel intact into the new organisation. It remains the Association position that a redeployment panel must be put in place if agreement cannot be reached on access for existing members to civil service mobility.*

## POWER OF DISMISSAL

### MOTION 16

That Conference notes government proposal that would allow staff at a grade lower than Sec Gen to terminate a civil servant's employment. This conference opposes this move and instructs the incoming executive and full time officials to recognise this as policy of the union and act accordingly where appropriate.

**Housing, Local Government and Heritage Branch**

#### ACTION:

*The Association continues to raise this matter with DPENDPDR and has reaffirmed the AHCPS is opposed to any such changes. The Association also raised concerns with DoJ in the context of provisions in the Prison Services Bill 2023. It has been confirmed with DoJ that further amendments will apply to that Bill to confirm there is no intention to alter current arrangements.*

## MEMBERSHIP

### MOTION 17

That Conference is pleased to note that current membership of the Association is at an all-time high. Conference calls on the Executive to continue its efforts to increase membership across the Civil and Public Service in order to further enhance our level of representation at our grades.

**DSP Branch**

#### ACTION:

*The Executive Committee and officials have been proactive on this matter across all departments. Current membership is now nearing 4,000 for the first time. AHCPS recruitment and the increase of branch memberships is one of the specific responsibilities of the newly appointed Assistant General Secretary Ken White.*

### MOTION 18

That this ADC recognises with considerable pride and satisfaction that 2023 marks the 80th anniversary of the Association. ADC is pleased to note that this important milestone coincides with the Association's highest ever number of members. The membership now has 51% female and 49% male and reflects the gender balance of the grades that we represent. ADC wishes to express its appreciation and thanks to all those members and officials past and present who served at all levels of the organisation through the years in defence of member's pay terms and conditions. This ADC further takes the opportunity to emphasise the important role that this Association has played and will continue to play in both safeguarding the legitimate interests of the membership and addressing the future challenges facing members.

**Executive Committee**

#### ACTION:

*Motion is a statement to mark the 80th anniversary. No action required.*

## FLEXIBLE WORKING

### MOTION 19

(stands for itself and Motion 20 – if motion 19 passes Motion 21 falls)

That ADC notes that it is now 10 years since the Haddington Road agreement withdrew the right of new members in the AP grade to accrue flexi leave and calls on Public Expenditure National Development Plan Delivery & Reform to recognise that family friendly policies must apply to all grades and in the interest of fairness, restore the right of all AP's to accrue flexi leave.

**Executive Committee**

#### ACTION:

*The Association has continued without success to raise this matter with DPENDPDR. The Executive Committee is currently exploring other options including referral to the WRC.*

### MOTION 20

That Conference recognises the growing trend of employers offering family friendly workplace policies to attract and retain talent and calls on the incoming Executive Committee to negotiate the introduction of flexi accrual for AP & PO grades regardless of when the person was appointed to the role.

**Revenue Branch**

#### ACTION:

*The Association has continued without success to raise this matter with DPENDPDR. The Executive Committee is currently exploring other options including referral to the WRC.*

### MOTION 22

That Conference calls on the incoming Executive Committee to ensure that Civil Service Management publish a Circular giving effect to the provisions of the EU Work-Life Balance Directive which confers a right on working parents to request flexible working hours.

**Revenue Branch**

#### ACTION:

*DPENDPDR issued a Circular to HR Managers in August 2018 indicating support for the provision of flexible working hours in departments but continues to resist the right of all APs to accrue flexi leave. The Association has continued without success to raise the matter of flexi accrual for APs with DPENDPDR. The Executive Committee is currently exploring other options including referral to the WRC.*

## LEAVE

### MOTION 23

That Conference calls on the incoming Executive to immediately seek the re-instatement of the full annual leave allowance for staff promoted after 14 December 2011 for those who were in receipt of the two privilege days in their previous grade prior to promotion.

#### **Rural and Community Development Branch**

#### **ACTION:**

*The Association raised this matter with DPENDPDR without success.*

### MOTION 24

That Conference calls on the incoming Executive to seek a change in the bereavement leave arrangements provided in Circular 01/2017 so that staff who have a terminally ill relative who has been admitted to palliative care (and whose death would give rise to 20 days bereavement leave or 5 days bereavement leave) may use up to 50% of the bereavement leave as compassionate leave prior to the death, as such an arrangement would enable staff to spend more of the small amount of remaining precious time with a dying relative be of

greater benefit to the staff member, their dying relative, and also to the wider family.

#### **Houses of the Oireachtas Service Branch**

#### **ACTION:**

*The Executive Committee considers that it is more advantageous to raise these matters on a case-by-case basis with employers.*

### MOTION 25

Parents leave is seven weeks of leave available to parents of children under 2 years of age. That Conference notes that parents taking 'parents leave' are only entitled to Parents Benefit, currently 262 pw. This conference instructs the incoming executive committee to seek that civil servants are provided with full salary for these seven weeks.

#### **Housing, Local Government and Heritage Branch**

#### **ACTION:**

*The Association continues to address this matter in the work of the Staff Panel of General Council.*



Delegates at ADC



## ACCESS TO THE WORKPLACE RELATIONS COMMISSION (WRC)

### MOTION 26

(stands for itself and Motion 27)

That this ADC notes with concern the lack of progress to date in providing the Civil Service with access to the dispute resolution services of the Workplace Relations Commission. Conference calls on Public Expenditure National Development Plan Delivery & Reform to expedite this transition so that our members have full access to the industrial relations dispute resolution services of the State.

**Executive Committee**

### MOTION 27

That Conference believes Civil Servants should have access to the Workplace Relations Commission (WRC) and urges the union to ensure progress on implementing the 2015 Industrial Relations Act, which would provide access to the WRC.

**Housing, Local Government and Heritage Branch**

#### ACTION:

*A subgroup of General Council has been established to review the C&A Scheme to provide similar protections available within the WRC. .*

## CHAIRPERSONS/DELEGATES ALLOWANCE

### MOTION 28

That Conference instructs the incoming Executive to pursue a claim for the restoration of delegates' allowance or the introduction of an analogous allowance.

**Justice Branch**

#### ACTION:

*The Association is considering this in the context of the local bargaining provisions of the current National Pay Agreement.*

## TRAVEL AND SUBSISTENCE

### MOTION 29

That Conference instructs the incoming Executive to pursue a claim for payment of a 15 hour foreign subsistence rate.

**Justice Branch**

#### ACTION:

*The Association has lodged a claim through the Staff Panel of General Council.*

## RECRUITMENT/PROMOTION

### MOTION 30

This ADC calls on Public Expenditure National Development Plan Delivery & Reform to carry out an independent review into the current sequencing arrangements in which only one out of every three positions at Principal Officer level are filled by internal competition. There is concern that the 1 in 3 policy is unbalanced, detrimental to institutional memory, quality public policy making and fair career progression.

**Executive Committee**

#### ACTION:

*The Association raised this with DPENDPDR and continues to emphasise how the current arrangement is mitigating against workflow planning and career development.*

### MOTION 31

That Conference asks the Executive to pursue a fair and consistent application of policies around acting up allowances, recognising that members who act up into more senior positions are often under huge pressure for extended periods of time.

**Health Branch**

#### ACTION:

*The Association raised this with DPENDPDR. In addition, the Association made a submission to the Group reviewing top level appointments and the duties of acting up in more senior positions.*

### MOTION 32

That Conference asks the Executive to investigate the reasons why internal promotion competitions, particularly for Principal Officer roles, are poorly subscribed in many Government Departments and Offices, and what can be done to ensure staff are encouraged to apply for promotion.

**Health Branch**

#### ACTION:

*The Association raised this with DPENDPDR, and officials have been proactive on the subject throughout departments.*

### MOTION 33

ADC notes that the current interdepartmental AP1 recruitment process is unfair and inequitable as it provides access to the competition to grades below that of AP – while excluding existing APs on probation. Conference calls on the Executive Committee to engage with Public Expenditure National Development Plan Delivery & Reform with a view to removing this anomaly.

**DCEDIY Branch**

**ACTION:**

*Following reps from the Association, DPENDPDR has conceded this matter. .*

**MOTION 34**

That Conference instructs the incoming Executive to engage with our employer to ensure that all posts at A/Secretary or equivalent level are advertised at the earliest possible stage to ensure that the practice of creeping ad-hoc acting up appointments is eliminated.

**Justice Branch**

**ACTION:**

*The Association raised this with DPENDPDR. In addition, the Association made a submission to the Group reviewing top level appointments and the duties of acting up in more senior positions .*

**MOTION 35**

That Conference instructs the incoming Executive to engage with our employer that all internal promotion to PO competitions are conducted in a manner that is – I Fair and transparent to all applicants and I Timely in respect of liabilities accruing to internal panels.

**Justice Branch**

**ACTION:**

*The Association raised this with matter with DPENDPDR. In addition, the Association was successful in having an independent review carried out of the 2022 PO Competition in a department where this matter was of acute concern. Engagement is now arising around the findings of the Report.*

**MOTION 36**

That conference notes with concern the recent difficulties Civil Service departments are having with recruitment at Clerical Officer and Executive Officer grades and the impact that this is having on our members in carrying out their roles. Conference calls on the Executive to engage with Public Expenditure National Development Plan Delivery & Reform on this matter with a view to identifying solutions.

**DSP Branch**

**ACTION:**

*The Association raised this with DPENDPDR in conjunction with our colleague unions.*

**MOTION 37**

(stands for itself and Motion 38)

That Conference noting that the UK Civil Service has moved to success profiles, instructs the incoming Executive Committee to continue to engage with DPER in relation to updating the competencies used to assess suitability for the roles of AP and PO. The aim of the

engagement is to reflect best practice, addressing changes in the world of work, including technological change, since the competences were last reviewed.

**Education Branch**

**ACTION:**

*The Association has been consulted on this matter by DPENDPDR. New competencies are being developed by PAS. The Association been consulted about the new framework and will continue to monitor the position,*

**MOTION 38**

That Conference notes that the competency frameworks for AP and PO grades in the Civil Service have not been revised or updated for a considerable number of years. Conference calls on the Executive to engage with Public Expenditure National Development Plan Delivery & Reform Recruitment Policy Unit with a view to initiating the process of updating the competency frameworks in line with best practice.

**DSP Branch**

**CIVIL SERVICE MOBILITY**

**MOTION 39**

That Conference asks the Executive to request a report on the impact of mobility across Government Departments and Offices, to give clarity on what provisions are in place to ensure that business continuity and institutional knowledge are supported in organisations with higher numbers of staff availing of mobility.

**Health Branch**

**ACTION:**

*The Association raised this matter with DPENDPDR.*

**MOTION 40**

That Conference calls on the incoming Executive to seek clarity on the operation of the advertisement-based AP mobility scheme, where it applies to roles which require qualifications or more specialist expertise, and to ensure that all such opportunities are made available to all eligible staff.

**Houses of the Oireachtas Service Branch**

**ACTION:**

*The Association raised this matter with DPENDPDR.*

**WORKLOADS**

**MOTION 41**

That Conference notes with concern the combined negative impacts of the Covid 19 Pandemic, Brexit, the war in Ukraine, and the on-going difficulties in recruitment on members' workloads across the Civil and Public Service and instructs the incoming Executive

Committee to urgently engage with management, both at local and national level, to ensure fair and sustainable workloads for all members.

### Revenue Branch

#### ACTION:

*The Association remains vigilant on all of these issues at national and local levels.*

### SUPERANNUATION

#### MOTION 43

That Conference notes that it has been 10 years since the Single Public Service Pension Scheme ("Single Pension Scheme") was introduced on 1 January 2013 and instructs the incoming Executive Committee to seek a joint Union and Public Expenditure National Development Plan Delivery & Reform review of the operation of scheme.

### Revenue Branch

#### ACTION:

*The Association has raised this matter at the Staff Panel of General Council and continues to pursue the subject.*

### ADDITIONAL YEARS

#### MOTION 46

That this Annual Delegate Conference calls on the incoming Executive to seek additional years' service for officers who must retire early to provide care for their child that has a life limiting fatal disease and requires fulltime care. Additional years would be provided in a similar manner as for those officers who have to retire early from service on medical grounds.

### Agriculture Food & The Marine Branch

#### ACTION:

*The Association has raised this matter at the Staff Panel of General Council and continues to pursue the subject.*

### SERVICES TO MEMBERS

#### MOTION 49

Conference wholeheartedly endorses the programme of member engagement delivered by the Association over the past number of years, in particular the recent health-related initiatives and new member networking events. Conference encourages the incoming Executive to further develop the Association's varied and high-quality



Officials and Officers

Larry Dunne, Billy Thompson, Paul Malone, Trevor Noonan, Bernard O'Shea, Ciaran Rohan and Orla McBreen.



programme of seminars, training events and services to the continued benefit of members.

**DSP Branch**

**ACTION:**

*The Executive Committee addressed this matter.*

**TRAINING**

**MOTION 51**

That Conference recognises that the learning of foreign languages is valuable learning and development for staff members considering foreign postings and that a lack of competence in languages can preclude a staff member from being considered for a post. Conference further recognises that the period between which an officer learns of their posting and departure is typically less than nine months, which is not sufficient to gain adequate competence in even the least challenging languages with one-to-one tuition and there is value in prospectively learning languages to better prepare for the possibility of posting, especially for complex languages. Conference calls on the incoming Executive to work with our employers across Departments to facilitate continuous training in foreign languages for all members, including those posted abroad in the service of the State.

**DFA Branch**

**ACTION:**

*The Association has pursued this matter of additional language training for civil servants through the Staff Panel of General Council..*

**MOTION 52**

That Conference calls on the incoming Executive to work with our employers across Departments to make increased and more flexible provision of opportunities to members for Irish language learning, which would assist Departments in fulfilling their obligations under the Official Languages Act.

**DFA Branch**

**ACTION: ACTION:**

*The Association has pursued this matter of additional language training for civil servants through the Staff Panel of General Council..*

**Motions Remitted**

**MOTION 13**

That Conference asks the Executive to arrange for a commemoration of civil servant Emanuel "Ernest" Kahn, who was killed on the 14th of November 1923, recognising that his death was motivated by anti-Semitic feeling. Conference notes that Mr. Kahn also encountered prejudice in the workplace, and this Conference condemns all forms of discrimination, including on the basis of ethnicity or religion.

**Health Branch**

**MOTION 42**

That Conference calls on the incoming Executive Committee to investigate all pension schemes, which have a pre-determined calculated fixed annual pension on retirement, with a view to the development of a scheme whereby staff can contribute to, or purchase service for, the pension proportion of the scheme only, rather than purchasing 'full-service years' which includes a lump sum.

**Revenue Branch**

**MOTION 44**

That Conference instructs the incoming Executive Committee to engage with management on a review of the Civil Service Pension Schemes, in respect of Class A staff members, given the discriminatory nature of compulsory deductions in relation to spouses and children pension schemes.

**Revenue Branch**

**MOTION 45**

That Conference mandates the incoming Executive Committee to seek the restoration of the link between retired members' pension rates and their equivalent pay grade on retirement and any cost of living increases applicable to their grade.

**Revenue Branch**

**MOTION 47**

That Conference calls on the incoming Executive to make arrangements whereby members who continue working after age 65 continue to benefit from the Income Continuance Scheme and the Groups Life Scheme until retirement.

**Houses of the Oireachtas Service Branch**

**MOTION 48**

That Conference request the incoming Executive Committee to conduct a review of the arrangements with Cornmarket with a view to scoping a potential re-tender for services offered.

**Education Branch**

## MOTION 50

That Conference calls on the Executive to bring forward and negotiate with the Official Side a proposal for an Assistant Principal training programme comparable to the Administrative Officer programme in the context of the many challenges that a retirement cliff will present for the Civil and Public Service with a loss of experienced officers and corporate knowledge, whereby these posts are being filled by capable but inexperienced officers who need the support that such a training programme would provide to more quickly serve the public to the level we all aspire to.

***Enterprise, Trade and Employment Branch***

## 1.5. TRUSTEES AND AUDITOR

The Association's Trustees are Brigitta O'Doherty, Brian McKeivitt and John Howlin.

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

The Consultative Council met on two occasions during the year on the 10 November 2023 in The College Green Hotel and again on 2 May 2024 in AHCPS HQ with a good attendance of Branch Officers at both.

## 1.8 MEMBER ENGAGEMENT

In 2023 the Association built upon the successes of earlier years and enhanced its member engagement processes.

In November 2023 the 'Financial Health Check' was launched provided by Cornmarket. The service invited members to undertake a full household financial review funded by the Association. This included advice on financial products, a tax return service and an online will service. The process was well received and 500 members availed of the service.

In February 2024 the Association conducted a residential member engagement event '**Building an Inclusive Public Sector**' in conjunction with the Irish Centre for Diversity and our members in the Irish Human Rights and Equality Commission. The event was oversubscribed with great interest generated about the topics discussed. The Association will continue to work closely with the centre to enhance the diversity, inclusivity and equality agenda.





During 2024 the Executive approved the ‘Free Health Screening Service for members’, the official launch of this process will commence in the coming weeks.

Throughout the year, across many branches localised member engagement events were organised. The Association intends to continue organising these events and will be in contact with Branch Officers regarding same.

1.9 80TH ANNIVERSARY

On November 10th 2023 the Association held a commemorative event to mark the 80th anniversary of its establishment. The event was held in The College Green Hotel and was preceded by a consultative council meeting announcing the launch of the free Financial Health Check.

The event itself was an excellent opportunity to bring together current and former activists and officials to recognise the work and achievements of the Association since its establishment. There were also many special guests who attended on the evening including John Callinan, Secretary General of Department of An Taoiseach. The event was addressed by Kevin Foley Chairman of the Labour Court and the General Secretary, Ciaran Rohan.

1.10 MEMBERSHIP

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

In 2023 membership continued to increase. Membership at 31 December 2023 stood at 3880. This is an increase on the previous year. 507 new applications were received during the year. The gender breakdown of membership is 2067 female (51%) and 1813 male (49%).

1.10.1 Growth

Below we have segmented the increase in membership over two five year periods, 2014 – 2018 and 2019 – 2023.

Year	New membership applications approved
2014:	129
2015:	216
2016:	225
2017:	278
2018:	382

The total number of new member applications for the period 2014 to 2018 was 1230.

Year	New membership applications approved
2019:	375
2020:	265
2021:	308
2022:	545
2023:	505

The total number of new member applications for the period 2019 to 2023 was 1998.

With 3228 new members joining in the last ten years, this represents significant change for the Association and those who we represent. The Association has sought to be agile in this period and respond to member needs, reflecting the wholesale change in the membership base.

In the period 2019 – 2023 we can see a 60% increase in membership applications over the preceding five year period. There are various dynamics behind this growth, the increase in member events and initiatives such as health checks, the restoration of pay cuts and the first real increases in pay since before the financial crisis and the ease of access for membership applications via our online membership application system. We expect to see continued steady growth in the coming years.

1.10.2 Membership Recruitment Video

The Association commissioned a recruitment video in late 2023. The purpose of the video was to highlight the work of the Association, who we are and what we do. The video featured members from across the various branches of the Association highlighting the work people do and how being a member of the Association is important to them individually and collectively. There was also reference to the excellent member benefits available, all seen as key drivers of recruitment.

The video was given a soft launch in February 2024 on ahcps.ie. This was followed up by posting the video across our social media platforms and then further promotion via targeting using grade titles on LinkedIn. Utilising LinkedIn has allowed us access to key analytics around the posting and we have identified an increase in traffic to our page and website alongside an increase in membership applications.

1.11 SOCIAL MEDIA AND COMMUNICATION

Building upon our communication strategy the Association recognises social media as an efficient tool for communicating with its members and identifying potential new members and has implemented a ‘Social Media Strategy’. This builds upon our presence on X (formerly Twitter) and pivots to other platforms. In March 2024 the Association launched its LinkedIn page and has been steadily building a following since. All members active on these platforms are encouraged to follow the AHCPS page and also share it with their networks.

## 1.12 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.

## 1.13 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.

### 1.13.1 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 2171 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.

### 1.13.2 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 473 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



**Margaret Cox, Director of the ICE Group speaking at ADC 2023**

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
<b>50-59</b>	<b>180% x salary*</b>
<b>60-64</b>	<b>120% x salary</b>
<b>65-69</b>	<b>90% x salary</b>
<b>70-74</b>	<b>60% x salary</b>
<b>75-84**</b>	<b>24% x salary</b>

*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%)

### 1.13.3 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.

### 1.13.4 Car /House Insurance

The providers are as follows:

- Cornmarket, Christchurch Square, Dublin 8.  
Tel. 01 408 4040.
- Glennons Insurance  
Tel. 01 707 5959  
Email [ahcps@glennons.ie](mailto:ahcps@glennons.ie)

### 1.13.5 Travel Insurance

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

New members may apply by logging onto the website [www.abbeyunionstar.ie](http://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](http://www.abbeyunionstar.ie)



Nina Brennan, Courts & Executive

## 1.13.6 Health Insurance Advice Service

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

## 1.13.7 Dental Insurance Scheme

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

## 1.13.8 Investment Advice and Portfolio Management Service

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

## 1.13.9 Mortgage Lending

Symmetry Financial Management are an Independent Financial Advisory Firm with expertise in the area of all 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](mailto:info@symmetryfinancial.ie).

## 1.13.10 Legal Advice Service

- The Association's solicitors are,  
**O'Mara Geraghty McCourt,**  
75 Merrion Square, Dublin 2.  
Tel. 01 660 6543

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

## 1.14 RULES AND CONSTITUTION

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

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

## 1.15 STAFFING

In July 2023, the Association held a competition for the appointment of an Industrial Relations Officer. Unfortunately, the successful candidate was unable to take up the post.

Following a review of the staffing requirements of the Association a competition for the appointment of a second Assistant General Secretary was held in January 2024. A panel of two was subsequently formed. This panel will remain in place until the 4th of March 2026. Mr Ken White who was first on the panel was appointed as an Assistant General Secretary in March 2024.

Larry Dunne (Industrial Relations Officer) part-time will retire at the end of May 2024. The Executive Committee wishes to thank Larry for all his efforts on behalf of the members and to wish him well in the future.

## 1.16 STAFF

The staff of the Association are:

General Secretary	<b>Ciaran Rohan</b>
Deputy General Secretary	<b>Paul Malone</b>
Assistant General Secretary	<b>Billy Thompson</b>
Assistant General Secretary	<b>Ken White</b>
Industrial Relations Officer	<b>Larry Dunne</b> (Part-time)
Executive Assistant	<b>Jackie Lacey</b>
Receptionist	<b>Jennifer Farrelly Clarke</b> (Part-time)

Mark Crowther also assisted with recording and writing of the minutes of the 2023 ADC.

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



**Larry Dunne AHCPS IRO, Mary Mooney (TCASM) and Brigitta O'Doherty (Defence)**

## CIVIL SERVICE

### 2.0 PAY

#### 2.1 PAY – GENERAL

A new Public Service Agreement followed a lengthy and challenging negotiation between PSC officers and Government representatives. Talks on a successor to the Building Momentum pay agreement commenced in November 2023 and were finalised in January 2024.

For the Union side we set out our four priority pillars:

1. Catch up for last 3 years (where increases were considerably outstripped by inflation) and future increases.
2. Normalisation of Industrial Relations (including the repeal of section 4 of FEMPI).
3. Flexibility to deal with future claims (and existing claims).
4. Future proofing public services.

The following was the outcome of the discussions:

The deal provides for the following pay terms over the duration of the agreement:

##### 2024

- A general round increase in annualised basic salary for all public servants of **2.25%** from **1st January 2024**
- A general round increase in annualised basic salary for all public servants of **1%** on **1st June 2024**
- A general round increase in annualised basic salary for all public servants of **1%** on **1st October 2024**.

##### 2025

- A general round increase in annualised basic salary for all public servants of **2%** on **1st March 2025**
- A general round increase in annualised basic salary for all public servants of **1%** on **1st August 2025**
- The **first phase of local bargaining, equivalent to 1% of payroll cost, on 1st September 2025**

##### 2026

- A general round increase in annualised basic salary for all public servants of **1%** on **1st February 2026**
- A general round increase in annualised basic salary for all public servants of **1%** on **1st June 2026**.
- The Association recently completed our ballot on the proposals. In a turnout of 65%, the vote was 97.4% in favour with 2.6% against.

The Public Services Committee of the Irish Congress of Trade Unions (ICTU) ratified the new public service pay agreement following its meeting on the 25th of March on the aggregation of ballots by the 19 affiliated unions. The new agreement covers the period from 1st January 2024 to 30th June 2026.

Unions will not be able to lodge any 'cost-increasing' claims for improvements in pay or conditions during the lifetime of the agreement. However, the specific provisions for local bargaining will allow trade unions to negotiate up to an additional 3% (over the course of 3 agreements) of pay costs, inclusive of allowances, for particular grades, groups or categories of employee.

Detailed arrangements for local bargaining are to be agreed by the 30th of June this year, with local negotiations to take place between July 2024 and June 2025, and agreements secured, to the greatest extent possible, through direct negotiations.

#### 2.2 BLENDED WORKING

Blended Working Policies exist in virtually all departments in line with the central agreement originally signed off with DPENDPDR with the framework launched by the Minister on the 31st of March 2022. 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.

A review of blended working carried out by DPENDPDR in 2023 did not bring about any changes with departments very much left to continue to apply local policies in existence. There continues however to be disagreement on the matter of accrual of flexi leave which is now likely to be referred back to the Arbitration Board. The Staff Side of unions does not consider it appropriate to differentiate between those working remotely and in the workplace as regards working up flexi leave.

At the original hearing 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. Subsequent reviews by DPENDPDR did not result in any agreed or standardised approach and departments have since been left to their own devices. These reviews were not signed off by the Staff Panel of General Council.

The Work Life Balance and Miscellaneous Provisions Bill 2023 amends various laws to give effect to the EU Directive on work life balance for parents and carers and to provide



for flexible working arrangements for caring purposes. 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.

The Workplace Relations Commission (WRC) Code of Practice for Employers and Employees Workers and Employers on the Right to Request Remote and Flexible Working was published in March 2024. Employees now have the statutory right to request remote working arrangements and employees who are carers or parents of young children can separately request flexible working arrangements. It is understood that DPENDPDR is currently reviewing the blended working framework in the context of the implementation of this new Code.

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

The Civil Service Staff Panel raised the matter of the Shorter Working Year Scheme with DPENDPDR 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 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 DPENDPDR 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. DPENDPDR 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.

## 2.4 FOUR DAY WEEK

ICTU continues to call for all trade unions to secure support from business and government North and South for private and public sector four-day week pilot programmes. The Association significantly aired the subject at Conference 2023 with the matter of the 4-day week reflected in motions before the ADC and with the keynote speaker Margaret Cox addressing conference on the matter. The Association continues to support the concept of the 4-day week at Departmental Councils throughout departments and notes the growing extent of calls for a four-day working week in Ireland.

## 2.5 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 a number of Departments/Offices on the Right to Disconnect.



Kevin Foley, Chair Labour Court

## 2.6 REVIEW OF THE RATES OF TRAVEL AND SUBSISTENCE

### 2.6.1 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
<b>Distant Band 1: 0 – 1,500 km</b>		
41.80 cent	43.40 cent	51.82 cent
<b>Distant Band 2: 1,501 – 5,500 km</b>		
72.64 cent	79.18 cent	90.63 cent
<b>Distant Band 3: 5,501 – 25,000 km</b>		
31.78 cent	31.79 cent	39.22 cent
<b>Distant Band 4: 25,001 km and over</b>		
20.56 cent	23.85 cent	25.87 cent
<b>Reduced Motor Travel Rates per kilometre</b>		
Engine Capacity Up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
21.23 cent	23.80 cent	25.96 cent

### 2.6.2 Domestic Subsistence Rates

With effect from the 14 December 2023, the following standard domestic subsistence rates apply:

Overnight rates	
Class of Allowances	A Class
Normal Rate	€195.00
Reduced Rate	€175.50
Detention Rate	€97.50

### Day Rates

Class of Allowances A Class

10 hours or more €42.99

5 hours but less than 10 hours €17.92

### Vouched Accommodation ("VA") Dublin only).

Vouched Accommodation ("VA" Rate)	Accommodation	Meals
VA Rate	Vouched cost of Accommodation up to €195.00 <b>plus</b>	€42.99

### 2.6.3 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 DPENDPDR 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.

## 2.7 MOBILITY

### 2.7.1 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.

### 2.7.2 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>.

## 2.8 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 DPENDPDR 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.

## 2.9 OPEN PO COMPETITION

The competition booklet issued on 17th February 2022. A 2-year panel was put in place until 29th March 2024. The Association has agreed a three-month extension to the Panel due to a delay in plans for the 2024 competition and so allow the continued appointment of POs from the existing panel to meet department needs.

There were 2291 applications in 2022. 81 were initially placed breaking down 46 female and 35 male. 70 of these were public servants with 11 from the private sector. Further applicants were interviewed, and additions were made to the panel in two further phases. 31 were added in phase 3 with the agreed extension recognizing most of these had yet to be placed.

## 2.10 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 – 3 female and 2 male. The Association raised the matter of the low number placed with DPENDPDR and a further phase of interviews and appointments followed with 7 more added to the Panel – 4 female and 3 male. As at Feb 2024 these 7 remained on the Panel.

## 2.11 AP1 COMPETITION

The Inter-Departmental AP1 was due to expire on 30th September 2023 but was extended to facilitate a delayed competition. A new Panel is now in place expiring on 31st October 2025. There were 228 applicants with 21 placed on the new panel after the first batch of interviews – 11 Female and 10 male. As has become the norm it is anticipated that further batches will be called as the need arises.

## 2.12 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.

It should be noted that if you are in an overpayment situation it is beneficial to repay the amount overpaid in the year in which it occurred. By doing this the overpayment can be recouped via pay roll.

For overpayments that occurred outside the current year, once you have fully repaid the overpayment, you will need to compile your information and submit this to the Revenue Commissioners so that you can seek to have your earlier years salary recalculated and apply for a refund from Revenue. Please be aware that Revenue operates a 4 year rule when applying for repayments (ie repayment claims for the year 2020 must be submitted by 31 December 2024).

2.13 NATIONAL SHARED SERVICES OFFICE (NSSO)

The NSSO workload has continued to grow with the continued expansion of shared services. Financial Shared Services was formally launched in April 2022 and for the year 2022 the NSSO had in excess of 153,000 Payees encompassing serving and retired staff. In 2022 the NSSO managed gross payroll of 6.3 billion and processed 87,000 Travel and Subsistence claims at a value of 39 million.

2.14 GENERAL COUNCIL

2.14.1 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 2024 elected at the AGM in January 2024 are Chairperson, Paul Malone (AHCPS) and Vice Chairperson Dermot Kelly, (POA). Eugene Dunne (Fórsa) remains as Staff Side Secretary.

The past year has seen a situation develop where the relationship between the Civil Service Unions and the Department of Public Expenditure NDP Delivery and Reform is not as productive as it should be.

The Association is currently working with other unions of General Council to present DPENDPDR with views and findings around changes and improvements needed to the C&A Scheme. The SP objective is to deliver no less favourable conditions & protections to civil servants compared to workers who have full access to the WRC. Agreement has already been reached to route individual cases via the adjudication process. It remains to be seen if a reform of the C&A Scheme will be sufficient as against full access to the WRC. The work encompasses a focus on the CS Disciplinary Scheme, Grievance Procedure, the Probation Process and Mediation.

2.14.2 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	5
Veterinary Officers’ Association	1
Total	47

2.14.3 Members of Arbitration Board

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

- Chair:** Mr Loughlin Quinn
- Members:** Ms Patricia Coleman  
(nominated by the Government)
- Ms Angela Kirk  
(nominated by the Civil Service Staff Panel)

2.14.4 Adjudicator and Mediator

Tom Clarke was appointed to the position Civil Service Adjudicator in 2024.

Joe McDermott remained in the position of Mediator for the Civil Service in 2024.



**Bernard O'Shea (Treasurer), Trevor Noonan (Chairperson) and Orla McBreen (Vice-Chairperson)**

## 2.15 BRANCH REPRESENTATIVE TRAINING COURSE

The Association is cognisant of the fact that there has recently been a significant amount of turnover of local Branch Officers. In light of this, it is planned to run a training event for new Branch Officers to assist them in their roles. The event will take place in November 2024 and will be a residential workshop – similar to the training event in March 2023 which was very well received.

## 2.16 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 is 5 days. Ten days applies for the stillbirth or pre-natal death of a child after 24 weeks pregnancy and is available to the father, partner or co-habitant of the mother.

*For the purposes of bereavement leave "immediate relative" means (a) father, step-father, mother, stepmother, brother, step-brother, half-brother, brother-in-law, sister, step-sister, half-sister, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother or*

*grandchild of an officer; (b) a similar immediate relative of a cohabiting partner.*

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

Further improvements are anticipated to the Scheme and the Staff Panel of General Council is awaiting publication of these changes from DPENDPDR.

## 2.17 EQUALITY/DIVERSITY/ WORK LIFE BALANCE

The Association is represented at the Equality Diversity & Inclusion (EDI) Sub-Committee of General Council by Assistant General Secretary [AGS], Ken White. The EDI Sub[1]Committee of General Council has recently been reinstated following strong lobbying by the Staff Panel of General Council.

At the first meeting following reinstatement, some key information was shared about initiatives currently being undertaken in EDI issues. These fall under the 'Better Public Service' policy and encapsulate some of the key policy changes in this space. These include Domestic



Violence and Abuse and Menopause in the Workplace policies. Additionally other policies being developed include an enhanced Apprenticeship policy alongside a Career Returners policy, the latter of which requires further discussion. Workforce analytics are being used to help measure diversity in the workplace including a key target for disability inclusion for 2024 of 4.5% of the workforce (6% in 2025).

Association believes the scoping paper prepared by the Staff Panel is still relevant as it outlines the areas of equality, diversity and inclusion 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.

## 2.18 EQUALITY DIVERSITY AND INCLUSION (EDI) EVENT

EDI issues are more widely recognised now than in previous years. The Association is embracing these issues and working with stakeholders to highlight and promote the EDI agenda. It was with this goal in mind the Association ran the very successful residential event in February 2024, 'Building an Inclusive Public Service'. This event, in conjunction with the Irish Centre for Diversity and the Irish Human Rights and Equality Commission was very well received and the Association took some key issue away as it seeks to promote Equality, Diversity and Inclusion.

## 2.19 DOMESTIC VIOLENCE LEAVE

In September 2023 DPENDR issued the Civil Service Domestic Violence policy, allowing for 5 days paid leave for victims of domestic violence. Whilst this is a welcome change in of itself it is felt that 5 days paid leave does not go far enough. In the discussions with The Official Side prior to the instigation of the leave, the Staff Side demonstrated that comparator policies in the wider labour market instigated a policy where victims of domestic violence could avail of 10 days paid leave. On the basis of this the Association along with its colleagues at the Civil Service Staff Panel have lodged a claim with the Official Side to increase the Civil Service Domestic Violence leave to 10 days.

The leave itself can be used to access the suite of supports available to domestic violence victims such as medical visits, legal proceedings, counselling, seeking alternative accommodation. All these activities take time and victims of domestic violence should not have to suffer further and that is why the full 10 day allowance is requested.

There are further concerns around the process of applying for domestic violence leave on the NSSO portal with implications for confidentiality. The Association has been made aware of these and is actively seeking to remedy this issue.

## 2.20 STAFF WITH DISABILITIES

Under the Governments Comprehensive Strategy for People with disabilities 2015 – 2024 there was a commitment provided to increase its statutory obligation of 3% of employees with disabilities to 6%. The Association is committed to now following up with Government to establish if this target has been met. This builds upon the recent members seminar on Building an Inclusive Public Service and how a public service should be reflective of the public it serves. The DPENDPDR website for disabilities appears to have been removed.

## 2.21 FLEXIBLE WORKING HOURS [FWH]

The Haddington Road Agreement imposed restrictions on all APs from 1st July 2013 onwards removing their access to FWH. Following extensive representations from the Association DPENDPDR 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 1/7/2013 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 2023 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 DPENDPDR 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'.

At this juncture the Association is considering its options as to how to pursue this matter.

In addition, the Association is working with FÓRSA to produce evidence to support the emerging position that some HEO's are not going forward for promotion because of the potential loss of accrual of flexi leave. Consequently, this is a barrier to promotion.

## 2.22 FAMILY LEAVE

In recent years we have witnessed a welcome increase in allowances in the various family leave schemes available and this has been supplemented by the instigation of new schemes. Parental leave which is unpaid has been in place since 1998 with increases in the allowances since that time.

Paternity leave was introduced in 2016 and this must be taken within 6 months of the birth of a child or an adoption. A social welfare payment is made in these cases and government departments top up staff to their full salary for these 2 weeks.

### 2.22.1 Parents Leave

In November 2019 government introduced parents leave which allowed for 5 weeks leave and social welfare benefit would be paid. This is not topped up by government departments. This 5 weeks increased to 7 weeks in 2022 and will increase to 9 weeks in August 2024. All these enhancements to the schemes are most welcome.

## 2.23 ANNUAL LEAVE

As outlined in Circular 08/2023 new arrangements in relation to the carryover of annual leave came into effect in 2024.

From the 2024 leave year there will no longer be a 3 year carry over cycle. Instead, all members will be permitted to carryover a balance of leave at the end of each leave year, the amount that members are allowed to carry is limited in each year to a maximum of what was accrued in the year previous.

Any leave that is carried into a year, must be taken by a certain time frame or it will be forfeit. Leave can only be carried over once, i.e. leave that is carried into a year, cannot be carried over to another year.

For example, where a member has 30 days leave: 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.

## 2.24 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%.

## 2.25 CHANGES TO PENSION STANDARD FUND THRESHOLD

The Pension Standard Fund Threshold sets a limit on the total capital value of pension benefits that an individual can draw in their lifetime from tax relieved pension products where those benefits are taken, or come into payment, for the first time on or after 7 December 2005. The limit is currently 2m and has been in effect since 2014.

The Government recently conducted a public consultation process to review the operation of the Standard Fund Threshold. The AHCPs made a submission

to this process in January 2024 and strongly recommended that the limit be revised upwards in light of increased life expectations, inflation and the rising cost of living. It is anticipated that the recommendations made by the review process will be presented to the Minister for Finance for consideration in the Summer of 2024.

## 2.26 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.

## 2.27 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.

## 2.28 PROBATION PROCESS

The High Court ruling on *Whelan V Minister for Transport [2023] IEHC 586 Mr Justice Garrett Simons* involved the Association supporting one of our Principal Officers has confirmed a period of probation cannot exceed 12 months and resulted in the successful appointment of the member to the position of Principal Officer. It has already had ramifications for other cases. Currently discussions are ongoing with DPENDPDR that are likely to see a period of probation reduced to 6-months. The Association is pressing DPENDPDR for revised guidelines to issue in due course. The AHCPS favours a revision to involve three periods of 2-months each as that would align as closely as possible to existing arrangements. It would also allow managers to issue a positive but highly qualified initial 2-month assessment where issues exist with the jobholder. Alternatively, where issues exist it is

likely the first assessment could be negative if two periods of 3-months each was involved. This has been imparted to DPENDPDR.

## 2.29 NEW COMPETENCY FRAMEWORK

In July 2023 the AHCPS and FORSA met with the Public Appointments Service to discuss the New Competency Framework. This framework will replace the current one and update it inline with the modern challenges of the Civil Service and will allow candidates to suitably demonstrate their skills when applying for roles.

Applicants for all grades from CO to PO will be judged on core capabilities under the headings:

- Behaviours
- Skills
- Strengths
- Knowledge
- Values
- Motivation
- Interests

The Capability framework will then subdivide into appropriate skills and clusters for the differing grades. The Assistant Principal and Principal Officer Grades within the Capability Framework are contained below. Whilst they are the same at the high level, the descriptor and skills required for the roles are different and this is contained within the new framework.

- Building Future Readiness
- Leading and Empowering
- Evidence Informed Delivery
- Communicating and Collaborating

## 2.30 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 2025 (or later) before the building is ready for occupation. Until then all three entities will remain in their current locations with an agreed extension to the Irish Life building lease assisting with regard to available space.

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 adoption of an agreed timeline. This has allowed the forum to better manage its migration into a TÉ Departmental Council



structure and the setting up of new AHCPS and FORSA T   Branches. Existing competition panels and the filling of existing vacancies within the three streams will be recognised during transition with new T   roles open to all applicants.

### 2.31 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.

### 2.32 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, DPENDPDR. 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. Responsibility for the SPS now rests with the Institute of Public Administration (IPA).



Alma Clissmann (Law Reform Commission) and Rhona McEleney (Revenue & Executive Member)

# STATE ENTERPRISES

### 3.1 AN POST

#### 3.1.1 Transformation

The Association has engaged with HR throughout the past 12-months in the altering structure. The company continues to evolve the culture through the “Shaping our World Programme”. This is re-imagining new ways of working that has a focus on a people centric concept in the new HQ now located in the EXO Building in the Docklands. This is an impressively modern building overlooking Dublin Bay and features in the new AHCPs promotional video just released.

The Association is always active in supporting members in sections where transformation and restructuring has been impacting including the facilitation of some voluntary exits.

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 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

The An Post Blended Working Policy has been promoted by the Association throughout Government Departments in the civil service. It is the position in An Post where the job role facilitates the arrangement that members are 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, this 5th day has fallen in the remote working pattern with the understanding that any change requires a reasonable notice of a business need to attend the workplace over a 3-day pattern. Blended working arrangements allows 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. A review of the Policy is imminent, and it is the Association and Staff Panel position that the current Policy should not be altered. It is accepted that at certain times with a change of manager or staff within units it may be necessary for training or integration reasons that a greater presence may be beneficial in the office, but this should be for a limited period. Where there is no added value to An Post to have staff in the office or they are doing the same work as done remotely there should be no question of a necessary increased office attendance.

#### 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. At the last JCC meeting in February 2024 the Staff Side of unions sought a 6% pay increase effective from 1/1/24. The Company response is awaited.

Following intense negotiations between the An Post unions and management, a collective pay offer of 4% from 1/1/24 is likely with a further 3% on 1/1/25 followed by 1% on 1/6/25. AHCPs now has less than 10 members who are not on performance related pay arrangements. Branch has sought a review of PRP.

#### 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.

The 2023 market movement is awaited that will determine the increase that applies from 1/1/24.

The Association has looked for a review of the Performance Pay system in An Post and has sought stats on ratings applied over the past number of years.



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

### 3.1.6 6th World Congress of UNI Global Union

UNI Global Union's 6th World Congress took place from Sunday 27th August 2023 to Wednesday 30th August 2023 in Philadelphia in the United States. The AHCPS Branch Secretary, the General Secretary and the Assistant General Secretary attended the event. The business of the Congress covered the 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 separation of functions with Vesting Day finally happening on 30th April 2023. The new entity is Air Nav Ireland covering the operational business with regulatory oversight remaining with the Irish Aviation Authority (IAA).

The Association played a lead role in engagement with the Internal Disputes Resolution Board (IDRB) on the removal of personal contracts being applied on the

Regulatory Side contrary to long standing agreements in place around the application of incremental scales.

Pay cuts of between 9.5 & 10% for 2021 were repaid in September 2023. The IDRB agreed that pay cuts could not be used to augment profits and recognised that the pay cuts agreed in good faith to manage anticipated losses should be repaid.

A 4% pay increase recommended for 2023 by the Performance Verification Board was overwhelmingly rejected. The matter was recently settled with the IDRB as mediators with a cumulative offer of 10% for the 2 years 2023&24. This has now gone to ballot with a strong positive recommendation from both unions.

Talks have commenced with Air Nav Ireland on a new CLA with the main AHCPS business placed before the employer of the need for the introduction of performance related pay. The mandate for this was provided at the 2023 AGM of the Branch.

On pensions, the Staff Panel is working with both employers on the implementation of the binding recommendations issued by Kieran Mulvey providing for improvements in the Hybrid Scheme and the introduction of the new Defined Contribution Scheme. This is the product of several years of engagement on pension issues.



Paul Malone, Ken White and Larry Dunne





**Trevor Noonan, (Chairperson) and  
Nina Brennan, Executive Committee (Courts)**

### 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 was 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.

PLI has recently been sold to French gaming company and lotter operator La Francaise des Jeux (FDJ) in a deal worth 350m.

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.

### 3.4 SOLAS/EDUCATION AND TRAINING BOARDS (ETBS)

The 2nd tier of the 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. A further referral to the WRC has been made and a hearing date set for May 2024.

### 3.5 OTHER AGENCIES

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

- Financial Ombudsman
- Citizens Information Bureau
- Commission for Regulation of Utilities (CRU)
- Family Support Agency
- Food Safety Promotion Board (SafeFood)
- Health & Safety Authority
- National Economic and Social Council (NESC)
- National Library of Ireland
- National Museum of Ireland
- National Council for Special Education
- Pensions Authority
- Residential Tenancies Board
- Road Safety Authority
- Sea Fisheries Protection Authority
- The Teaching Council
- Western Development Corporation



**Peadar Carpenter former Chair and Mary McLoughlin AHCPS Hon. President**



**Fidelma Joyce (IHREC), Billy Thompson (AGS) and Iris Elliot (IHREC)**



## 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 co-opted to the Executive Committee of Congress in March 2024 and will serve until July 2025. Ciaran had lost his seat at the Biennial Conference held in Kilkenny in July 2023.

### 4.2 PUBLIC SERVICES COMMITTEE

The Association participated in the work of the Public Services Committee of Congress. The Committee is representative of the wide public service unions.

### 4.3 ICTU WOMEN'S COMMITTEE

ICTU Women's Seminar 2024, was held on Thursday 7th March 2024 in the Hodson Bay Hotel, Athlone and attended by Executive Committee member Teresa Kavanagh (An Post), Ciaran Rohan, General Secretary and Billy Thompson, Assistant General Secretary. The theme of the Conference was **"Valuing Care in all its forms – prerequisite for a sustainable future"**

### 4.4. ICTU BETTER IN A TRADE UNION

In February 2024 ICTU launched a new initiative called 'Better in a Trade Union'. The culmination of which will be the first 'Trade Unions Week' from 29th April – 6th May. All affiliated unions of ICTU are encouraged to participate. The purpose of this campaign is to highlight and promote the benefits of being a member of a trade union across all sectors of the economy. To support this initiative a new website was established called Unions.ie and this directs all new employees to the relevant trade union via direct link to the ICTU website. Like all ICTU initiatives an all island approach is being applied to this campaign.

Since the commencement of this initiative there has been an ongoing media and advertisement campaign with posters on public transport and bus shelters. This has been supplemented by radio advertisements and most prominently across all social media platforms where workers from various sectors of the economy and their trade unions post information, videos, photographs and narratives of how their working lives have been better because they were part of a trade union.

The AHCPs has actively promoted Trade Union week and the recently commissioned recruitment video was promoted across all platforms by Better in a Trade Union on 11th April 2024. For trade union week the AHCPs participated in Workers Memorial Day on 29th April, held member engagement events across some branches and held a Consultative Council, all seeking to achieve the key strategic goal of promoting union membership.

### 4.5 ICTU EUROPEAN OFFICE

The Irish Congress of Trade Unions (ICTU) has recently appointed Gerry McCormack as European Officer for Congress. Gerry is a former Deputy General Secretary of SIPTU and will be responsible for establishing and co-ordinating a European liaison office for ICTU in Brussels. The objective of the European office will be to provide a channel of communication between the European Trade Union Confederation and affiliate unions in Ireland, to influence the prioritisation and development of EU employment and social-related legislation and directives and to monitor the transposition of such legislation in Ireland.

### 4.6 ICTU GLOBAL SOLIDARITY COMMITTEE

The Global Solidarity Committee is the former ICTU Third World Committee. The Union is represented by the IRO.

### 4.7 NERI

The Association has been an affiliate of the Nevin Economic Research Institute, (NERI),

since its foundation. The Executive continue to contribute to the Nevin Economic Research Institute which would be linked to a specific piece of research.

### 4.8 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](http://www.peoplescollege.ie) Joanne Pearson is the Director of the College.

### 4.9 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 2024 Retired Workers Seminar which was held on 21 & 22 March in Clayton Whites Hotel Wexford. Report of Seminar attached as Appendix H

#### 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 VETERINARY OFFICERS' ASSOCIATION (VOA)

The AHCPs continued to provide negotiating and representational facilities to the Veterinary Officers' Association. The AHCPs General Secretary also acted 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. The Executive Committee, in March 2024, took the decision to end the relationship with the VOA. The General Secretary communicated this decision to the VOA. The 12th of June will mark the end of the arrangement. The VOA AGM took place on Friday the 11th of April where the General Secretary gave his final address as Negotiating Secretary. The General Secretary will discuss with the VOA arrangements to allow VOA members to continue to access the Income Continuance scheme.

#### 4.12 CIVIL SERVICE UNIONS

The Association also maintains close contact with ForSa and POA.

#### 4.13 UNIONS 21

Unions 21 is a forum for unions to explore our shared challenges, by working collaboratively to develop practical projects and ideas which build tomorrow's union leadership and organisation. The initiative started in the UK but includes Fórsa amongst its membership. During the year, the Executive agreed that the Association should join the initiative. It was also noted that there would be an affiliation fee based on membership.

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

The Association has been 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 2024 Congress of EPSU is due to be held from 18-20th June in Bucharest, Romania and will be attended by incoming AHCPs Chairperson Orla McBreen, General Secretary Ciaran Rohan and Deputy General Secretary Paul Malone.

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

The Association maintains its affiliation to UFE in respect of its membership in Revenue and Department of Finance. The conference for 2024 is scheduled to take place in Munich in October. The Association will be in attendance. Dermot Brown, AHCPs member, is a UFE Vice President.

#### 4.16 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 27-30 August 2023 in Philadelphia USA.

#### 4.17 FDA UK AND ARC UK

The Association was represented at the 2023 FDA Annual Delegate Conference by Trevor Noonan Chairperson, Ciaran Rohan, General Secretary, Paul Malone, Deputy General Secretary and Jackie Lacey. The Association also maintained close contact with the FDA (Northern Ireland) Ciaran Rohan General Secretary and Paul Malone Deputy General Secretary attended the AGM in February 2024.

The AHCPs Revenue Branch continues to maintain its strong relationship with FDA ARC (Association of Revenue and Customs). Maria Ryan Revenue Branch Secretary and General Secretary Ciaran Rohan attended the ARC AGM in Leeds on the 16 & 17 May 2023.

#### 4.18 INSTITUTE OF PUBLIC ADMINISTRATION

The Association continued in membership of the IPA.

#### 4.19 IRISH LABOUR HISTORY SOCIETY

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

#### 4.20 HOSPITAL SATURDAY FUND

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

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

#### 4.22 CIVIL SERVICE CHARITIES FUND

The Fund which was established in 1991 has informed the Civil Service Unions that it is in the process of winding down its operations and that deductions are no longer been collected from members. The Fund has reference falling membership and income as well increased regulatory burdens as the main drivers for this decision.

Larry Dunne, Industrial Officer represents the Union on the Management Committee and the General Secretary, Ciaran Rohan is a Trustee of the Fund. They will continue in these roles until the Fund is formally dissolved.



# MINUTES OF THE ANNUAL DELEGATE CONFERENCE HELD ON 5th MAY 2023

## 1 Opening of Conference

- 1.1 The Chairperson, Trevor Noonan, called Conference to order at 13.45
- 1.2 He welcomed the delegates, guests, and media to the conference. In particular, he welcomed Dave Penman, Tony Wallace, Allan Sampson from the FDA UK and Robbie Davis from the FDA Northern Ireland.
- 1.3 He stated that the elections would be held using online voting. Delegates would be asked to provide their email address for verification.
- 1.4 He announced that Margaret Cox, Director of the ICE Group, would be a guest speaker on the 4 Day Week.
- 1.5 He paid tribute to deceased Executive members, Paul Martin and Tom Quigley

## 2 Adoption of the minutes of the Annual Conference 2022

- 2.1 The minutes of the Annual Delegate Conference 2022 were put to the floor by the Chair and were adopted by Conference. Proposed by Ken White (Exec/Revenue) and seconded by Ross Hattaway (Exec/Transport)

## 3 Appointment of Tellers

- 3.1 The following delegates were appointed as tellers:

<b>David Conroy</b>	Prisons
<b>Ken Seery</b>	Solas/ETB
<b>Mairead Ni Bhruchain</b>	Revenue
<b>Shane White</b>	Garda

## 4 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 16 nominations for the Executive Committee, for 12 positions. There were 5 nominations for the 6 positions on the SO Committee. 52 motions were received, with motion 1 standing for itself and motion 2.

Report No. 2 detailed further changes to the motions on the agenda. Motion 19 standing for itself and motion 20. If Motion 19 passed, Motion 21 would fall.

Report No. 3 proposed that Motion 2 would stand for itself. Proposed by Adam Egan (NSSO), seconded by Nigel Hutson (Exec/FA).

## 5 Chairperson's Address

- 5.1 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.
- 5.2 He highlighted the great number in attendance at the ADC, the issue of recording of meetings, the delay in promotions, changes to terms and conditions, pay erosion in real terms, and health screening for members.

## 6 The Financial Statement – Treasurer's Report

- 6.1 The Treasurer, Bernard O'Shea, introduced the Financial Accounts for 2022.
- 6.2 The Financial Secretary went through the Income and Expenditure Account. Income, at 1.5m, exceeded expenditure by 100k. Expenditure was up 250k (21%), including costs associated with the recruitment of an Industrial Relations Officer.
- 6.3 Investments increased modestly, They are in the process of being moved from Davys to Goodbody's, but this is a slow process.
- 6.4 Membership continued to increase, with 3,617 members at 31 December 2022. In 2014, it had been 2815.

The gender breakdown is now 1743 (48%) male and 1874 (52%) female.

- 6.5 He thanked the staff in Head Office for their support during the year.
- 6.6 The Financial Statement was proposed by Adam Egan (NSSO), seconded by Fiona Casey (Exec/DSP), and was adopted by Conference

## 7 General Secretary's Address

- 7.1 The text of the General Secretary's Address, introducing the Annual Report for 2023, is reproduced at Appendix 2 of these minutes.

- 7.2 He highlighted how Covid changed the way we are working, and how challenging that is, including remote working, flexibility and blended working. He discussed working with Departments, the Right to Disconnect, that Building Momentum will expire at the end of the year and the 100th anniversary of the Revenue Commissioners.
- 7.3 He expressed his thanks to the volunteers, to the Chairperson, to the officers, and to the Executive and Staff for their support.
- 7.4 The adoption of the Annual Report was proposed by Rhona McEleney (Exec/Revenue), seconded by Emma Kinsella (Exec/Education), and was adopted by Conference.

## 8 MOTIONS

### Motion 1

The motion was withdrawn by the DFA Branch.

### Motion 2

Proposed by Adam Egan (NSSO) and seconded by Eoin Dornan (Health).

Speaker on the motion was Justin Dolan (DFA).

**The motion was carried, with 105 (78%) in favour**

### Motion 3

Proposed by Eoin Dornan (Health).and seconded by Eimear Allen (Health).

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

**The motion was carried.**

### Motion 4

Proposed by Louise O'Meara (Justice) and seconded by Morgan McKnight (Justice).

**The motion was carried.**

### Motion 5

Proposed by Derek Rafferty (Housing) and seconded by Tom Morrin (Housing).

**The motion was carried.**

### Motion 6

Proposed by Denis Sheehan (Revenue) and seconded by Mairead Ni Bhruchain (Revenue),

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

**The motion was carried.**

### Motion 7 & 8

These motions fell, as motion 6 was carried.

### Motions 9

Proposed by Tom Morrin (Housing) and seconded by Neil Maher (Housing).

**The motion was carried.**

### Motion 10

Proposed by Ashling Malone (Revenue) and seconded by Rhona McEleney (Exec/Revenue)

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

**The motion was carried.**

### Motion 11

Proposed by Ashling Malone (Revenue) and seconded by Rhona McEleney (Exec/Revenue)

**The motion was carried.**

### Motion 12

Proposed by Paul McKeon (ETE) and seconded by Fidelma Joyce (IHREC).

**The motion was carried.**

### Motion 13

Proposed by Eoin Dornan (Health).and seconded by Eimear Allen (Health).

**The motion was remitted.**

### Motion 14

Proposed by Kieran Downey (Garda) and seconded by Lisa Allen (Garda)

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

**The motion was carried.**

### Motion 15

Proposed Orla McBreen (Vice Chairperson/DFA) and seconded by Ken White (Exec/Revenue).

Speaker on the motion was Mary Gildea (Garda).

**The motion was carried.**

### Motion 16

Proposed by Tom Morrin (Housing) and seconded by Adam Egan (NSSO).

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

**The motion was carried.**

### Motion 17

Proposed by Maurice Lawlor (DSP) and seconded by Tracie Williams (DSP)

**The motion was carried.**

### Motion 18

Proposed by Orla McBreen (Vice Chairperson/DFA) and seconded by Ross Hattaway (Exec/Transport).

**The motion was carried.**

### Motions 19-20

Proposed Orla McBreen (Vice Chairperson/DFA) and seconded by Ross Hattaway (Exec/Transport).

**These motions were carried.**

### Motion 21

This motion fell, as motion 19 was carried.

**Voting then took place on the Mi-Voice web platform, eligible voters having received an email with the subject line "Election of Executive Committee Members".**

### Motion 22

Proposed by Robert Murphy (Revenue) and seconded by Ronan Gill (Revenue)

**The motion was carried.**

### Motion 23

Proposed by Mary Byrne (Rural Dev) and seconded by Paul McKeon (ETE).

**The motion was carried.**

### Motion 24

Proposed by Charles Hearne (Oireachtas) and seconded by Stephen Rigney (Oireachtas).

The motion was carried.

### Motion 25

Proposed by Tom Morrin (Housing) and seconded by Derek Rafferty (Housing).

**The motion was carried.**

### Motions 26 and 27

Proposed by Orla McBreen (Vice Chairperson/DFA) and seconded by Fiona Casey (Exec/DSP).

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

**The motion was carried.**

### Motion 28

Proposed by Mary Joy (Justice) and seconded by Michael Holohan (Exec.Justice).

**The motion was carried.**

### Motion 29

Proposed by Mary Joy (Justice) and seconded by Alan Cromie (ETE).

**The motion was carried.**

### Motion 30

Proposed Orla McBreen (Vice Chairperson/DFA) and seconded by Ross Hattaway (Exec/Transport).

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

**The motion was carried.**

### Motion 31

Proposed by Eimear Allen (Health).and seconded by Eoin Dornan (Health).

**The motion was carried.**

### Motion 32

Proposed by Eimear Allen (Health).and seconded by Eoin Dornan (Health).

**The motion was carried.**

**A presentation on the Four Day Week was then made by Margaret Cox of the ICE Group.**

### Motion 33

Proposed by Sara Stephens (Children) and seconded by Hannah Graham (Children).

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

**The motion was carried.**

### Motion 34

Proposed by Paul O'Farrell (Justice) and seconded by Michael Holohan (Exec.Justice).

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

**The motion was carried.**

### Motion 35

Proposed by Louise O'Meara (Justice) and seconded by Nigel Hutson (Exec/FA).

**The motion was carried.**



### Motion 36

Proposed by Michael O'Brien (DSP) and seconded by Sean Treanor (DSP).

The motion was carried.

**The General Secretary then announced the results of the election to the Executive. The electorate comprised 164 delegates, of whom 138 voted. The positions of Chairperson, Vice Chairperson, Treasurer and Standing Orders Committee were unopposed and deemed re-elected.**

### Motions 37 & 38

Proposed by Majella O'Dea (Education) and seconded by Morgan McKnight (Justice).

**The motions were carried.**

### Motion 39

Proposed by Eoin Dornan (Health) and seconded by Adam Egan (NSSO).

**The motion was carried.**

### Motion 40

Proposed by Stephen Rigney (Oireachtas) and seconded by Adam Egan (NSSO).

**The motion was carried.**

### Motion 41

Proposed by Paul Brady (Revenue) and seconded by Deidre Donaghy (Exec/Finance).

Speaker on the motion was Brigitta O'Doherty (Defence).

**The motion was carried.**

### Motion 42

The motion was remitted, as proposed by Denis Sheehan (Revenue).

### Motion 43

Proposed by Mary Hilley (Revenue) and seconded by Ross Hattaway (Exec/Transport).

**The motion was carried.**

### Motion 44

Proposed by Mary Hilley (Revenue) and seconded by Ashling Malone (Revenue).

Motion to remit, proposed by Tom Morrin (Housing), seconded by Derek Rafferty (Housing).

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

**The motion was remitted.**

### Motion 45

Motion to remit, proposed by Dominic Sullivan (Revenue), seconded by Orna Richella Maguire (Revenue).

**The motion was remitted.**

### Motion 46

Proposed by Rosanne Greene (Agriculture) and seconded by Pat Keena (Agriculture).

**The motion was carried.**

### Motion 47

Proposed by Leo Bollins (Oireachtas) and seconded by Charles Hearne (Oireachtas).

Motion to remit, proposed by Nigel Hutson (Exec/FA), seconded by Orla McBreen (Vice Chairperson/DFA).

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

Right of replay by Leo Bollins (Oireachtas).

**The motion was remitted.**

### Motion 48

Proposal to remit by Majella O'Dea (Education) and seconded by Emma Kinsella (Exec/Education).

**The motion was remitted.**

### Motion 49

Proposed by James Wallis (DSP) and seconded by Sean Treanor (DSP).

**The motion was carried.**

### Motion 50

Proposal to remit by Ian Foley (ETE) and seconded by Alan Cromie (ETE).

**The motion was remitted.**

### Motion 51

Proposed by Peadar O Lamhna (DFA) and seconded by Amanda Bane (DFA).

**The motion was carried.**

### Motion 52

Proposed by Peadar O Lamhna (DFA) and seconded by John Condon (An Post).

**The motion was carried.**

**The Chairperson, Trevor Noonan, then addressed the conference, thanking all delegates for attending.**

**Conference was then declared closed.**

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

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

In all 52 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.

Motions taken in Common Debate as follows –

- Motions 4 – 5
- Motions 6 – 9 (if Motion 6 is passed Motions 7 and 8 are deemed to have fallen)
- Motions 10 – 11
- Motions 14 – 15
- Motions 19 – 21
- Motions 26 – 27 (Motion 26 stands for Motion 27)
- Motions 37 – 38 (Motion 37 stands for Motion 38)
- Motions 42 – 45

#### Rule Change

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

Amendments to motions by branches should be submitted to General Secretary not later than 12.30pm Friday 14<sup>th</sup> April 2023.

Ciaran Denny (Chair)

Deirdre Kelleher

Denise O'Connell

Maria Ryan

22 March 2023

### STANDING ORDERS REPORT NO. 2

1. The Standing Orders amendment to Report No.1 as follows –

Motion 19 (stands for itself and Motion 20)

If Motion 19 is passed Motion 21 falls.

2. The Standing Orders Committee recommends that the motions be taken in the order as set out in the timetable at 5 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

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

The Annual Report will be open for debate. 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

4. No amendments have been submitted.

Delegates are reminded that a simple majority is required for motions to be passed and that a two-thirds majority is required for changes to rules.

# Timetable

5. 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	<b>Motions</b> Motion 1 – 52	14.30-15.10
No. 9	Election of Officers, Standing Orders Committee and Executive Committee	15.10-15.15
No. 10	Guest Speaker	15.15-15.45
No. 11	Motions resumed	15.45-16.55
No. 12	Close of Conference	16.55–17.00

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

*Standing Orders Committee*  
17 April 2023



# ADDRESS OF THE AHCPS CHAIRPERSON TREVOR NOONAN ANNUAL DELEGATE CONFERENCE – MAY 2023

### Introduction

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

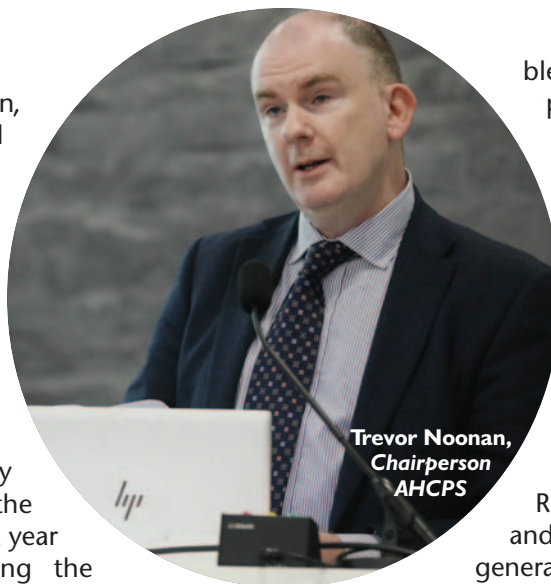
My name is Trevor Noonan and I am Chair of the Executive of the AHCPS agus is mór an onóir domse labhairt libh go léir anseo inniu. It is a wonderful opportunity for me to speak to you here today about the great work done by the Association for members in the last year and to look forward to meeting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

I am told by Franklin Roosevelt that there are three important aspects to a speech “be sincere, be brief, be seated and I intend to hold to that. Listeners rarely receive such quotable exhortations but I am sure that I can count on your attention on this very busy conference schedule, with over 52 motions and a most interesting guest speaker, to come.

I am really pleased to see you gathered here today in such great numbers as the new normal of blended working beds in. Perhaps, if the motions on the subject of a four-day week pass later in the afternoon, there may be an even greater attendance for a Friday ADC next year!

### Work of the Association

The Association is continuing its work with local management across the organisations in which there are AHCPS members to ensure that the application of the



Trevor Noonan,  
Chairperson  
AHCPS

blended working policy is as fair as possible to all Members while supporting the continued delivery of quality public services.

I continue to be struck by what an example AHCPS members continue to show working above and beyond the call of duty to meet the public needs in an ever-changing public service as the realities of the transition to a Green Economy and meeting the challenges of the Fourth Industrial Revolution and its impacts (beneficial and otherwise) on work and society and general.

In keeping with the Association’s leadership role, I think it would be useful to focus on these two areas over the coming 12 months, with perhaps a seminar to match the successful “Women in Leadership” seminar held last July.

We have all heard about the case of the leaked conversation in a Government Department since the last ADC took place. The AHCPS does not believe that any such releases are in “the public interest” but for the sake of balance there appears to be one person in that Department who has no problem with public utterances.

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. All of these points will be discussed via motion later this afternoon

### Good news

There was good news since last year with a reasonable pay increase to offset the inflationary pressures and cost increases on members which resulted in pay erosion in real terms. Further pay talks are due this year and Ciaran Rohan will update you on these in the course of his address.

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, commemorating those who were fatally wronged and, with an eye towards Ireland’s upcoming EU Presidency in 2026, the restoration of the delegates’ allowance.

**There was good news since last year with a reasonable pay increase to offset the inflationary pressures and cost increases on members which resulted in pay erosion in real terms. Further pay talks are due this year and Ciaran Rohan will update you on these in the course of his address.**

## Member engagement

The Executive was pleased to support the continuation 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.

The 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.

The Executive is aware of the need for engagement with branches and to facilitate engagement of members and non-members at branch level. You might have seen the recent advertisement for the role of Industrial Relations Officer. The recruitment process is expected to be completed over the summer and one of the key roles of the appointee will be in advising and engaging with branches and the Association in general on optimal recruitment and engagement. This follows on from the recent Branch Officer training which was very well attended and received and served as a great way for branch officers, recent and experienced to get to know each other and their roles.

It seems a long time ago since 2018 when we celebrated the 75th anniversary of the foundation of the Association. This year marks the 80th anniversary so we are all part of a bigger history here today as we debate the motions that will set the agenda for the incoming Executive.

## 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, which this year will include a financial health check to complement the recent physical health checks, oversee the culmination of our 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 Margaret Cox from the ICE Group and Pitman Training to the podium later this afternoon.

Tá súil agam go mbainfaidg sibh taitneamh as an lá.



Consultative Council meeting

# ADDRESS OF THE AHCPs GENERAL SECRETARY CIARAN ROHAN

### Chairperson, Delegates and Guests

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

For those Twitter users amongst you, don't forget to engage with us @ahcps.

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. Members of this Union 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. That reminds me that I told a joke recently on Zoom, no one found it **REMOTELY** funny.

**During the past year, the Association continued to prioritise engagement with members through the provision of services and events of value. We made a new service available in the form of a Free Health Screening Service. This service was used by over 600 members.**



Ciaran Rohan,  
AHCPs  
General Secretary

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 is a cornerstone of ICTU policy and cannot be ruled out, not least if, the Code proves unsuccessful in protecting workers against the negative effects of modern work practices.

The Extension to the Building Momentum Pay Agreement takes us to the end of this year. With inflation currently running at 7.7% , the cost of living is greatly impacting on members. Inflation is so bad now I'm paying 20 for the 10 haircut I used to get for a fiver when I had hair. Talks on a successor to Building Momentum are scheduled to take place later this year. These talks must make good the shortfall between pay and inflation. Just for the record the European Central Bank has identified excessive company profits as a bigger driver of inflation than wage demand. Many commentators are quick to try to dampen down wage demands with talk of a wage-price spiral. Our members can see through those arguments, particularly when they are exposed to obvious price-gouging.

During the past year, the Association continued to prioritise engagement with members through the provision of services and events of value. We made a new service available in the form of a **Free Health Screening Service**. This service was used by over 600 members. Feedback received from those availing of the service was extremely positive. This was complimented by the Pink/Blue Power cancer awareness programme for members of our Income Protection scheme. This year the Executive intends putting in place a **Free Financial Health** check for all members. More details on this later this year.

As Trevor mentioned earlier, this year marks the 80th anniversary of the founding of the Association. In addition, I would also like to acknowledge that this year is the centenary of the establishment of the Revenue Commissioners. That reminds me of a tax official who had just read the story of Cinderella to her 4-year-old daughter for the first time. The little girl was fascinated



by the story, especially the part where the pumpkin turns into a golden coach. Suddenly she piped up, "Mammy, when the pumpkin turned into a golden coach, would that be classed as income or capital gains tax?"

Our revamped website is proving very popular with members. The site 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. Following the recent co-option of Theresa Kavanagh to the Executive Committee, the Executive has, for the first time, a majority of female members. This is reflected in the wider membership with 52% female and 48% male. Ironically this comes at a time when 2023 is the 50th anniversary of the removal of the marriage bar in the Civil Service.

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 Union.

Before I finish, I would like to thank those who made today possible, to the Radisson Hotel, to Martin, Sinéad 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 with the taking of minutes 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.



**Kevin Foley, Chair Labour Court and Orla McBreen, Vice-Chairperson**

# 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.
- (iii) All elections at delegate conferences, Executive and Standing Order Committee shall be by proportional representation, Seanad Eireann rules. Amend Rule 11(a)(ii) to read as follows Twelve other members elected at the Annual Delegate Conference from nominations made by branches; and Amend Rule 13(a) to read as follows (a) The Chairperson, Vice-Chairperson and Treasurer shall be elected at the Annual Delegate Conference.
- (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.



Members in attendance at EDI Seminar 2024

# 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 10 Executive Committee meetings between 30 May 2023 and 15 April 2024 with a further meeting scheduled for 14 May 2024. Attendances were as follows:

Name	Possible Attendances	Attendances
Noonan Trevor	10	10
McBreen Orla	10	3
O'Shea Bernard	10	6
Allen Eimear	10	8
Brady Paul ****	1	1
Brennan Nina	10	10
Casey Fiona ***	9	7
Donaghy Deirdre	10	9
Hattaway Ross *	9	7
Henry Des ****	1	1
Holleran Noel	10	9
Holohan Michael	10	8
Hutson Nigel	10	8
Kavanagh Teresa *	9	9
Kinsella Emma	10	8
McEleney Rhona	10	10
Nolan Marianne	10	10
O'Connor Mark **	6	5
Seery Ken ****	3	3
White Ken ***	8	7

- \* members co-opted following ADC 2023
- \*\* member retired during 2023/24
- \*\*\* members resigning during 2024
- \*\*\*\* members co-opted during 2023/24



**Building a more inclusive Public Sector Seminar Feb 2024**

**Paul Malone, Solat Chaudhry, Caroline Cummins, James Cawley Jr and Liza-Jo Gee**



## GENERAL COUNCIL STAFF PANEL 2023



### *Civil Service General Council Staff Panel*

## *ANNUAL REPORT 2023*

*EUGENE DUNNE  
STAFF SIDE SECRETARY  
GENERAL COUNCIL  
STAFF PANEL*

# CIVIL SERVICE GENERAL COUNCIL

## STAFF PANEL



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2. New Staff Panel Claims submitted to General Council 2023.
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6. Pensions/ Superannuation.
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12. Appendix 1 Adjudications & Arbitrations 2023.
13. Appendix 2 T&S. Agreed Reports 2023.
14. Appendix 3 Civil Service Numbers.

## 1. Civil Service Staff Panel Review of 2023.

There were 11 meeting of the civil service general Council Staff Panel and 8 meetings of General Council in 2023. Discussions were dominated by demands from the staff side, for equal IR rights for Civil Service workers. In this context the Civil Service Staff Panel continued its efforts to gain access to the state industrial relations bodies as a matter of right. Following legal issues raised by the official side, regarding the definition of civil servants as workers, and faced with the delays this would cause, the CSSP agreed to explore modernising the Civil Service Conciliation and Arbitration Scheme in the context of its greater objective. This was viewed as a measure which would provide workers in the civil service with no less favourable rights to those provided by the state industrial relations machinery. A short 6 month time line has been put in place to address this issue.

In addition the staff side pressed for the introductions of policies on menopausal issues and domestic violence leave. On the latter the staff side are now seeking the extension of the maximum 5 days in in any period of 12 consecutive months. As the stated policy the civil service is to be an employer of choice, we are demanding that the civil service policy on domestic violence will be no less favourable than than other major employers in the state.

The Staff Side pressed for a reduction in the Overtime Divisor. This related to issues which remained unresolved following the implementation of the provisions of the Independent Hours Body recommendations, Circular 14/2022, the reduction in HRA hours.

In particular the Staff Side focused on the provision within that report which expressed the view that it should be a matter for further discussion, at an employer level, to reduce the Overtime Divisor.

This to be in line with its recommendations on the reduction of both Gross hours from 43.25, 37 hours net, to 41.35 gross to 35 net.

A claim introduction of a 4 day working week was lodged and the early loss of a child through miscarriage was also addressed through claim.

The Annual Staff Panel Seminar was held in November 2023 this included

**Review of the Industrial Relations** year Eamonn Donnelly Forsa

### The implication for Artificial Intelligence for the workplace

What is AI?; technological anxiety; impact on jobs (displacement); impact on jobs (workplaces); EU and AI; Ireland and AI; Unions and AI.

Liam Berney and Dr Laura Bambrick to present.

Sean Carabini Forsa, The implications for Clerical, Administrative, Technical and Managerial work in the Civil Service and it greater societal implications. Public Service International Digital Bargaining Hub.

### Civil Service Employee Assistance Service

Philip O Callaghan presented an overview of the work of the CSEAS and its role in the future, particularly in the context of the changing workplace, blended working etc.

Direct or secondary trauma and counselling/ support.

The ICTU informed the panel that it was the first major body to seek to address the implications of Artificial Intelligence on the workplace, the implications and likely effects of this technology was evident to all who participated.

Thanks to all who contributed to a successful event.

The assistance and cooperation of of Staff Side Chair Helen Lenihan, and Vice Chair Donal O Mahony was much appreciated throughout the year.

At a national level and in line with the provisions of section 3.1 of the extension to Building Momentum, there were pay increases on the 1st of March and 1st of October 2023.

2% in March 2023 and 1.5% or €750.00, whichever is greater in October 2023.

Benefits Table	Benefit from previous Building Momentum Deal	Benefit from Building Momentum Review	Total Benefit
Headline Benefits	3%	6.5%	9.5%
Benefit for Lower Paid (€27,500)	4.70%	7.8%	12.5%



These increases had implications for both pensions and allowance paid to Civil Service worker, details can be found in the links below.

Review of Building Momentum

<https://www.gov.ie/en/publication/80635-review-of-building-momentum-proposal-ictu/>

Pay increases 1st of March 2023

<https://assets.gov.ie/247103/c9fe8952-8989-42a1-9e7c-d37f5746b441.pdf>

Pay increases 1st of October 2023

<https://assets.gov.ie/272015/2a821894-f960-4cd9-a3c0-220af83f4e50.pdf>

Some difficulties have emerged in the timely payment of these increases to those on off points and those in receipt of allowances. These matters have been raised in detail with the NSSO and we are assured that they are being addressed.

## 2. New Staff Panel Claims submitted to General Council 2023.

In 2023 13 General Council Claims were agreed submitted through the Civil Service Staff Panel.

### March

#### 1. Forsa Claim

That the standard Civil Service probationary period be reduced from 12 months to 6 months.

#### Background to claim:

Statutory instrument SI 686/2002 was introduced in December 2022, enshrining the EU Directive on Transparent and Predictable Working Conditions into Irish law.

### April

#### 2. Forsa Claims:

**Claim: Part 1: That all certified pregnancy-related illness be discounted for the reckoning of sick leave when assessing for promotion/higher duties allowance.**

Part 2 That post-natal depression, when certified, be recognised as a pregnancy-related illness and that all such certified instances are discounted for the reckoning of sick leave when assessing for promotion/higher duties allowance.

Background: There are two extant circulars that govern the assessment of sick leave for promotion/higher duties allowance. They are DPER circular 5/2018 and Department of Finance Circular 34/1976. Section 5.9 of 5/2018 lists pregnancy-related sick leave as one of the factors that can be considered when assessing whether or not instances of sick leave can be discounted for the purpose of promotion/higher duties allowance.

The staff side is calling for an agreement that states, unequivocally, that all certified pregnancy related illness shall be discounted for the purpose of promotion/higher duties allowance. For the avoidance of doubt, the staff side also calls for certified instances of post-natal depression to be included in the definition of pregnancy-related illness.

**3. Claim: That a minimum of ten days paid leave be granted for women who experience the end of a pregnancy prior to the 24th week of the pregnancy.**

Background: Women who experience the end of a pregnancy after the 24th week of pregnancy have an entitlement to apply for full maternity leave in order to facilitate them with the time necessary to deal with the situation. There is currently no support in place for women who experience the end of a pregnancy prior to 24 weeks save a limited legislated circumstance where a baby born by way of stillbirth or miscarriage has a birth weight of 500 grammes. We

ask that this facility be introduced with a facility to apply for the leave in advance in cases where medical intervention will be necessitated. We seek that this leave shall not be counted as sick leave but shall be in a separate category of special leave

**4. Claim: That special paid leave be granted to civil service workers who require time off for medical procedures associated with being 'living donors.'**

Background: At present, there is no scheme in place other than sick leave to allow time off for 'living donors' to undergo the necessary medical procedure(s) to allow them to donate their organs. We believe that this selfless action should receive the full support of the state and call on the introduction of a category of paid 'special leave' to cover the time requirements of living donors. The time required would be determined medically with oversight by the CMO where required.

**5. Claim: That the practice of paying 'Reduced Mileage Rates' of travel and subsistence for attendance at sanctioned training courses will cease and that standard motor travel rates will apply.**

Background: EU Directive 2019/1152 (Transparent and Predictable Working Conditions) was transposed into Irish law via SI 686/2022. The statutory instrument states: Mandatory training 6G. Where an employer is required by law or by a collective agreement to provide training to an employee to carry out the work for which he or she is employed, such training shall - (a) be provided to the employee free of cost, (b) count as working time, and (c) where possible, take place during working hours.

**6. Claim: Officers who are currently receiving allowances that are reckonable for pension purposes (specifically Sunday Premium Allowance) should be granted permission to secure pensionability of this allowance prior to the introduction of pensionability for Sunday premium payments in 2022.**

Background: Sunday premium pensionability was introduced in 2022. However, there are a small number of civil servants who were in receipt of Sunday premium payments prior to that date but who will not have the necessary three years of pensionable Sunday premium payments prior to their retirements.

**June**

**7. General Council Staff panel Claim General Council**

**Claim:**

**That a 4 day working week pilot be undertaken in the civil service.**

Background:

The 4 day working week is a concept that challenges established that link work to a 5 day working schedule.

It has been demonstrated, however, that a fully-considered , properly managed 4 day working week policy can bring work/life benefits to the worker concerned while ensuring that there is no impact on the work being performed.

Additionally, the introduction of a 4 day week scheme would assist in the drive to ensure that the civil service is both an employer of choice and at the forefront of workplace innovation.

We ask that suitable pilot schemes be established to run for six month periods and that these pilots would be identified and in place no later than 1<sup>st</sup> January 2024.

The pilot phase will be followed by a review designed to understand how to best introduce the 4 day working week concept across the civil service as a whole.

**8. FORSA Claims:**

That the system of Higher Scales for Clerical Officers across the civil service be reformed and automatically granted to all Clerical officers after 20 years' service in the grade.

Claim

In instances where a member of staff is required to attend a full day medical appoint without any workplace attendance, the appointment will not be categorised as 'sick leave' and will, instead, be counted under a different category.

## 9. FORSA Claim:

That the number of years an Administrative Officer (AO) must serve in the grade before becoming eligible to apply for a Higher Scales appointment be reduced from 3 years to 2 years.

Background:

Higher Scales was introduced by agreement. The terms of the agreement are set out in Department of Finance Circular 24 of 1995.

Section 33 (1) states that AOs must serve three years in the grade in order to become eligible to be considered for Higher Scales.

The circular also states that for the grades of EO and HEO, the time served in grade is two years.

Given the grade equivalency of the AO and HEO grade in particular, Fórsa ask that the time served in grade prior to becoming eligible for Higher Scales be reduced from three to two years.

## 10. Forsa Claim

That staff who are assigned to professional or technical civil service roles following internal training programmes should be considered as 'new entrants' for the purposes of circulars 7/2019 and 4/2020.

Background:

At present, serving civil service staff who regrade to professional or technical grades following internally delivered or internally funded training mechanisms are not considered new entrants.

## September

### 11. VOA Claim

The Veterinary Officers Association (VOA), wishes to put the following claim to General Council: That the value of a deferred pension arising from purchase of notional service to age 65 should be actuarially increased or enhanced commensurate with the proposed increase in the deferred State Pension. Specifically, pension arising from the purchase of notional service contracted for payment at age 65 should be increased by a similar rate as that proposed for the deferred State Pension (Contributory) viz. 5.5% for each year of deferred payment

## 12. Forsa Claim

**That the State prosecution Solicitor pay scale become the entry-level pay scale for all legal professionals working in the civil service.**

Background: This claim relates to the pay differential that has evolved in different parts of the civil service for legal professionals (solicitors). Legal professional workers in the civil service, regardless of where they are deployed, require the same training, qualifications and expertise.

## Main items addressed at General Council 2023.

### January

#### Survey of Employers on the operation/implementation of Blended Working/Flexi Accrual.

The staff side reiterated its position that as Blended Working and flexi accrual were the products of protracted negotiation and agreement, the survey in questions should not have issued prior to engagement with the staff side. Given the incomplete rollout of Blended Working, Flexi working was in those cases academic. The intent of this survey was open to question.

The Official Side acknowledged that the staff side secretary had brought all the concerns of the Panel to the official side, but stated that an overview of the situation was required. Those employments that had not applied Blended working were emerge as a result of the survey.

#### The Civil Service Regulation (Amendment) Bill.

The Staff side raised its concern that this was back on the legislative program for 2023, there had been no engagement on this issue since 2018 when the staff side outlined in detail the implications for workers inherent in the devolution of



the right to dismiss from Secretaries General to an unspecified lower grade. The lack of consultation on this was not acceptable to the staff side.

The official Side stated that this represented the normal progression of this legislation and referenced engagement in 2018, nothing more to report on this at present.

#### **WRC Transition Issues.**

The Staff Side referenced its submission of possible structures and arrangements, that would accommodate the transition to the WRC. No response has thus far emerged from the official side.

Opinion regarding the status of Civil Servants as workers was not accepted by the staff side. If there was a fundamental objection from the official side to a move to the WRC the staff side should be informed of this.

The official side reported that this document was still under consideration and that a response will be produced.

#### **Delays in Processing of C&A Matters.**

Following a meeting on this issue it was hoped that some progress could be made

#### **Long Covid/CIP Issues.**

The staff side indicated that there was some apparent inconsistency in CIP with regard to medical conditions which individual manifest post Covid.

The official side stated that the CIP was a broadly based policy and that workers presenting with illnesses were treated on a case by case basis, in this regard it was the illness and not the attribution of the illness that was the signifier for application of CIP.

#### **Equality and Diversity Subcommittee.**

The Staff Side referenced its repeated submission of agenda points and requests for the convening of this subcommittee. the Civil Service was the lead body with regard to policy and the resistance to engage on this was not acceptable. It has emerged that in the Garda Civilian area they are generating a policy on domestic abuse intervention policy, this was in fact a matter subject the central agreement under the aegis of this subgroup.

The official side indicated that they would engage on this.

### **February**

#### **Proposed move to the WRC.**

The staff side highlighted the importance of new agreed Internal Disputes Resolution mechanisms and agreed fora for engagement with management, in the context of the opening of access to the WRC for Civil Servants. To date no response has issued from management on the draft position paper lodged by the staff side on this issue, this is now overdue under the terms of the C&A scheme.

This was submitted in the context of prior agreement to give access to Civil service workers to the WRC.

The definition of worker seemed now to be a problem for management.

The staff side has not resiled from its position on access to the WRC and seeks, as a matter of urgency, that management state clearly its position on giving Civil Service workers access to the WRC.

The staff side would take engagement on its draft proposals as de facto agreement on the direction of travel.

Both sides need to know where we stand

The official side expressed a degree of perplexity on this and stated that it would clarify its position and would talk to its principals.

Notwithstanding the absence of clarification, management cited its offer to engage in a Q&A session on the draft document submitted by the staff side.

#### **Update on the January blended working/flexi time survey Standing Items.**

The Official side stated that 75% of returns from affected entities were now in. While there were some areas that were not applying the terms of the agreement and it was emerging that some employers were creatively interpreting the term of the agreement it appeared that 66% of respondents thus far were applying some of the options contained in the agreement.

the deadline for responses was now the end of February.

The Staff Side gave notice of its intend to lodge a claim at the March meeting of General Council to seek the reduction of Probation to 6 months. This was in line with the previously raised issue of the application S.I. No. 686/2022 - European Union (Transparent and Predictable Working Conditions) Regulations 2022

### **March**

#### **Update on Flexi Accrual/Survey Results.**

The Official Side regretted that the material emanating from this survey was not as yet available.

Thus far there was a 90% return rate, The link closed on the 1th of March, all data would be shared as soon as possible.

#### **Proposed move to WRC Official Side to present:**

The Official Side indicated that they had a meeting with their legal advisors next week on this matter, this would centre on the definition of the "Worker", in parallel a meeting with representatives of line department was being arranged to get their views on this matter.

The Staff Side again stated that there had be no response to its collective submission on disputes resolution mechanisms, in the context of an opening of access to the State industrial Relations mechanisms to Civil Servants. The attenuation of this was bringing the continued usefulness of the process into question. The legal impediments regarding the definition of Civil servants as Workers has been left ill-defined. the future of general Council was now in doubt.  
General Council Meetings

The Official Side placed on the table a reversion to online meetings of General Council.

This was rejected by the staff side

**The Staff Side raised its concerns regarding the transfer of managerial responsibility for learning and development for Civil Servants** from DPENDPDR to the Institute for Public Administration, this has implications outside the affected group of employees and their department.

there were no consultations on this matter with the collective staff side.

This is obviously a matter for General Council.

The Official Side rejected this, its view was that this was primarly an issue for the department concerned and stated that there was a meeting arrange for tomorrow regarding this issue

#### **April**

##### **Implementation of the Labour Court recommendation on sick leave November 2018**

The last update on this was received from the Official Side in October of 202. the delay in the implementation of this Labour cour recommendation was affecting the rights of Civil Service workers

The Official Side cited Covid 19 and other issues which have delayed the implementation of this recommendation.

Consultations are ongoing with stake holders.

OS to Revert

##### **Update on Flexi Accrual/Survey Results**

The Staff side again requested this data.

The official Side stated that this was being collated and would be shared when available.

#### **General Council Meetings**

**The Official Side proposed that every second meeting of general council would be online.**

The staff Side was open to this proposal.

#### **L&D Transformation Project Standing Items**

The Official Side gave a comprehensive presentation of the direction of travel for leaning and development in the greater public service inclusive of the Civil Service. presentation to be shared with the Staff Side.

**The Staff Side flagged the issue of jump increments** in the context of previous engagement on this 6 months have elapsed and no progress have been evident on definitions or application.

OS to supply clarification.

The Staff Side raised the issue of items of importance being removed from the Staff Side agenda items submitted.

The OS noted this.

**The Staff side raised this issue of the paltry T&S payment for those you use Bicycles.** This should be reviewed in the context of the green agenda which is the policy of government.

The OS stated that it was a legacy issue, noted the context and would look at this.

#### **May**

##### **Circular 7 of 2019 - Incremental Progression for New Entrants.**

The staff side raised what they view as anomalies which have arisen for those in general service who train/qualify for technical or professional posts. This is a cross departmental issue. circulars 7/2019 and 4/2020 do not apply to them and as a consequence of this they are on longer pay scales than their comparators in those grades as new entrants.

In addition jump increments did not apply to this group of workers.

The official side were not in agreement with this interpretation and requested additional information.

**Use of leave Sick Leave Circular in the context of Deferrals of Increments.**

the staff side expressed its collective concerns regarding an emerging phenomenon across departments, where by the sick leave circular as it applies to promotion was now being utilized to delay incremental progression. There was no provision in the sick leave circular for this interpretation and it was generating inconsistencies across the service. The staff side were concerned that the departure from the norm was based in some way on guidance which may have emanated from the official side centrally. This was generation legitimate grievances among workers which should in a functioning system be open to challenge, mediation in this instance was being denied. Currently there was no way to pursue this. the staff side requested that correspondence issue to line departments clarifying the position on this matter, The OS will confirm whether guidance had issued on this, which would lead line departments to assume that the interpretation described was valid. While patterns of attendance were part of the sanctioning of incremental progression, standard sick leave was not a metric used. More information on this was requested.

**Issues relating to Pregnancy and Sick Leave.**

Considerable progress was reported on this issue. Agreed Report sought on points of agreement and a Disagreed Report on points of disagreement..

Meeting requested to formalize positions

**Blended Working review,** The SS understood that some departments were surveying their staff on this issue, the SS emphasised that a joint approach to this review was mandated.

OS because of the uneven pattern of adoption across departments it was now hoped to engage in the review at year end. The ongoing issue of probation was raised. The OS confirmed a meeting on this issue.

**The issue of the overall review of the incremental credit** was raised in particular the issue of those that have accrued service abroad. OS in the context of that review this will be examined.

The issue of outstanding anomalies regarding the integration of the EO and SO grade have not yet been addressed.

Analogous technical grade salaries have not been increased in line with those at SO to whom they had been linked. The SS require clarification on this, to resolve it or put it to a 3rd party.

The OS requested additional information.

**June**

**Public announcement of the intent to bring the Prison Services Bill 2023** to Cabinet and failure to engage as required, with staff.

The Staff Side expressed its collective dismay, that yet again government have proceeded to bring Bill to Cabinet without the required consultation with the Staff Side.

In this context the recent progress of the Policing Bill, without the required prior consultation, was cited. These concerns were not confined to matters of pay and pensions, the attitudinal approach of the employer to this was again a concern, in the greater context of employee status in any new entity.

This Official Side expressed its surprise at this development and has sought clarification from the line employer and the Department of Justice.

**The Flexi Accrual Survey and Guidance.**

The Staff Side expressed its surprise and disappointment at the release of this survey to line employers, with guidance on application, prior to engagement, as required with the Staff Side. It was the view of the Staff side that this did not comply with the finding and guidance on a way forward issued by the arbitrator on this issue. The staff side reiterated its position that the efficacy of the work of the Civil Service had not been affected by blended working.

The Official side expressed its belief that they has complied with the terms of the arbitration and that subsidiarity to the business needs of line department of the core concern of the Official Side.

A bilateral meeting was offered to address this.

**Access of Civil Service workers to the state Industrial Relations machinery.**

The Staff Side referenced some discussions which have taken place to address the broader aspects of access of Civil Servants to the WRC. A decision was now required.

The Official Side indicated that discussions were taking place with line Departments and that the legal aspects of employee status had not yet been clarified. The OS will revert with its position at the July meeting of GC

The Official side suggested that the July meeting be moved forward to Tuesday the 18th of July at 3.30pm.

**This was agreed by the staff side.**



## July

### **The involuntary transfer of OneLearning/SPS staff from DPER to the IPA**

The staff side reiterated its position that this significant change to the status of workers in this area had had been decided prior to any engagement with worker representatives. while subsequent engagement had taken place this had produced no meaningful outcome. In this context a referral to 3rd party would be sought.

The official side reference the option of referral to the oversight body and indicated that more engagement on the concerns expressed by staff could be addressed.

The staff side indicated its preference for 3rd party intervention.

### **Work Life Balance Miscellaneous Provisions Bill 2023, breastfeeding and unpaid leave for carers and parents**

The staff side requested an update on the implementation of the provisions of the provisions cited.

The official side indicated that the cited statutory provision will be addressed through a letter to line departments.

### **Re-establishment of G subcommittee on Equality and Diversity**

The staff side reiterated the need for meaningful engagement of these issue and the fact that the staff side had submitted detailed lists of agenda points as requested by management.

The official side cited a meeting which had taken place on the 16th of June.

### **Access of Civil Service workers to the state Industrial Relations machinery.**

The official side indicated that advice from the AG was still not available. As an interim measure and in line with discussions with the staff side, agreement on an independent chair of General Council, to be supplied by the WRC was reached.

The staff side indicated that the sub group of general Council should be reconvened to address the outstanding concerns of workers in the Civil Service. These have been supplied to management and as an interim measure, pending full access to the WRC, analogous protections and fora to those with access to the WRC should be provided to Civil Servants.

**The issue of the adjustment of the overtime divisor to actual worked hours** was raised by the staff side. The lack of engagement and the postponement of meeting on this was a grave concern to the staff side.

The official side expressed their regret at this and confirmed their commitment to holding a meeting.

The staff side sought an update on the incremental credit issue. the official side agreed to provide this.

## September

### **Recognition and support for those who suffer trauma in the workplace Official Side to present:**

The staff Side outline is deep concern regarding the absence of structured protocols and supports for Civil servants exposed to primary and secondary trauma to which they are exposed in the course of their work. This absence of support puts both the State and its employees at risk and is at variance with the concept of duty of care and best practice,

In this context the provision of substantive agreed supports are required as a matter of urgency.

The Official Side to revert and bilateral engagement offered.

### **Transition to the WRC – Establishment of Subcommittee of General Council.**

Following on from the panel request for an expansion on the headline adjustment of elements of the C&A scheme alluded to at the July meeting of GC, formal engagement was now being sought.

The Official Side agreed to the establishment of a sub committee and sought names for this.

Names to be supplied and dates sought for meetings.

Written responses had been sought and received items from the June meeting of General Council.

**4 Day Working week.** Disappointment was expressed by the Staff Side on the negative response to the Staff Side sponsorship of this progressive innovation. the staff side wished to establish proof of concept and had found certain line departments open to this

**AO higher pay scales.** The Staff Side expressed its bafflement at the response received and questioned the logic of the response.

The OS indicated that it would research this further.

**Overtime Divisor issue.** The staff Side expressed disappointment, that a matter of deep concern to those affected by the failure to adjust the overtime divisor, in line other areas in the public service and the failure of meaningful engagement on this, has left low pain workers at a considerable financial disadvantage. The Official Side regretted this and agreed to meet.

#### 4. Disciplinary Appeals Board.

##### Appeals 2023 Disciplinary Code 19/2016

Number of cases 2023	5
Number withdrawn	1
Number outstanding	2
Outcomes	Sanction upheld 1, Sanction partially upheld 1 Sanction partially upheld 1
Grades	CO 1 HEO 1 Service Officer 3
Employer	CSO, Health, Foreign affairs

##### Appeals 2023 Probation (Reversions)

Number of cases 2023	8
Number Withdrawn	3
Number outstanding	0
Outcomes	Sanction upheld 4 Sanction Partially upheld 2 Sanction not upheld 2
Grade	EO 4 HEO 1 AO 2 Third secretary 1 AP 1 PO1
Employer	DPC 1 Finance 1 DFA 2 TCAGS&M 1 Transport 2 DSP 1 Health 2 Agriculture 1
<b>Overall Appeals Totals 2023</b>	
Hearing Heard	10
Outstanding 2023	2
Withdrawn	4
Upheld	5
Partially upheld	3
Not upheld	2
Employers	9
Grades	8

## 5. C&A Adjudication & Arbitration.

### 1. Adjudication

Civil Service Adjudication Finding Parties:

FORSA and An Garda Síochána Issue: Application of Electronic Time and Attendance System (ETAS) and Flexible Working Hours (FWH) to Civilian Teachers employed in the Garda Training College Templemore Date: The adjudication hearing took place on 5 April 2023

Finding

The teachers concerned be admitted with immediate effect to the full conditions and requirements attaching to the FWH system on the same basis as apply to their AGS civilian colleagues.

The teachers concerned fully participate in the ETAS and adhere to the requirements of that system with immediate effect.

AGS management undertake at its discretion formal periodic reviews of the operation of the FWH system within the first twelve months of its effective operation in respect of the teaching cadre concerned having full regard to its own policy and regulatory provisions pertaining to the management of FWH.

### 2. Arbitration

REPORT OF THE CIVIL SERVICE ARBITRATION BOARD IN RESPECT OF A DISPUTE BETWEEN THE DEPARTMENT OF AGRICULTURE, FOOD AND THE MARINE AND FÓRSA/VOA REGARDING A CLAIM FOR VETERINARY AND TECHNICAL GRADE TRANSFERS SCHEME OF CONCILIATION AND ARBITRATION FOR THE CIVIL SERVICE CLAIM The Board has been asked to determine a dispute between the Department of Agriculture, Food and the Marine (DAFM) and Fórsa/VOA concerning a claim for veterinary and technical grade transfers.

CONCLUSION OF THE BOARD The Board thanks the parties for their submissions and supplementary contributions during the Hearing of 6 th July 2023. The Board recommends that with regard to the staff within the group affected by this proposed harmonisation of the rules around lateral transfers that a phased arrangement should apply in respect of the next lateral move and which should not be bound by the two years rule. This should apply only in respect of lateral moves and permitted on the occasion of the next move only in respect of each affected staff member.

## 6. Pensions/ Superannuation.

Limited Appeals Process for option to join Public Service Spouses' and Children's Contributory Pension Schemes.

Circular Number: Circular 23/2022 Circular Title: To: HR Manager/Personnel Officer/Pensions Manager in each Department and Office.

Link

<https://www.gov.ie/en/circular/f322a-dper-circular-232022-limited-appeals-process-for-option-to-join-public-service-spouses-and-childrens-contributory-pension-schemes/#:~:text=gov.ie - DPER Circular 23,and Children's Contributory Pension Schemes>

## 7. Travel & Subsistence 2023

There were increases in subsistence rates in 2023. This was in line with the agreed methodology. Link below.

<https://assets.gov.ie/278766/47bea6b4-ec35-497c-9664-917969a996dd.pdf>

## 8. Leave issues

Circular Number:08/2023 issued.

The purpose of this Circular was to consolidate revisions to annual leave allowances which were introduced subsequent to the issue of Circular 27/2003. Additionally, this Circular sets out the revised provisions in relation to the carryover of annual leave and also outlines the entitlements in relation to the accrual of annual leave while on sick leave. See Link

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/261327/92deae02-4627-452b-bc4a-50af15d3024a.pdf#page=null>

### 8a. Parental Leave.

Following intervention by the Staff side It has now been decided to set the maximum age of the child in respect of whom employees may take parental leave at sixteen years in all cases including for parents of children with a disability or long term illness and in the case of adoption. See Link

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/270379/abb86561-797e-4e5d-a301-746efaa9b4b9.pdf#page=null>

### 8b. Domestic Violence Leave.

This was introduced to set out the leave and support arrangements for civil servants whose working life is negatively impacted by domestic violence and abuse. See Link

<https://assets.gov.ie/271311/7a9a0792-cf1d-49f8-9ee8-e94e652a7492.pdf>

## 9. Civil Service Menopause in the Workplace Policy Framework.

The Staff Side raised this issue as an unaddressed matter of concern throughout 2023. The attached Framework document and circular were issued. See Links.

<https://assets.gov.ie/271311/7a9a0792-cf1d-49f8-9ee8-e94e652a7492.pdf>

<https://www.gov.ie/en/circular/eab6d-circular-162023-civil-service-domestic-violence-and-abuse-policy-supports/>

## 10. Civil Service Employee Assistance Service.

The staff side liaised with the CSEAS on a number of important issues throughout the year and participated in the advisory committee of that body. Issues raised with the included workplace trauma, domestic violence and menopausal policies. See Link

<https://www.cseas.per.gov.ie/wp-content/uploads/CSEAS-ActivityReport-2022.pdf>

## 11. NSSO issues.

In response to a number of issues raised by members the staff side have sought the exestablishment of regular meeting with the NSSO. The topics covered included the following:

Pay increases Outstanding cases, backlog size, time frame, Bereavement Leave for Cohabiting partner, no option to apply on Core Portal, Overpayments Current stats, Revenue APTH Differential Outstanding Cases, backlog size, time frame, Promotion Backlog in applying promotion pay, Consultancy Fees New planned work in 2023 and into the future and the delayed payment of increases to overtime and allowances. Christmas overtime payment were also raised.

Eugene Dunne  
Staff side Secretary  
Civil Service General Council  
Staff Panel





# **NOTE TO MEMBERS RE PUBLIC SECTOR PAY AGREEMENT 2024-2026**

**To All AHCPs Members**

### **Public Sector Pay Agreement 2024-2026**

Following extensive engagement between the public sector unions and the Government, a new public sector pay agreement has been finalised. The proposed agreement was published on Friday 26th January 2024, following two months of challenging negotiations.

Going into the negotiations the union side had a clear set of priorities agreed by the Public Services Committee of ICTU on 27th September 2023: that any new agreement would address the rising cost of living, especially for low-to middle- earners, that it would contain provisions to allow for the normalisation of industrial relations, that it would contain a measure to stabilise the agreement through the inclusion of a local bargaining clause, and that proposals for future proofing public services would be considered.

The talks adjourned on 10th January after union negotiators rejected a Government offer totalling 8.5%. It is the view of the negotiators that the agreement reached on Friday 26th represents the “maximum achievable through negotiation at this moment.”

The pay terms of the new agreement are valued at 9.25% over 2.5 years. In addition, the agreement contains a 1% local bargaining clause to address claims relating to particular grades, groups or categories. It is anticipated that local negotiations on this aspect of the agreement will commence in July 2024.

The improvements in the pay adjustments due in 2024 – valued at 4.25% for the year – would mean that public service workers would receive more money in the first year than originally envisaged in the Government’s initial pay offer, providing a noticeable difference in pay this year at a time when workers are still feeling the impact of three consecutive years of inflation.

The proposals are available to view via the following link:

<https://www.ahcps.ie/wp-content/uploads/2024/02/Public-Service-Agreement-2024-2026.pdf>

The main elements of the agreement are as follows:

- The agreement provides for an **additional 9.25%** between **1<sup>st</sup> Jan 2024** and **1st June 2026** as follows:

#### 2024

- A general round increase in annualised basic salary for all public servants of **2.25%** or **€1,125**, whichever is greater, from **1st January 2024**
- A general round increase in annualised basic salary for all public servants of **1%** on **1st June 2024**
- A general round increase in annualised basic salary for all public servants of **1%** or **€500**, whichever is greater, on **1st October 2024**.

#### 2025

- A general round increase in annualised basic salary for all public servants of **2%** or **€1,000**, whichever is greater, on **1st March 2025**
- A general round increase in annualised basic salary for all public servants of **1%** on **1st August 2025**

#### 2026

- A general round increase in annualised basic salary for all public servants of **1%** or **€500**, whichever is greater, on **1st February 2026**
- A general round increase in annualised basic salary for all public servants of **1%** on **1st June 2026**.

### Public Sector Reform and Modernisation

The agreement reaffirms the provisions of previous agreements on the continuing transformation of public services and continues to provide a framework to enable the sustained transformation of public services.

The agreement also acknowledges a leading role for the public service in embracing and adapting to developments in digitalisation and commits unions and the employer to a process of consultation and engagement, with a view to achieving the Government's target of making 90% of applicable public services accessible online by 2030.

### View of the Executive Committee:

The Executive Committee of the Association considered the proposed Agreement during an extensive discussion at its meeting on 12th February 2024. At this meeting, the Executive Committee agreed with the assessment of the ICTU negotiators that the proposals are the best that could have been achieved in the current circumstances. The Committee was of the view that the proposed pay increases and backdated element, will significantly assist members in meeting the challenges posed by the current economic conditions.

In light of the above, the Executive has decided to recommend to members acceptance of the agreement.

### Next Steps

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 **14 March 2024**.

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 Service Committee on 25<sup>th</sup> March 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.

Yours sincerely



Ciaran Rohan  
General Secretary

## Appendix 1

## FAQs

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

- 2.25% from 1/1/24 (backdated)
- 1% from 1/6/24
- 1% from 1/10/24
- 2% from 1/3/25
- 1% from 1/8/25
- 1% from 1/2/26
- 1% from 1/6/26

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.

### Do the pay improvements apply to allowances?

The increases will apply to pensionable allowances.

### What is the local bargaining clause?

The proposed Public Sector Pay Agreement 2024-2026 contains a local bargaining clause that provides for claims or proposals up to 3% of the payroll cost of a bargaining unit. That could be a grade, group or category. While other cost increasing claims are precluded, this represents a



significant improvement on the blanket exclusion of cost increasing claims that has been a feature of public service agreements for several years.

It is different to sectoral bargaining as defined in Building Momentum. There is no fund as such. However, it will be possible to use local bargaining to address structural issues and work practices. Accordingly, it is the first opportunity in many years to negotiate on these issues.

While it is described as local bargaining, this is really to differentiate it from the national pay terms. In practice, it will still make sense to approach this from a national perspective but related to particular grades, groups and categories.

While the calculations made related to the pay deal refer to a straight 1 % pay increase from 1 September 2025 there is scope to use the cost involved to address other issues such as the pay and grading structures.

In considering this, account would be taken of the entire 3% not just the first phase to be implemented during this agreement. So, agreements on local bargaining would be focused on using the full 3% and, in effect, the implementation of the 2% balance would be to the fore in 2026 in negotiations on a successor deal.

It is expected the local negotiations will commence in July 2024.

### **What modernisation and reform measures are in the package?**

The agreement reaffirms the provisions of previous agreements on the continuing transformation of public services and continues to provide a framework to enable the sustained transformation of public services.

The agreement also acknowledges a leading role for the public service in embracing and adapting to developments in digitalisation, and commits unions and the employer to a process of consultation and engagement, with a view to achieving the Government’s target of making 90% of applicable public services accessible online by 2030.

### **What happens if the economic and fiscal situation changes?**

Like previous agreements, 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 1<sup>st</sup> January 2013. This means that the pensions of members of this scheme are not affected by pay movements, including those in the proposed agreement.

# PAY CIRCULAR 1 JANUARY 2024

An Roinn Caiteachais Phoiblí  
Sheachadadh PFN agus Athchóirithe  
Department of Public Expenditure  
NDP Delivery and Reform



**Circular Title:** Application of 1 January 2024 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 2024-2026.

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

**Circular Number:** Circular 04/2024

**Purpose:** This circular sets out pay increases due on 1 January 2024 as provided for in the "Public Service Agreement 2024-2026"

**File Reference:** E107/006/2015

**Effective From:** 1 January 2024

Mise le meas,



Barry O'Brien  
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 Office Notice.
- 1.3. The pay adjustments should be applied, as appropriate, from **1 January 2024**.

## 2. General

- 2.1. This circular sets out pay increases due on **1 January 2024** as provided for under the “Public Service Agreement 2024-2026”.
- 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 2024.

## 3. “Public Service Agreement 2024-2026”

- 3.1. In accordance with **Section 3.1** of the Agreement, the annualised amount of the basic salary of civil servants will be increased by 2.25% or €1,125, whichever is greater, with effect from **1 January 2024**.
- 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 January 2024** by members of grades to which this circular applies should be calculated by reference to the revised pay rates with effect from **1 January 2024**.

## 5. Premium Rates of Pay

- 5.1. Premium rates of pay payable in respect of or subsequent to **1 January 2024** 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 January 2024**.

## 6. Allowances

- 6.1. Allowances in the nature of pay for civil servants to whom this circular applies will be increased by 2.25% from **1 January 2024**.
- 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 January 2024**.
- 6.3. Children’s allowances, both standard and ex-gratia, remain unchanged.

## 7. Pensions

### Pension Increases

- 7.1. The principle of pay parity in pension increases for pre-existing public service schemes<sup>1</sup> has been agreed up to 30 June 2026 in line with the Public Service Agreement 2024-2026. Civil service pension increases should be passed on to pensions in line with that policy.
- 7.2. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in line with the Consumer Price Index (CPI), subject to a separate instruction from the Department of Public Expenditure NDP Delivery and Reform. Therefore, Single Scheme 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 contributions, and spouses and children scheme contributions as appropriate shall be deducted from all arrears of pensionable remuneration payable under this circular.
- 7.4. Additional Superannuation Contributions: The ASC rates for 2024 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 2024**

<b>Member of a standard accrual pension scheme</b>	<b>Member of a fast accrual pension scheme</b>	<b>Member of the Single Scheme</b>
€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

- 7.5. The pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment from 1 January 2024 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.
- 7.6. The lump sums of the officers in the grades to which this Circular applies who retired on or after 1 January 2024 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 1 January 2024 should not be adjusted.

<sup>1</sup> Pre-existing Public Service Pension schemes, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.



- 7.7. Pensions for officers who retired after 1 January 2024 which were evaluated for the Pension Benefit Cap<sup>2</sup> under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular.
- 7.8. Pensions for officers who are currently re-employed in the public service and whose pensions were evaluated for Pension Abatement<sup>3</sup> under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular. A pensioner, not previously subject to abatement, may now be subject to abatement as a result of the increases.

#### Pension Revisions for the Single Public Service Pension Scheme

- 7.9. For Single Scheme pensioners who were working as public servants (in grades to which this circular applies) on 1 January 2024 and subsequently retired in the period from 1 January 2024 until such date as this pay adjustment takes effect, 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 1 January 2024 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](mailto:support@Paytravelovertime.cloud.gov.ie)  
For public service pension queries [pensions@per.gov.ie](mailto:pensions@per.gov.ie)  
For Single Pension Scheme queries [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie)
- 8.3. This circular is also available at <https://www.gov.ie/en/circulars/>

<sup>2</sup> Circular 13/2020 Guidance on the application of the Pensions Benefit Cap under section 52 (6) and (7) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

<sup>3</sup> Circular 24/2022 Guidance on the application of Abatement of Public Service Occupational Pensions.

## Appendix 1A

Revised pay scales with effect from 01 January 2024 for Civil Servants appointed on or after 6th April 1995 who 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)****€264,649****SECRETARY GENERAL LEVEL II (PPC)****€249,081****SECRETARY GENERAL LEVEL III (PPC)****€235,973****DEPUTY SECRETARY (PPC)****€206,572****ASSISTANT SECRETARY (PPC)****€159,993   €167,264   €175,145   €183,022****PRINCIPAL HIGHER SCALE (PPC)****€108,576   €113,047   €117,539   €122,021   €125,843   €129,870<sup>1</sup>   €133,897<sup>2</sup>****PRINCIPAL (PPC)****€100,885   €105,166   €109,414   €113,693   €117,303   €121,048<sup>1</sup>   €124,787<sup>2</sup>****ASSISTANT PRINCIPAL HIGHER (PPC)****€85,100   €88,337   €91,582   €94,826   €98,068   €99,963   €103,179<sup>1</sup>   €106,405<sup>2</sup>****ASSISTANT PRINCIPAL (PPC)****€77,528   €80,383   €83,278   €86,182   €89,082   €90,754   €93,680,,   €96,617†****ADMINISTRATIVE OFFICER (PPC)****€37,989   €40,633   €41,389   €44,700   €48,938   €52,190   €55,564   €58,983   €62,401  
€65,806   €68,167<sup>1</sup>   €70,522<sup>2</sup>****ADMINISTRATIVE OFFICER HIGHER SCALE (PPC)****€52,190   €55,564   €58,983   €62,401   €65,806   €68,167   €70,489   €72,816****HIGHER EXECUTIVE OFFICER (PPC)****€55,996   €57,633   €59,267   €60,900   €62,539   €64,170   €65,806   €68,167<sup>1</sup>   €70,522<sup>2</sup>****HIGHER EXECUTIVE OFFICER HIGHER SCALE (PPC)****€59,267   €60,900   €62,539   €64,170   €65,806   €68,167   €69,713   €71,263   €72,816****EXECUTIVE OFFICER (PPC)****€35,687   €37,589   €38,663   €40,759   €42,638   €44,455   €46,266   €48,039   €49,830  
€51,581   €53,440   €54,685   €56,461<sup>1</sup>   €58,251<sup>2</sup>**

**EXECUTIVE OFFICER HIGHER SCALE (PPC)**

€38,663	€40,759	€42,638	€44,455	€46,266	€48,039	€49,830	€51,581	€53,440
€54,685	€56,461	€57,792	€59,126	€60,462				

**CLERICAL OFFICER (PPC)**

€555.90	€588.60	€596.90	€613.11	€637.03	€660.90	€684.76	€702.15	€721.85
€744.73	€760.83	€783.48	€805.98	€841.11	€868.70 <sup>1</sup>	€881.37 <sup>2</sup>		

**CLERICAL OFFICER HIGHER SCALE (PPC)**

€613.11	€637.03	€660.90	€684.76	€702.15	€721.85	€744.73	€760.83	€783.48
€805.98	€841.11	€868.70	€881.37	€898.47				

**HEAD SERVICES OFFICER (PPC)**

€720.64	€738.58	€753.03	€774.03	€795.04	€816.08	€841.13 <sup>1</sup>	€868.72 <sup>2</sup>	
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**SERVICES OFFICER (PPC)**

€525.95	€553.97	€564.56	€586.91	€606.88	€618.84	€632.81	€649.62	€678.38
€692.60 <sup>1</sup>	€715.22 <sup>2</sup>							

**SERVICES ATTENDANT (PPC)**

€519.59	€538.60	€564.56	€572.79	€589.82	€609.81	€627.23	€646.82	€670.93
€690.63 <sup>1</sup>	€707.09 <sup>2</sup>							

**CLEANER (PPC)**

€504.75	€534.27	€542.53	€561.81	€584.99	€599.33 <sup>1</sup>	€613.70 <sup>2</sup>		
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<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

Appendix 2A

Revised pay scales with effect from 01 January 2024 for Civil Servants appointed before 6th April 1995 in General Service grades.

**SECRETARY GENERAL I**

€251,416

**SECRETARY GENERAL II**

€236,627

**SECRETARY GENERAL III**

€224,173

**DEPUTY SECRETARY**

€196,242

**ASSISTANT SECRETARY**

€151,996 €158,903 €166,387 €173,873

**PRINCIPAL HIGHER**

€103,142 €107,395 €111,663 €115,917 €119,553 €123,381<sup>1</sup> €127,206<sup>2</sup>

**PRINCIPAL**

€95,842 €99,902 €103,939 €108,011 €111,439 €114,998<sup>1</sup> €118,548<sup>2</sup>

**ASSISTANT PRINCIPAL HIGHER**

€80,840 €83,918 €87,009 €90,082 €93,164 €94,960 €98,029<sup>1</sup> €101,087<sup>2</sup>

**ASSISTANT PRINCIPAL**

€74,888 €77,614 €79,117 €81,873 €84,629 €86,222 €88,997<sup>1</sup> €91,784<sup>2</sup>

**ADMINISTRATIVE OFFICER**

€36,493 €39,188 €39,558 €42,706 €46,733 €49,800 €52,922 €56,140  
€59,383 €62,623 €64,856<sup>1</sup> €67,097<sup>2</sup>

**ADMINISTRATIVE OFFICER HIGHER SCALE**

€49,800 €52,922 €56,140 €59,383 €62,623 €64,856 €67,070 €69,281

**HIGHER EXECUTIVE OFFICER**

€53,332 €54,871 €56,407 €57,957 €59,508 €61,071 €62,623 €64,856<sup>1</sup> €67,097<sup>2</sup>

**HIGHER EXECUTIVE OFFICER HIGHER SCALE**

€56,407 €57,957 €59,508 €61,071 €62,623 €64,856 €66,325 €67,802 €69,281

**EXECUTIVE OFFICER**

€34,142 €36,289 €37,139 €38,970 €40,751 €42,481 €44,199 €45,882 €47,583  
€49,237 €50,939 €52,099 €53,767<sup>1</sup> €55,451<sup>2</sup>

**EXECUTIVE OFFICER HIGHER SCALE**

€37,139 €38,970 €40,751 €42,481 €44,199 €45,882 €47,583 €49,237 €50,939  
€52,099 €53,767 €55,022 €56,273 €57,539



**CLERICAL OFFICER**

€531.93	€563.03	€570.91	€593.91	€609.05	€631.74	€654.45	€677.14	€693.43
€715.47	€733.94	€748.97	€770.37	€803.72	€829.95 <sup>1</sup>	€842.05 <sup>2</sup>		

**CLERICAL OFFICER HIGHER SCALE**

€593.91	€609.05	€631.74	€654.45	€677.14	€693.43	€715.47	€733.94	€748.97
€770.37	€803.72	€829.95	€842.05	€858.22				

**HEAD SERVICES OFFICER**

€695.30	€709.58	€726.41	€746.65	€759.97	€779.93	€803.72 <sup>1</sup>	€829.95 <sup>2</sup>
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**SERVICES OFFICER**

€515.01	€530.16	€543.79	€561.98	€580.45	€599.37	€612.88	€621.04
€648.49	€667.80 <sup>1</sup>	€690.02 <sup>2</sup>					

**SERVICES ATTENDANT**

€515.01	€515.83	€543.79	€551.48	€564.53	€583.19	€607.51	€618.36
€641.26	€660.02 <sup>1</sup>	€682.00 <sup>2</sup>					

**CLEANER**

€486.57	€511.90	€522.81	€541.20	€560.16	€573.27 <sup>1</sup>	€594.44 <sup>2</sup>
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<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

# ICTU – RETIRED WORKERS COMMITTEE REPORT

The Retired Workers Committee was established in 1991 to enable retired workers continue to participate in the growth and development of the trade union movement. Ann Walsh and Brian Fitzpatrick are current nominees of the AHCPS to RWC. We wish to thank the AHCPS for the privilege of representing and promoting views of importance to retired workers and older people in this forum.

Retired Workers Committee meetings are held on the last Thursday of each month except for March (when the annual seminar is held), July and August (summer break) and December (Christmas break). Elected officers of RWC take it in turn and on a rotating basis with elected officers of Northern Ireland Retired Workers Committee to sit on the Executive Council for a year.

The RWC is affiliated to the European Federation of Retired and Elderly Persons. Information of FERPA can be found at [www.ferpa.org](http://www.ferpa.org)

The Retired Workers Committee is also affiliated to the Irish Senior Citizens Parliament. More information in ISCO is available at [www.seniors.ie](http://www.seniors.ie)

The ICTU Retired Workers two-day Seminar 2024 was held Clayton Whites Hotel Wexford on 20<sup>th</sup> and 21<sup>st</sup> March 2024. Topics of particular interest to retired workers were discussed at the seminar. This year speakers were:

- Norman Candy (CWU) discussed his experiences as a retired member of the CWU executive and familiarity with TUC structures relating to retired members.
- Catherine Cox (Head of Communications and Policy Family Carers Ireland) who outlined the invisible work of carers, access to social services and supports.
- Pat Mellon (National Co-ordinator of Irish Senior Citizens Parliament) who discussed the importance of having a voice for older people in decision making process.
- Adrian Kane, Divisional Organiser, SIPTU and Author. Adrian's book on Trade Unions was published by Cork University Press.
- Justin McCamphill President NASUWT National Official spoke of his term as President and the recent 'day of action' by public service workers in Northern Ireland and Dublin riots.
- Ronan Sharkey Chair of ICTU Youth Committee and President of NASUWT presented survey and findings on issues young workers are facing.
- Dr Laura Brambrick (Head of Social Policy & Employment Affairs and Secretariat to RWC) Laura gave a presentation on the Working Day from 1801(Act of union) to 2024 (zero hour contracts to future of Work(ing time).
- Janet Horner SIPTU Equality Committee and Green Party Councillor spoke on active travel policy and car free zones in city centres and what it means for older people with limited mobility.

A Q&A session followed each of the presentations.

**Delegates were invited to indicate what they would like to have on the programme next year before bidding farewell to each other and Wexford.**



# OFFICERS' REPORT AND FINANCIAL STATEMENTS



**Association of Higher Civil and Public Servants**

Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**for year ended  
31st December 2023**

**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

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

## Officers' Report

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The Officers present their report and audited financial statements for the year ended 31st December 2023.

### **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 €1,660,534 in 2023 from €1,566,298 in 2022.

### **Financial Results**

The surplus for the year (including investment income) after providing for depreciation amounted to €469,089 compared to a surplus (including investment income) of €149,109 in 2022.

### **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

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### **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

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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 2023 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 2023 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.

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

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### **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.

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

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### **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	2023 €	2022 €
<b>Income</b>			
Members' subscriptions		1,563,191	1,465,064
VOA associate members' subscriptions		81,861	84,473
Associate members' subscriptions		14,936	15,529
Miscellaneous income		50,546	1,232
	<b>4</b>	<b>1,710,534</b>	<b>1,566,298</b>
<b>Expenditure</b>			
Salaries, honoraria and pensions		760,691	754,911
Staff recruitment and training		28,449	-
Printing, postage and stationery		9,106	4,885
Telephone		9,182	10,165
Rates and insurance		37,266	36,994
Light, heat and cleaning		13,072	9,429
ADC and executive committee expenses		63,863	106,665
Branch expenses		115,963	59,550
Travel and subsistence		33,701	26,739
Subscriptions to other bodies		30,654	47,142
Conference expenses		55,908	-
Publications		1,368	2,013
Premises and equipment expenses		74,569	42,984
Legal and professional fees		200,802	157,277
Depreciation		110,335	110,418
Bank interest and bank charges		574	422
Donations		-	50,000
Staff welfare		1,425	-
Sundries		449	1,111
<b>Total Expenditure</b>		<b>(1,547,377)</b>	<b>(1,420,705)</b>
<b>Surplus of Income over Expenditure</b>		<b>163,157</b>	<b>145,593</b>
Investment Income	<b>4</b>	3,608	3,516
Gain on Fair Value Movement of Investment		302,324	-
<b>Forward to Accumulated Fund</b>	<b>14</b>	<b>469,089</b>	<b>149,109</b>

## Balance Sheet

		2023	2022
	Note	€	€
<b>Fixed Assets</b>			
Tangible assets	9	3,114,247	3,214,731
Financial assets	10	4,830,126	3,011,606
Negotiating licence	11	7,825	7,618
		<u>7,952,198</u>	<u>6,233,955</u>
<b>Current Assets</b>			
Debtors	12	184,332	181,447
Cash at bank and in hand		409,747	1,707,730
		<u>594,079</u>	<u>1,889,177</u>
<b>Creditors: amounts falling due within one year</b>	13	<u>(46,657)</u>	<u>(92,601)</u>
<b>Net Current Assets</b>		<u>547,422</u>	<u>1,796,576</u>
<b>Total Assets Less Current Liabilities</b>		<u>8,499,620</u>	<u>8,030,531</u>
<b>Members' Fund</b>			
Accumulated fund	14	8,499,620	8,030,531
<b>Closing Members' Fund</b>	14	<u>8,499,620</u>	<u>8,030,531</u>

The notes on pages 11 to 21 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	2023 €	2022 €
<b>Reconciliation of operating surplus / (deficit) to net cash inflow / (outflow) from operating activities</b>			
Operating surplus / (deficit)		163,157	145,593
Depreciation		110,335	110,418
(Increase) in negotiation license		(207)	-
Decrease / (Increase) in debtors		(2,885)	131,917
(Decrease) / Increase in creditors		(45,944)	46,235
Fair value movement of investment		302,324	-
<b>Net cash inflow / (outflow) from operating activities</b>		<u>526,780</u>	<u>434,163</u>

## Cash Flow Statement

<b>Net cash inflow / (outflow) from operating activities</b>	526,780	434,163
Returns on investments and servicing of finance	3,608	3,516
Taxation	-	-
Capital expenditure	(9,851)	(12,799)
<b>Increase / (Decrease) in cash in the year</b>	<u>520,537</u>	<u>424,880</u>

## Reconciliation of net cash flow to movement in net funds (Note 16)

<b>Increase / (Decrease) in cash in the year</b>	520,537	424,880
<b>Net funds at 1 January</b>	<u>4,719,336</u>	<u>4,294,456</u>
<b>Net funds at 31 December</b>	<u>5,239,873</u>	<u>4,719,336</u>

The notes on pages 11 to 21 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 2023.

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 2024 relating to the year ended 31st December 2023.

#### **1.3. Negotiation License**

The negotiaion license is 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 Company would receive for the asset if it were to be sold at the balance sheet date. Costs related to the high court are added to the cost of the license.

The negotiation license has an indefinite usefule life and is not amortised.

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### 1.4. Tangible Fixed Assets

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

#### Depreciation

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

Premises	- 2% Straight line
Office equipment and fittings	- 20% Straight line
Computer equipment	- 33% Straight line

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

### 1.5. Investments

The Association accounts for financial assets as follows:

Bank deposits at cost plus accrued interest income

Bonds and other fixed term investments are valued at fair value

Equities are valued at fair value

The valuation applied to alternative investments is based on the individual investment criteria

Investment income from bank deposits, bonds and other fixed terms investments is recognised on an accruals basis. All changes to valuations are recognised in the Income and Expenditure Account in the year which such change occurs.

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### 1.6. 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.

### 1.7. 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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### **1.8. Taxation**

The Association is exempt from tax on results from transactions with members of the trade union.

### **1.9. 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 €3,114,247 (2022: €3,214,731).

### 4. Income

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

	2023 €	2022 €
Members' subscriptions	1,563,191	1,465,064
VOA associate members' subscriptions	81,861	84,473
Associate membership	14,936	15,529
Miscellaneous income	50,546	1,232
	<u>1,710,534</u>	<u>1,566,298</u>

## Notes to the Financial Statement

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..... continued

<b>5. Members Information</b>	<b>2023</b>	<b>2022</b>
Number of members at 1st January	3,617	3,465
Number of members admitted during the year	507	524
Number of members whose membership ceased during the year	(244)	(372)
Number of members at 31st December	<u>3,880</u>	<u>3,617</u>
<b>6. Operating (Deficit)/Surplus</b>	<b>2023</b>	<b>2022</b>
	<b>€</b>	<b>€</b>
Operating (deficit)/surplus is stated after charging:		
Depreciation of tangible assets	<u>110,335</u>	<u>110,418</u>
<b>7. Income from Investments</b>	<b>2023</b>	<b>2022</b>
	<b>€</b>	<b>€</b>
Income from investments	3,608	3,516
Gain on fair value movement of investments	302,324	-
	<u>305,932</u>	<u>3,516</u>

## Notes to the Financial Statement

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..... continued

### 8. Employees

2023 Number	2022 Number
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#### Number of employees

The average monthly numbers of employees during the year were:

Office Management

6	6
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#### Employment costs

2023 €	2022 €
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Wages and salaries

639,535	631,034
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Officers' honoraria

35,408	33,533
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Social security costs

16,660	18,723
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Other pension costs

69,088	71,621
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760,691	754,911
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## Notes to the Financial Statement

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### 9. Tangible Assets

	Office equipment Computer Premises & fittings equipment			Total
	€	€	€	€
<b>Cost</b>				
At 1st January 2023	4,999,098	149,030	28,841	5,176,969
Additions	-	8,179	1,672	9,851
At 31 December 2023	4,999,098	157,209	30,513	5,186,820
<b>Depreciation</b>				
At 1st January 2023	1,799,371	147,388	15,479	1,962,238
Charge for the year	99,982	1,733	8,620	110,335
At 31st December 2023	1,899,353	149,121	24,099	2,072,573
At 31st December 2023	3,099,745	8,088	6,414	3,114,247
At 31st December 2022	3,199,727	1,642	13,362	3,214,731

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 €3,099,745.

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

<b>10. Financial Assets</b>		<b>2023</b>	<b>2022</b>
		<b>€</b>	<b>€</b>
Prize bonds	(a)	32	32
Term deposit	(b)	15,794	15,794
An Post Bond 2016	(c)	120,000	120,000
Investment portfolio	(d)	4,678,104	2,875,780
An Post Bond 2010	(c)	16,196	-
At 31 December		<u>4,830,126</u>	<u>3,011,606</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 investments in An Post Bonds 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.
- €16,196 was invested in An Post 10 year Solidarity Bond on 30 November 2010. The investment is to be redeemed by the Association when written communication requesting the funds has been sent.

(d) During the year the three investment portfolios held with Davy Stockbrokers were transferred to one portfolio with Goodbody Investments. The investment has a diverse portfolio with investment assets allocations over the following areas: Bonds, Equities, Alternatives & Cash.

<b>11. Negotiating Licence</b>		<b>2023</b>	<b>2022</b>
		<b>€</b>	<b>€</b>
Deposit - Courts of Justice		<u>7,825</u>	<u>7,618</u>

## Notes to the Financial Statement

..... continued

<b>12. Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>€</b>	<b>€</b>
Members subscriptions receivable	117,920	152,447
Accrued income	60,925	7,317
Other debtors	-	16,196
Prepayments	5,487	5,487
	<u>184,332</u>	<u>181,447</u>
<b>13. Creditors: Amounts Falling Due within One Year</b>	<b>2023</b>	<b>2022</b>
	<b>€</b>	<b>€</b>
Trade creditors	33,782	26,998
Other taxes and social security costs	6,875	60,603
Accruals	6,000	5,000
	<u>46,657</u>	<u>92,601</u>
Included in other taxes and social security costs are the following:		
	<b>2023</b>	<b>2022</b>
	<b>€</b>	<b>€</b>
PAYE/PRSI payable	6,875	60,603
	<u>6,875</u>	<u>60,603</u>

## Notes to the Financial Statement

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### 14. Closing Reserves

#### Income and expenditure account

	2023	2022
	€	€
At 1st January	8,030,531	7,881,422
Surplus for the year	469,089	149,109
At 31st December	<u>8,499,620</u>	<u>8,030,531</u>

### 15. 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.

### 16. Analysis of changes in net funds

	Opening balance	Cash flows	Closing balance
	€	€	€
Cash at bank and in hand	1,707,730	(1,297,983)	409,747
Investments	3,011,606	1,818,520	4,830,126
Net funds	<u>4,719,336</u>	<u>520,537</u>	<u>5,239,873</u>

### 17. Approval of Financial Statements

The financial statements were approved by the Executive Committee on 15 April 2024 and signed on its behalf by

**Trevor Noonan**  
Chairperson

**Bernard O'Shea**  
Treasurer