

CONFIDENTIAL TO MEMBERS



**Association of Higher Civil and Public Servants**

Comhlachas na Sheirbhíseach Uachtarach Stáit agus Poiblí

**ANNUAL REPORT  
2024/2025**



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## HONORARY OFFICERS OF THE ASSOCIATION 2024/2025

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

### The following Officers were elected at the Annual Delegate Conference held on 24 May 2024:

<b>Chairperson</b>	Orla McBreen	(Foreign Affairs)
<b>Vice-Chairperson</b>	Nina Brennan	(Courts)
<b>Treasurer</b>	Bernard O'Shea	(Tourism, Culture, Arts, Sport & the Media)

## EXECUTIVE COMMITTEE 2024/2025

Allen Eimear	<b>Health</b>	Johnston Peter	<b>Agriculture Food &amp; Marine</b>
Brady Paul	<b>Revenue</b>	Kavanagh Teresa	<b>An Post</b>
Gallagher Joe	<b>Environment, Communications &amp; Climate</b>	Kinsella Emma	<b>Education</b>
Henry Des	<b>Social Protection</b>	McEleney Rhona	<b>Revenue</b>
Holohan Michael	<b>Justice</b>	Nolan Marianne	<b>Defence</b>
Hutson Nigel	<b>Foreign Affairs</b>	Ryan Denis	<b>Office of Public Works</b>

Ross Hattaway (Transport) and O'Neill John (Finance) were co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association.

Rhona McEleney was appointed Vice Chairperson following the resignation of Nina Brennan (Courts) on promotion to Assistant Secretary. Kevin Fidgeon (Courts) was subsequently co-opted under Rule 11(b) to replace Nina Brennan.

## OFFICERS OF THE ASSOCIATION FROM 1943/2025

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 Riordáin	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
2024/2025	Orla McBreen	Nina Brennan*	Ciaran Rohan, Gen Sec	Bernard O'Shea
		Rhona McEleney		

\* 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 2024/2025

Agriculture, Foods & the Marine	Kieran Sheehan
An Post	Teresa Kavanagh
Attorney General	vacant
Chief State Solicitors Office	Michael Fallon
Central Statistics Office	Michael Gaffney
Communications, Climate Action & Environment	Joe Gallagher
Comptroller & Auditor General	Ciaron Crowe
Courts Service	Lisa Scott
Children, Equality, Disability, Integration, Youth	Karen McCarthy
Defence	Alan Neary
Education & Further, Higher Education and Skills	Emma Kinsella
Business, Enterprise & Innovation	Alan Cromie
Housing Planning Community Local Government	Maria Griffin
Solas	Edith Conway
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	Mary Gildea
Health	Deirdre Coy
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/ Louise O'Meara
Legal Aid Board	John Sugrue
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	Teresa Shortall
Office of the Ombudsman	Cathy Powell
Office of Government Procurement	Howard Maguire
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
Tailte Eireann	Jennifer Gilmartin
Taoiseach's	Michael Moran
Tourism Culture Arts Gaeltacht Sport & Media	Colm Lundberg
Transport	Bronagh Treacy

## INTRODUCTION

The past year has been one of significant progress and engagement for the Association, as we continued to build on our strong foundation of member representation and advocacy. Membership has reached another record high, and our work on pay, flexible working, and equality has delivered meaningful results for members across the civil and public service.

The pay agreement endorsed by members last year continues to deliver phased increases, with a second tranche of pay restoration implemented on schedule. The agreement, which runs until the end of June 2026, represents a 10.25% total increase – including a 1% local bargaining element – and has been critical in providing certainty for members during a time of rising costs.

Flexible and blended working remained central to member concerns. The Association has consistently advocated for fair and transparent implementation of the central **Blended Working Policy Framework**, and participated in its formal review this year. While progress has been made, the issue of **flexi leave accrual** during blended working arrangements, and particularly for **APs appointed since July 2013**, remains unresolved. We continue to press for equitable solutions and will maintain pressure to ensure that members' time and commitment are properly recognised.

The right to disconnect remains a priority. As workloads remain high, the Association continues to support members in managing boundaries and promoting a sustainable work-life balance.

Member engagement was a cornerstone of our work again this year, with successful regional events and themed seminars taking place. Notably, our event on *"Building a more inclusive Public Sector"* built on last year's focus on Equality, Diversity and Inclusion, and was very well attended. We also expanded our outreach to new members, with bespoke induction briefings and networking sessions.

Our digital platforms continue to evolve. The member-only section of [www.ahcps.ie](http://www.ahcps.ie) has been enhanced, and we've seen strong engagement with our growing suite of on-demand training videos. Our online application system remains a key driver of membership growth, supported by an updated member engagement video and social media outreach.

In the semi-state sector, including An Post, the Association continued to negotiate in challenging circumstances. We supported members in securing a revised performance-related pay (PRP) structure and participated in a review process aimed at improving transparency and fairness in PRP systems. Less than 10 members now remain outside of PRP, and this will remain an area of active focus in the coming year.

This year also marked another milestone in the life of the Association. We now count more than **4,000 members**, with a continued strong gender balance across our structures. Representation and leadership remain at the heart of our ethos, and we're proud that our Executive Committee continues to reflect the diversity of our membership.

To all those who have served as activists, representatives, and contributors across the Association this year, the Executive Committee offers its sincere thanks. Your work is the engine behind our success, and we remain committed to supporting you in every way we can.

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



**Noel Holleran and Nigel Hutson Executive Committee**



**DSP delegates – James McCarthy, Celine Valentine**

# ORGANISATION

## 1.1 ANNUAL DELEGATE CONFERENCE

The 45th Annual Delegate Conference of the Association took place on Friday 24 May 2024. 170 Branch Delegates and 16 Executive Committee members attended.

## 1.2 EXECUTIVE COMMITTEE

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

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

Executive Committee	
Allen Eimear	Health
Brady Paul	Revenue
Gallagher Joe	Environment, Communications & Climate
Henry Des	Social Protection
Holohan Michael	Justice & Law Reform
Hutson Nigel	Foreign Affairs
Johnston Peter	Agriculture Food & the Marine
Kavanagh Teresa	An Post
Kinsella Emma	Education & Skills
McEleney Rhona	Revenue
Nolan Marianne	Defence
Ryan Denis	Office of Public Works

Ross Hattaway (Transport) and John O'Neill (Finance) were subsequently co-opted to the Executive Committee under Rule 11 (a)(iii) of the Rules and Constitution of the Association.

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
Doyle Fran	Agriculture Food & the Marine
Dunne Lorcan	Justice
O'Connell Denise	Oireachtas
O Lamhna Peadar	Foreign Affairs
Ryan Marie	Revenue

## 1.4 CONFERENCE RESOLUTIONS

### ADC MOTIONS 2024

#### Motions Passed

### EQUALITY, DIVERSITY & INCLUSION

#### MOTION 2

That this ADC calls on the Department of Public Expenditure National Development Plan Delivery & Reform to bring forward effective diversity and inclusion strategies which will identify gaps in workforce representation and to implement policies to attract and recruit employees from under-represented groups.

**Executive Committee**

#### ACTION for Motions 2&3

*The Association will advance these matters within the Equality, Diversity and Inclusion Subcommittee of General Council which is due to meet in Q1 of 2025*

#### MOTION 3

Conference directs the incoming Executive Committee to pursue, with the official side, an inclusive work environment across the Civil Service that supports all employees and promotes the increased recruitment and retention of persons with disabilities. This includes the conducting of professional assessments (where necessary) of those with disabilities to ensure that they have every opportunity to reach their true potential.

**Revenue Branch**

#### MOTION 4 (Stands for itself and Motion 5)

Conference instructs the incoming Executive Committee to seek special leave arrangements for staff experiencing the loss of miscarriage, and other related losses during pregnancy to reduce the need for use of sick leave.

**Revenue Branch**

#### ACTION:

*The Association has engaged with FORSA to move forward a Staff Panel claim to submit to DPENDPDR for consideration.*

#### MOTION 5

That Conference instructs the incoming Executive to pursue with our Employer statutory paid leave for those who suffer a pregnancy loss before the current maternity-leave cut-off point as well as for their partners, that is separate to sick leave entitlements.

**Justice Branch**

#### MOTION 6 (Stands for itself and Motion 7)

That Conference remains committed to ensuring that our employer fosters a workplace environment that values diversity, equity and inclusion, recognising the importance of education and training in our workplaces, in promoting inclusivity and preventing discrimination and harassment in the workplace.

**DETE Branch**

#### ACTION for Motions 6&7

*The Association will advance these matters within the Equality, Diversity and Inclusion Subcommittee of General Council which is due to meet in Q1 of 2025*

#### MOTION 7

That Conference supports the continuing implementation of inclusivity training for all members including education on diversity, equity and inclusion, and encourages our employer to establish training programmes on recognising unconscious bias, and the development of strategies for addressing and resolving conflicts related to diversity and inclusion.

**DETE Branch**

#### MOTION 8

That Conference instructs the incoming Executive to engage with our Employer to increase the recruitment of Civil Servants from diverse backgrounds in order to reflect the changing makeup of Irish Society.

**Justice Branch**

#### ACTION:

*The Association through the work of the Equality, Diversity & Inclusion Subcommittee of General Council will press DPENDPDR to review CS targets in this regard and implement increases.*

#### MOTION 9

Conference instructs the incoming Executive Committee to seek special leave arrangements for staff experiencing fertility related issues and undergoing treatments for same.

**Revenue Branch**

#### ACTION for Motions 9, 10 & 11:

*The Association has engaged with FORSA and moved a Staff Panel claim to DPENDPDR for consideration. We are awaiting a response.*

#### MOTION 10 (Stands for itself and Motion 11)

Conference notes with concern that the special leave available for victims of domestic violence and abuse in the Civil Service under Circular 16/2023 is only 5 days and instructs the incoming Executive Committee to seek to have this leave increased to 10 days as is provided by most progressive employments.

**Revenue Branch**

#### MOTION 11

That Conference instructs the incoming Executive to work with our Employer to pursue a commitment to increase the amount of leave available to assist those suffering from domestic violence from 5 days to 10 days.

**Justice Branch**

#### MOTION 12

Conference calls on the Executive to investigate the extent of the gender pension pay gap across the Civil Service focusing on parents, particularly those who availed of worksharing, shorter working year, unpaid maternity leave, and/or periods of unpaid leave for caring for someone with a disability or health issues. Many of these are now coming up to retirement with reduced years of service reckonable for pension. Noting the inequality of the "home caring period scheme" for these members who do not qualify for the State Contributory Pension. These members are generally pre1995 members paying PRSI at class B1. Conference further instructs the Executive Committee to investigate if the judgement of the EU Court of Justice case (Hellen Gerster v Freistaat Bayern) can be applied to the above cohort.

**Revenue Branch**

#### ACTION:

*The Association will raise this matter within the Superannuation Sub-Committee of General Council.*

#### MOTION 13

This conference supports the inclusion of "Socio Economic Status" as a new ground for discrimination under Irish law.

**Education Branch**

#### ACTION:

*Work is ongoing within DETE Departmental Council on this matter and a submission has gone to management for consideration.*

## MOTION 14

That Conference instructs the incoming Executive to work with our Employer to ensure the full implementation of the Menopause in the Workplace Policy Framework for Civil Service Organisations.

**Justice Branch**

### **ACTION:**

*The Association has been addressing this matter at all Departmental Councils.*

## PAY AND ALLOWANCES

### MOTION 15

That Conference recalls that those members who worked on Ireland's 2004 and 2013 EU Presidencies received a bonus payment to acknowledge the hugely significant work and additional hours which this entails. This ADC calls on the Executive Committee lodge a claim with the Official Side with a view to securing an appropriate bonus payment for all officers, in all Departments who will carry out significant work on the 2026 Irish Presidency of the EU at home and abroad.

**Foreign Affairs Branch**

### **ACTION:**

*The Association will pursue this matter DPENDPDR.*

## MOTION 16

That ADC calls on the Department of Public Expenditure National Development Plan Delivery & Reform to ensure that the correct staffing and other resources (including appropriate allowances and T&S arrangements) are in place so that Ireland's upcoming EU presidency can be carried out in efficient and effective manner.

**Executive Committee**

### **ACTION:**

*The Association will pursue this matter with DPENDPDR.*

## MOTION 17 (Stands for itself and Motion 18)

That Conference instructs the incoming Executive to pursue a claim for the restoration of Chairpersons and delegates allowances or the introduction of an analogous allowance in the context of the Local Bargaining clause of the recent pay agreement.

**Justice Branch**

### **ACTION:**

*The Association will address this matter through central discussions with DPENDPDR on local bargaining.*



## MOTION 18

Conference instructs the incoming Executive Committee to seek the reinstatement of all allowances lost under FEMPI (e.g Delegate allowance, etc).

**Revenue Branch**

## MOTION 19

Conference notes that the current 83 day waiting period for payment of the Higher Scale allowance is excessive and instructs the incoming Executive Committee to seek to have all Higher Duty Allowances paid from the commencement date of the higher duty.

**Revenue Branch**

### ACTION:

*The Association has raised this matter with DPENDPDR and is awaiting a response.*

## MOTION 20

That Conference calls on the Executive to make representations to the Department of Public Expenditure, NDP Delivery and Reform to recognise that time spent 'acting-up' to a higher grade be included in the probation period, specifically those individuals who are promoted while in an 'acting' capacity and retain incremental credit from the time they commenced 'acting'.

**Defence Branch**

### ACTION:

*The Association has raised this matter with DPENDPDR and is awaiting a response.*

## MOTION 22 (Stands for itself and Motion 23)

That Conference applauds the settlement reached this year in respect of Public Sector pay, which should offset the negative impact on pay caused by inflation in the last two years. ADC congratulates the Officials and the National Executive of the Association for their role in this achievement. This ADC also remains mindful of the dangers of re-emergent inflationary pressures and calls on the National Executive to keep inflation under constant review and to take swift and appropriate actions if it reaches levels, which in its view seriously imperil the value of the current deal on Public Sector pay.

**Foreign Affairs Branch**

### ACTION:

*Statement of appreciation. No action required.*

## MOTION 23

That Conference acknowledges their hard work and effort on behalf of the members of the fulltime officials and the Executive Committee of the Union for during the most recent pay talks and agreement.

**Education Branch**

## MOTION 24

That Conference calls on the Executive to seek a change in higher scales for AP and PO which currently requires 3 and 6 years at the top of the scale before moving to the last two increments. The removal of the long service increments for higher scales AP and PO would be in line with the higher scales policy of EO/AO/HEO.

**DCEDIY Branch**

### ACTION:

*The Association will consider addressing this in the context of the local bargaining provisions of the current National Pay Agreement.*

## TRAVEL AND SUBSISTENCE

### MOTION 25 (Stands for itself and Motion 26)

That Conference calls on the incoming Executive to engage with the Department of Public Expenditure, NDP Delivery and Reform to review the rates payable under Subsistence Allowances Abroad to bring them in line with actual costs faced by members when travelling abroad for state business and that home travel rates should be under continuous review so that members costs are fully covered.

**NSSO Branch**

### ACTION:

*The Association has raised this matter with DPENDPDR at General Council and is awaiting a response.*

## MOTION 26

That Conference calls on the incoming Executive to engage with the Department of Public Expenditure, NDP Delivery and Reform to review the rates payable under Subsistence Allowances Abroad to bring them in line with actual costs faced by members when travelling abroad for state business to ensure that members costs are fully covered.

**DECC Branch**

## TAX RELIEF

### MOTION 28

Conference instructs the incoming Executive Committee to seek the reintroduction of tax relief on Trade Union Subscriptions for in-benefit members.

**Revenue Branch**

### ACTION:

*This was part of the Congress Pre Budget submission but unfortunately ICTU was not successful in progressing the tax relief but continues to pursue the matter.*

## LIVING WAGE

### MOTION 30

That Conference supports the concept that work should provide an adequate income to enable individuals to afford a socially acceptable standard of living – That conference calls on the incoming Executive Committee to support the campaign for a ‘living wage’.

**Education Branch**

#### ACTION:

*The Association actively supports this objective within the ICTU and through the work of the General Secretary as a member of that Body.*

## ENGAGEMENT

### MOTION 31 (Stands for itself and Motions 32 & 33)

That Conference notes with concern the ongoing pattern of non-consultation with the Association and other staff representative bodies concerning proposed changes affecting our members. Conference calls on the Executive to ensure that future public sector agreements include commitments from the employer side to engage in such consultation in advance of proposed change.

**DSP Branch**

#### ACTION:

*This is now a requirement under Section 5.1.2 of the National Wage Agreement whereby all parties are obliged to ensure they have well-developed communication channels, including compliance with the statutory information and consultation obligations.*

### MOTION 32

That ADC notes with concern the failure of senior management in some Offices and Departments to operate the normal industrial relations machinery in the civil service and engage meaningfully with staff representatives. This ADC further encourages engagement going forward to achieve a positive working environment for the benefit of management & staff.

**Executive Committee**

### MOTION 33

Conference calls on the incoming Executive Committee to work to ensure that Government Departments engage in appropriate, timely and meaningful consultation with staff interests, in particular with recognised unions, in relation to workplace change.

**Revenue Branch**

### MOTION 34

Conference calls on the incoming Executive Committee to work to ensure that workforce planning within Government Departments is carried out in consultation with staff and their recognised unions, and that the process and its outcomes are transparent.

**Revenue Branch**

#### ACTION:

*The Association remains vigilant on this issue at national and local levels.*

## TERMS AND CONDITIONS OF EMPLOYMENT

### MOTION 35

That Conference recalls that Circular 6/2016 sets out an entitlement to up to five days of special leave with pay at the time of marriage, “subject to an overall total between annual leave and marriage leave of 27 days in the leave year in which the marriage takes place”. This effectively means that the AHCPS grades cannot benefit from marriage leave if they use all of their annual leave entitlement. The effect is to exclude certain grades from this special leave, which is used rarely across an entire career, and which may have indirect discriminatory effects on the basis of age. This ADC calls on the Executive Committee to raise this issue with the Official side with a view to correcting this anomaly.

**Foreign Affairs Branch**

#### ACTION:

*The Association has raised this anomaly with DPENDPDR*

### MOTION 36

That Conference calls on the Executive to clarify with the Official Side the meaning of a satisfactory sick leave record as it relates to increments and incremental deferrals and to standardise the approach in the interest of equity for all civil and public sector employees. The reason for this is that some Departments operate differently to others with regard to increment deferrals as a result of sick leave records.

**DCEDIY Branch**

#### ACTION:

*The Association has raised this matter at General Council through the Staff Panel of unions. DPER has confirmed that the practice in some Departments is incorrect and has undertaken to clarify this with employers.*

### MOTION 37

Conference calls on the incoming Executive Committee to address the issue of the inadequacies of the current Grievance Procedures in the Civil Service. The Procedures are currently covered by Circular 11/2001 and have not been updated, in particular matters of pay, disciplinary action, selection for promotion, selection for posts carrying an allowance, posting abroad, higher scale and exclusion from competitions are not deemed appropriate under this Circular. These and other issues are of fundamental importance to the members and cannot be addressed under the current Circular.

**Revenue Branch**

#### ACTION:

*The Association is addressing this matter via ongoing discussions with DPENDPDR via the Staff Panel of General Council and proposed reform of the C&A Scheme.*

## PROMOTIONS

### MOTION 40

That Conference notes the recent trend whereby the number of applicants being granted an interview at the first stage of the TLAC process has decreased significantly despite the number of applications remaining very high. This Conference further notes that this development is having a detrimental impact on the legitimate career expectations and opportunities of our members and the unintended consequence of adversely impacting their motivation and morale. This Conference instructs the incoming executive committee to raise this issue directly with the official side to seek an explanation as to this recent development and to engage with a view to returning to the previous situation whereby a more reasonable number of applicants to TLAC competitions were granted the opportunity to interview for career advancement.

**DHLGH Branch**

#### **ACTION for Motions 40&41:**

*The Association will raise these matters with DPENDPDR.*

### MOTION 41

That Conference instructs the incoming Executive to engage with our Employer (DPENDR) to ensure that all posts at A/Sec or equivalent level are advertised at the earliest possible stage to ensure that the practice of creeping adhoc acting-up appointments is eliminated, which acts to reduce competition for posts owing to a perception that particular individuals have been “anointed” for the role.

**Justice Branch**

### MOTION 42 (Stands for itself and Motion 43)

That Conference instructs the incoming Executive to engage with the Department of Public Expenditure, NDP Delivery and Reform to seek the return of the Confined InterDepartmental Competition to Principal Officer, but on basis that any reinstatement is not at the expense of internal panel opportunities.

**NSSO Branch**

#### **ACTION:**

*The Association held a preliminary meeting with the DPENDPDR Recruitment Policy Unit in January 25 on this matter and the subject of the Open PO Competition and Panel sequence in place since 2015. A response is awaited.*

### MOTION 43

That Conference instructs the incoming Executive to engage with the Department of Public Expenditure, NDP Delivery and Reform to seek the return of the Confined InterDepartmental Competition to Principal Officer, but on basis that any reinstatement is not at the expense of internal panel opportunities.

**DECC Branch**

### MOTION 44

That Conference instructs the incoming Executive to engage with our Employer (DPENDR) to ensure that all internal promotion to PO competitions are conducted in a manner that is: i. Fair and transparent to all applicants ii. Timely in respect of existing Departmental liabilities, and iii. In accordance with best industry-wide HR and recruitment practices

**Justice Branch**

#### **ACTION:**

*The Association remains vigilant on this issue at national and local levels.*

## CIVIL SERVICE STATUS

### MOTION 45

That Conference instructs the incoming Executive to continue to support civil servants with regard to retaining terms and conditions “no less favourable” than those to which they are currently entitled as civil servants. This is with regard to the passing of FEMPI style legislation that sets out that civil servants can become public servants by means of primary legislation.

**An Garda Síochána Branch**

#### **ACTION for Motions 45 & 46:**

*The Association has vigorously pursued this matter at national and local level and in particular with DoJ and Garda Management within the work of the IR Forum brought into existence following extensive joint union lobbying. This included a meeting with the Minister that resulted in the delayed application of the change of status until at least 2 years from the time of the commencement of the Bill not set for 1/1/25. The Association continues to insist that access to CS Mobility on a personal to holder basis is facilitated for existing staff and continues to question why existing staff cannot retain full CS status.*

### MOTION 46

That Conference calls on the incoming Executive to pursue the retention of Mobility and/or the setting up of redeployment panels to enable currently serving civil servants to pursue other career options as civil servants who do not want to be made public servants as a result of the passing into law of primary legislation.

**An Garda Síochána Branch**

## WORKING ABROAD

### MOTION 47

That Conference recalls that unmarried partners who accompany members on a posting abroad make the same sacrifices as those accompanying married members. However, unmarried accompanied members are still not entitled to the ‘accompanied allowance’, which married members are. This issue which results in serious hardship and financial loss for many members and is decades

overdue for resolution. This ADC notes that in recent years the Official side has conceded the point, by entitling unmarried members to a significant number of the smaller allowances and other entitlements (including to a Diplomatic Passport for accompanying partners) which pertain to those accompanied married members posted abroad. Therefore, this ADC directs the National Executive to pursue a claim with the official side for the provision of the 'accompanied allowance' for unmarried members posted abroad by the State who are accompanied by an unmarried partner. Recalling that the Equality Acts prohibit discrimination on the basis of marital status. This ADC also calls on the National Executive to prepare a report on the equality issues that arise and consider what supports it could provide to any member(s) who envisage taking a case(s) under the Equality Acts if this claim is not successful and to present a written report on the progress made on this issue to next year's ADC.

**Foreign Affairs Branch**

**ACTION:**

*The Association is pursuing a claim for the provision of the "unaccompanied allowance" for unmarried members posted abroad by the State who are accompanied by an unmarried partner. The intention is for adoption of a cross union claim by the Staff Panel of General Council for submission to DPENDPDR for consideration. The Executive Committee has taken under consideration the preparation of the written report for presentation at ADC 2025.*

**MOTION 48**

That Conference regrets that the spouses and unmarried partners of members posted diplomatically by the State to

two EU Member States (both accompanying EU nationals and non EU citizens with 'green cards' in Ireland) now face issues as regards their right to remain and their right to work. This situation is related to the diplomatic status of the member and is not in keeping with the spirit of the right to free movement within the EU's single market (right to be accompanied). Conference welcomes that the Department of Foreign Affairs has now begun to examine solutions to these issues where they have arisen as regards privileges and immunities agreements. ADC calls on the Executive Committee to raise the issue with the Official Side with a view to ensuring this issue cannot arise again in relation to any other receiving EU Member State.

**Foreign Affairs Branch**

**ACTION on Motions 48, 49, 50 & 51:**

*The Association will engage with DFA on these matters.*

**MOTION 49**

That Conference recalls that spouses and unmarried partners of members posted overseas are often precluded from undertaking paid work by the receiving state and engage in voluntary work serving the interests of the State. They may relocate multiple times with significant disruption to family life and to their careers, with no guarantee either of being re-employed on return to the State. This ADC calls on the Executive Committee to lodge a claim with the Official Side to ensure spouses and unmarried partners of members do not continue to be disadvantaged, are allowed immediate access to a State pension scheme as in other European countries and given credits for the periods of time they have spent overseas on posting.

**Foreign Affairs Branch**



(Left to right): Billy Thompson Asst. General Secretary, Bernard O'Shea Treasurer, Ciaran Rohan General Secretary, Trevor Noonan Chairperson, Orla McBreen Vice-Chairperson, Larry Dunne IRO, Ken White Asst. General Secretary and Paul Malone Deputy General Secretary.

## MOTION 50

That Conference notes that the Children's Foreign Allowance for officers posted overseas is currently payable for children to age 18 and 21 for adult children in full time education. Recalls that very few young people have completed their education by age 21 and notes that this definition of a child is very outdated, while in civil law parents are responsible for the maintenance of their adult children in full time education up to age 23 (for example for child maintenance in separation or divorce). Given the very significant cost of maintaining adult children in third level education from abroad, particularly for accommodation, this ADC calls on the Executive Committee to lodge a claim with the Officials Side for the Children's Foreign Allowance to be paid for children in full time education up to age 23.

**Foreign Affairs Branch**

## MOTION 51

That Conference notes that securing Mortgage protection for Members posted abroad is very difficult, if not impossible, due to a requirement that the officer is physically resident in the state at the time the insurance is taken out. This ADC calls on the Executive Committee to urgently engage with DFA to engage with mortgage protection industry to establish the issues involved and, whether written confirmation by the State that members remain resident in the State for tax purposes is a solution for obtaining new approvals /or to examine other potential solutions with the Official side and to report back to Branches as soon as possible.

**Foreign Affairs Branch**

## WORKING ABROAD

### MOTION 52 (Stands for itself and Motion 53)

That Conference recognises that in light of recent policy changes around blended working and the right to disconnect, now is the right time to advance these concepts, and Conference calls on the incoming Executive to pursue a claim through any appropriate means on grounds of discrimination, equality and anti-family friendly policies, to address the fact that Assistant Principal Officers (APOs) appointed from 1 July 2013 are not entitled to accrue and take flexi leave, even though fellow APO colleagues appointed pre-1 July 2013 can avail of such flexi leave policies, in the same teams, offices and organisations.

**Houses of the Oireachtas Branch**

### ACTION:

*This matter is of long-standing concern to the Association and is being jointly raised with FORSA through the reconstituted C&A Scheme via a joint union claim.*

## MOTION 53

That this ADC notes the commitment given in the Public Service Agreement 2024-2026 to the full and final

unwinding of 2009 FEMPI legislation and the normalisation of 'post-crisis' public service industrial relations and therefore calls on the Department of Public Expenditure National Development Plan Delivery & Reform to restore the right to accrue flexi leave to the AP grade which was withdrawn in the Haddington Road Agreement 2013.

**Executive Committee**

## RIGHT TO DISCONNECT

### MOTION 55

That Conference calls on the incoming Executive to engage with our employers across Departments and Offices to ensure that the right to disconnect is upheld, and particularly that any attempts to formalise a roster for out-of-hours work are opposed or adequately compensated as appropriate.

**Health Branch**

**Amendment:** That Conference calls on the incoming Executive to engage with our employers across Departments and Offices to ensure that the right to disconnect is upheld, and particularly that any attempts to formalise a roster for out-of-hours work are opposed or adequately compensated as appropriate. To ensure compensation for regular or rostered out of hours, is adequate, fair and consistent, Conference further instructs the Executive Committee to seek an on-call allowance for all members who are regularly called upon or rostered, to attend work outside of our normal office hours

**Revenue Branch**

### ACTION for Motions 55 & 56:

*The Association remains vigilant on this issue at national and local levels and has been successful in ensuring "Right to Disconnect Policies" have been published in many departments. In addition, the Staff Panel of General Council is working with DPENDPDR on the matter of a Central Policy Framework.*

### MOTION 56

That conference notes that there is too high a volume of work carried out outside of working hours. This conference notes that emails are sent at various hours of the night, during weekends etc. This conference further notes that this puts pressure on members to respond, is contrary to the provisions of the 1997 Organisation of Working Time Act and affects the work life balance of members. To this end, in line with the guidance produced by the ICTU on the right to disconnect, this conference instructs the incoming executive committee to raise this issue at the relevant IR fora, ensure DPER re-issues the guidance on the issue to all staff, and remains vigilant about the issue.

**DHLGH Branch**

## RIGHT TO PRIVACY

### MOTION 57

That Conference calls on the incoming Executive to act to protect the privacy of our members in the workplace as they carry out their duties, particularly in media coverage.

**Health Branch**

#### **ACTION:**

*The Association has taken legal advice on this matter and has shared the content with impacted members.*

## CURRENT CONFLICT IN GAZA

### MOTION 58

This Conference condemns all violence and suffering experienced by those affected by the Gaza/Israel conflict and supports calls for an immediate ceasefire.

**Revenue Branch**

#### **ACTION:**

*Conference statement.*

## IRELAND FOR ALL

### MOTION 59 (Stands for itself and Motion 60)

That conference notes the re-emergence of a far-right element in Ireland, and the associated violence (including arson, assault and intimidation of families seeking international protection) that has accompanied this. This conference supports the Irish Congress of Trade Unions and the “stronger together – Ireland for all” initiative, which seeks to combat racism and to illustrate the invaluable contributions made to Ireland’s workforce by migrant workers across the island. This conference instructs the incoming executive committee to visibly support and work with Congress on this campaign and to visibly stand against racism and xenophobia..

**DHLGH Branch**

#### **ACTION:**

*The Association actively supports this initiative via the ICTU and the involvement of the General Secretary on the ICTU Executive. Congress Anti Racism Officer David Carroll spoke at the Away Day of the Staff Panel of General Council Staff Panel on the subject and provided some valuable insights and direction.*

### MOTION 60

That Conference notes with deep concern, the rise in antiimmigrant sentiment and violence in Ireland over recent months. Conference calls on the Executive to fully support the ICTU action plan against the far right aimed at promoting awareness that the trade union movement was built on the simple idea of working people standing united in their commitment to fighting poverty, discrimination, racism, and fascism.

**DSP Branch**

## CIVIL SERVICE EMPLOYEE ASSISTANCE SERVICE

### MOTION 61

That conference notes that the positive impact that the Civil Service Employee Assistance Service has in terms of providing assistance to members both individually and as a support to them in their role as managers. We welcome the increased awareness and take up of this important and useful service. However, we also note with some serious concern that the 2023 report of the service showed another rise in those accessing it with workplace attributed stress. Workplace attributed stress is now the number one issue that people report to the CSEAS with, this is the third year in a row that this figure has increased, and it has increased by 54% since 2020. Accordingly, conference instructs the Incoming Executive Committee to immediately begin a process to address this issue as follows; n Firstly, conference instructs the incoming executive committee to meet with the CSEAS and understand the reasons behind this trend, and those Departments/Offices where the rise has been most prominent.n Secondly, following this meeting, the incoming executive should meet with those Departments where these issues are a problem and ensure that specific strategies are put in place that addresses these issues and that they are monitoring outcomes.

**DHLGH Branch**

**Amendment:** That conference notes that the positive impact that the Civil Service Employee Assistance Service has in terms of providing assistance to members both individually and as a support to them in their role as managers. We welcome the increased awareness and take up of this important and useful service. However, we also note with some serious concern that the 2023 report of the service showed another rise in those accessing it with workplace attributed stress. Workplace attributed stress is now the number one issue that people report to the CSEAS with, this is the third year in a row that this figure has increased, and it has increased by 54% since 2020. Accordingly, conference instructs the Incoming Executive Committee to immediately begin a process to address this issue as follows; -

Firstly, conference instructs the incoming executive committee to meet with the Department of Public Expenditure, NDP Delivery and Reform and the CSEAS and understand the reasons behind this trend, in a manner that respects client confidentiality, and those Departments/Offices where the rise has been most prominent. –

Secondly, following this meeting, the incoming executive should meet with those Departments where these issues are a problem, in a manner that respects client confidentiality, and ensure that specific strategies are put in place that addresses these issues and that they are monitoring outcomes

**Housing, Local Government & Heritage Branch**

### ACTION:

*The Executive Committee has invited Ms. Susan Clarke, Manager CSEAS to address its February meeting on this subject and to provide details of any notable increases or trends in workplace stress.*

## DEATH IN SERVICE

### MOTION 63

Conference instructs the incoming Executive Committee to engage with management and agree a protocol to address the circumstances where a member dies in service.

**Revenue Branch**

### ACTION:

*The Association has raised this matter with DPENDPDR.*

## PART TIME WORK

### MOTION 64

Conference is aware that AHCPS members who apply for part-time working in the Civil Service are often denied such opportunities. Conference is also aware that the AP and PO mobility schemes are effectively closed to part-time members, due to the lack of mobility positions offered on a part-time basis. Conference calls on the Executive to engage with Civil Service Management to

ensure that the WRC Code of Practice on Access to Part-Time Work is fully implemented in respect of our grades and that part-time workers are treated equally in respect of access to mobility and other opportunities.

**DSP Branch**

### ACTION:

*The Association has sought a meeting with DPENDPDR to review the operation of the CS Mobility Scheme and its impact on our grades and to address this matter.*

## TRAINING

### MOTION 65

That Conference recognizes the increased availability of high quality and value for money learning and development opportunities for Civil Servants since the establishment of 'OneLearning' within the Department of Public Expenditure and Reform in 2017. However, this conference now notes with some concern the transfer of the 'OneLearning' function out of the Department and into the Institute of Public Administration. This conference now calls on the incoming executive committee to work to ensure that Civil Servants can continue to avail of the same high-quality learning and development opportunities without any diminution in service standards and on the same basis that obtained when the learning platform was within the Civil Service itself.

**Health Branch**



**Ciaran Rohan General Secretary**

**ACTION:**

*The Association has raised this matter within the Staff Panel of General Council to adopt a cross-union approach with DPENDPDR on the workings of One Learning.*

**PROBATION**

**MOTION 66**

That Conference instructs the Executive to engage with DPENDPDR in order to clarify the policy implications of the Whelan vs Minister for Transport judgment as it pertains to probation in the Civil Service. Conference calls on the Executive to provide assistance to members in navigating the new probation arrangements.

**DSP Branch**

**ACTION:**

*The Association is actively engaged with DPENDPDR on this matter through the work of the Probation Sub-Committee of General Council and has submitted proposals to reduce the probation period to align with the new EU Directive following consultation with and feedback from members.*

**COMMUNICATIONS**

**MOTION 67**

That conference notes the AHCPS has a good website, but laments that it is not updated very often. Consequently, this conference instructs the incoming executive to work with the relevant full-time officials to ensure that the website is regularly updated with a view to becoming a critical resource for members, officials, activists and others.

**DHLGH Branch**

**ACTION:**

*The Executive Committee has taken this matter under consideration.*

**CASHLESS SOCIETY**

**MOTION 73**

That conference notes that the positive impacts that the push to digital commerce has had on society. However, conference is concerned that a move to cashless society can have a negative impact on many different members of society who for valid reasons, (such as social, economic, psychological) prefer to have the option of using cash. Conference notes the impact to towns, especially employment in smaller towns, when Post offices, Banks, and other organisations have closed branches, and is keen that this isn't replicated in the move to cash-free. To this end, Conference instructs the incoming executive committee to survey members on the issue and produce a report on the issue in advance of the new Delegate conference.

**DHLGH Branch**

**ACTION:**

*The Association will consult members on this subject.*

**Motions Remitted to Executive Committee**

The concept of remission means motions remitted are taken under consideration by the Executive Committee (EC). The EC is

**MOTION 1**

To take account of the increase in membership and the need for additional representation on the Executive Committee, that Conference approves an amendment to the Rules and Constitution of the Association of Higher Civil and Public Servants as follows: Amend Rule 11(a)(ii) by deleting the words 'Twelve other members' and by inserting the words 'Fourteen other members'. Amend Rule 11(k) by deleting 'shall be seven members' and by inserting 'shall be eight members.' and that these changes come into effect for the 2025 Annual Delegate Conference.

**Transport Branch**

**ACTION:**

*The Executive Committee has taken this matter under consideration. .*

**MOTION 68**

That conference recognises the dedicated and good work as carried out by the executive committee. This conference further notes that it can be challenging to explain what the executive has been progressing to rank and file members. To this end, this Conference instructs the incoming executive to create minutes or report of every meeting in a manner that is accessible for all members, and to send these minutes to every branch secretary within 15 working days of every meeting.

**DHLGH Branch**

**ACTION:**

*The Executive Committee is planning to publish summary minutes on a quarterly basis that will be accessible in the members section of the website.*

**Motions Ruled Out of Order**

**MOTION 27 (Out of Order as it is existing policy)**

That Conference instructs the incoming Executive to pursue a claim for payment of a 15-hour foreign subsistence rate to facilitate longer single travel days and reduce overnight accommodation costs to the state

**Justice Branch**

**Motion 54 (Out of order as is existing policy)**

That Conference instructs the incoming Executive to engage with our Employer (DPENDR) to ensure that modern ICT [and other] systems are put in place so as to

ensure that grades represented by this Union can continue to maximise the benefit to State services from blended working.

**Justice Branch**

**Motion 62 (Out of Order as not the role of the HSA)**

That conference instructs the incoming executive committee to meet with the Health and Safety Authority and ask them to investigate whether there are sufficient procedures in place in Departments to adequately address the issue of the rise in those accessing the CSEAS with workplace attributed stress. Following this meeting, the income executive committee will advise individual branches of the up to date legal position and case law regarding the obligations of Departments as employers under the 2005 Safety Health and Welfare at Work Act.

**DHLGH Branch**

**Amendment:** *That conference instructs the incoming executive committee to meet with the relevant Authority and ask them to investigate whether there are sufficient procedures in place in Departments to adequately address the issue of the rise in those accessing the CSEAS with workplace attributed stress. Following this meeting, the income executive committee will advise individual branches of the up-to-date legal position and case law regarding the obligations of Departments as employers under the 2005 Safety Health and Welfare at Work Act.*

**Housing, Local Government & Heritage Branch**

**MOTION 69**

**(Out of order as it is already existing policy)**

That Conference calls on the incoming Executive Committee to provide a written update at future ADCs on progress implementing motions passed at each ADC in the previous two years, commencing in 2025.

**Oireachtas Branch**

**MOTION 70 (Out of Order as it is existing policy)**

That conference reaffirms previous motions and instructs the incoming executive and relevant full time officials to work with the staff side panel and allow full access for civil servants to the WRC.

**DHLGH Branch**

**MOTION 71 (Out of Order as it is existing policy)**

That conference recalls previously passed motions and instructs the incoming executive committee to strongly oppose any change to the disciplinary code that is not derived from consultation and consensus with the staff panel. In particular, this conference reiterates its opposition to any use of legislation to bypass the staff panel in this manner.

**DHLGH Branch**



**Billy Thompson AGS and Ken White AGS**

**Motions Lost**

**MOTION 38 (Stands for itself and Motion 39)**

That conference recognises that sequencing for general service civil service grades have been agreed under the Civil Service Conciliation and Arbitration Scheme and that the agreed sequence by our members posed a significant concession. That conference further notes that the revised agreed sequence at Principal Officer level was 66.6% of appointments from open competition with 33.3% from internal competition and further notes that the (then) Minister for Public Expenditure and Reform in his response to question 122 of October 25th, 2018, stated that 'Sequences are monitored by my department on a quarterly basis'. Finally, this conference notes that some civil service organisations have not adhered to the agreed sequencing arrangements and continue to populate PO posts without regard to internal panel liabilities. Therefore, Conference calls on the incoming Executive to urge the Department of Public Expenditure, NDP Delivery and Reform to take whatever actions are necessary to ensure that internal panel liabilities are properly accounted for and bodies not adhering to the agreed sequencing are held to account.

**OPW Branch**

**MOTION 39**

That Conference recognises that sequencing for general service civil service grades have been agreed under the Civil Service Conciliation and Arbitration Scheme and that the agreed sequencing by our members posed a significant concession. This conference further notes that the revised agreed sequence at Principal Officer level was 66.6% of appointments from open competition with 33.3% from internal competition and further notes that the (then) Minister for Public Expenditure and Reform in

his response to question 122 of October 25th 2018 stated that 'Sequences are monitored by my department on a quarterly basis'. Finally this conference notes that some civil service organisations have not adhered to the agreed sequencing arrangements and continue to populate PO posts without regard to internal panel liabilities. Therefore Conference calls on the incoming Executive to urge the Department of Public Expenditure, NDP Delivery and Reform to take whatever actions are necessary to ensure that internal panel liabilities are properly accounted for and bodies not adhering to the agreed sequencing are held to account.

**NSSO Branch**

## MOTION 72

That conference supports the full exploration of the compressed working week and instructs the incoming executive committee to take all actions required to ensure there is a pilot of the 4-day week for all feasible grades in the Civil Service.

**DHLGH Branch**

## Motions Withdrawn

## MOTION 21

That conference notes that there are a number of staff effectively acting up to more senior roles without any compensation for the additional workloads and responsibilities. This conference notes that some of these members have been working this way for periods in excess of a year. This conference notes that acting up can only be applied for at the beginning of a period, so, if there is an expectation that the period of acting up is less than the minimum period, but then exceeded, this period is not applicable. To this end, this conference instructs the incoming executive committee to work with the official side to ensure that acting up allowances can be applied for retrospectively and to ensure that all staff are eligible for such an allowances upon starting any period of working to a more senior grade.

**DHLGH Branch**

## Motions that Fell due to other Motions being Passed

## MOTION 29 (If Motion 28 passed Motion 29 Falls)

That conference calls on the Executive to make representations to Government to reinstate a flat rate expense to union members to incentivise membership. Defence Branch

**Defence Branch**

## 1.5. TRUSTEES AND AUDITOR

The Association's Trustees are Brigitta O'Doherty, Brian McKevitt 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 during the year on the 29 January 2025 in AHCPS HQ with a good attendance of branch officers.

## 1.8 MEMBER ENGAGEMENT

In 2024 the Association built upon the successes of earlier years and enhanced its member engagement processes.

In January 2024, a financial health check service was introduced for the very first time. This service was free to members and was provided by Cornmarket.

In February 2024, a member seminar on Equality, Diversity and Inclusion issues was organised by the Association in the Midlands Park Hotel, Portlaoise. The event was presented by the Irish Centre for Diversity with contributions from the Irish Human Rights and Equality Commission and a range of other guest speakers. Over 80 members attended, with a waiting list of a further 80.

During the summer of 2024 a general health screening service was once again made available to members at locations nationwide, provided by Medmark Occupational Healthcare Ltd..

In November 2024, the Association ran a successful training event for branch officers in the Ormonde Hotel, Kilkenny.

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 MEMBERSHIP

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

In 2024 membership continued to increase. Membership at 31 December 2024 stood at 4010. This is an increase on the previous year. 633 new applications were received during the year. The gender breakdown of membership is 2207 female (55%) and 1803 male (45%).

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

## 1.10 MEMBERSHIP GROWTH

The Association has seen significant growth in membership in recent years. 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 this period is 1230.

### Year New membership applications approved

2019:	375
2020:	265
2021:	308
2022:	545
2023:	505
2024:	633

The total number of new member applications for this period is 2631.

With 3,861 new members joining in the last ten years, this represents significant change 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 – 2024 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.

### 1.10.1 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 Bereavement Grant Scheme is a financial benefit designed to provide support to the families or dependents of members in the event of their death. The scheme typically offers a lump-sum payment to help cover funeral and other related expenses, alleviating some of the financial burden during a difficult time. The scheme provides the benefit in the event of the death of a spouse or co habiting partner. Following a review by the Executive Committee this amount has been increased to €7,500 The benefit can be claimed by members or surviving spouses contacting AHCPs head office directly.

Membership fees must be fully paid up at the time of any claim.

## 1.13 ASSOCIATE MEMBER SCHEME

The Associate Member Scheme allows retired members keep their contact with the Association and allows them access some of the financial benefits of membership. The fee for this membership was €35 annually. Following the Executive review this €35 annual fee is being capped as a once off €35 payment for retired members.

The other element of the Associate Member scheme allows former members promoted to the grade of Assistant Secretary and above to retain associate membership and allows access to the AHCPs Income

Continuance Plan. Following the Executive review, the €100 annual fee will increase to €150 annually.

The changes to the Associate Member scheme commenced on 1st January 2025.

1.14 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.

1.14.1 Income Continuance Plan – Covering Long-Term Disability

The Scheme was renewed in January 2025 and is administered by Cornmarket and underwritten by Irish Life. 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 December for a four-year period and following negotiations the cost of the scheme was increased from 0.57% to 1.04% of salary for members. As it is a permanent health benefit product, it attracts tax relief at an individual’s marginal rate of tax, usually 40% for our members. There will be 2 additional benefits over the life of the policy with a Heart Matters check-up and Pink & Blue Power cancer screening for members of the scheme.

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.

1.14.2 Group Life Assurance Scheme

The Scheme is administered by Cornmarket and following a review is underwritten by Irish Life. The plan provides vital financial security to the members families at time when they may need it most.

Group Life Policy extends a benefit of double an individual’s salary in the event of death in service. We are glad to report that the cost of this policy is reducing from 0.48% to 0.45% in February 2025. The policy again attracts tax relief at an individual’s marginal tax, usually 40% for our members thereby reducing the cost involved.

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.

In relation to retired members the following is the position:

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

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

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

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

\*What salary is my cover based on?

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

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

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

- 1. Those in service up to the age of 65 years (cover is twice salary on death – rate of 0.48%)
- 2. Those in service between the age of 65 and 70 years (cover of 90% of salary – rate of 0.50%)

3. Those who have retired between the ages of 50 and 84 years (cover is as outlined above – rate of 0.50%)

#### 1.14.3 Additional Voluntary Contributions

Under the Finance Acts it is possible for a person in an occupational pension scheme to make additional voluntary contributions. Tax relief is available. The Association recently brokered a reduction with Cornmarket on the cost of AVCs for members, so the 2% charge is now gone.

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

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

Members may be able to avail of this option.

The benefits of investing in a Last Minute AVC include:

- Receiving a refund of tax on pension contributions

- Maximising your tax-free cash lump sum on retirement

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

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

#### 1.14.4 Car /House Insurance

The providers are as follows:

- Cornmarket, Christchurch Square, Dublin 8  
Tel: 01 408 4040.
- Glennons Insurance:  
Tel: 01 707 5959 or  
Email: ahcps@glennons.ie

#### 1.14.5 Travel Insurance

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



Standing Orders Committee, Maria Ryan, Lorcan Dunne, Denise O'Connell, Ciaran Denny and James McCarthy.

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)

#### 1.14.6 Health Insurance Advice Service

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

#### 1.14.7 Dental Insurance Scheme

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

#### 1.14.8 Investment Advice and Portfolio Management Service

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

#### 1.14.9 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: 01-6831673  
Email: [info@symmetryfinancial.ie](mailto:info@symmetryfinancial.ie).

#### 1.14.10 Legal Advice Service

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

- 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.

### 1.15 RULES AND CONSTITUTION

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

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

### 1.16 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>
Executive Assistant	<b>Jackie Lacey</b>
Receptionist	<b>Jennifer Farrelly Clarke</b>

Mark Crowther also assisted with recording and writing of the minutes of the 2024 ADC.

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



## CIVIL SERVICE

### 2.0 PAY

#### 2.1 PAY – GENERAL

The year saw the successful conclusion and ratification of a new Public Service Agreement, following a period of intensive and complex negotiations between the Public Services Committee (PSC) of ICTU and Government representatives. Talks commenced in **November 2023** and concluded in **January 2024**, culminating in a multi-year pay deal that will run from **1st January 2024 to 30th June 2026**.

Throughout the negotiations, the union side focused on four strategic priorities:

1. **Catch-up pay increases**, to address inflation-related losses from recent years and ensure fair future adjustments.
2. **Normalisation of industrial relations**, including the repeal of **Section 4 of FEMPI**.
3. **Flexibility** to progress both existing and future claims.
4. **Future-proofing public services**, ensuring the sector is adequately resourced and fit for purpose.

#### Pay Increases Secured Under the Agreement

##### 2024

- 2.25% increase in annualised basic salary from 1st January
- 1% increase from 1st June
- 1% increase from 1st October

##### 2025

- 2% increase from 1st March
- 1% increase from 1st August
- **1% local bargaining** element from 1st September (based on payroll cost)

##### 2026

- 1% increase from 1st February
- 1% increase from 1st June

The Association balloted its members on the agreement. With a strong **65% turnout**, an overwhelming **97.4% voted in favour**, confirming the mandate to support the deal. The wider Public Services Committee ratified the agreement on **25th March 2024**, based on the aggregation of ballots from 19 affiliated unions.

This agreement provides a degree of **financial certainty** and **real pay progression** over a 30-month period, offering a total general round increase of 9.25%, with a further 1% allocated to local bargaining.

#### LOCAL BARGAINING AND FUTURE CLAIMS

While the agreement restricts general cost-increasing claims during its lifetime, a **structured local bargaining framework** has been included. This permits unions to negotiate **up to 3% of payroll cost** (over two successive agreements) to address grade- or group-specific issues, including allowances.

Detailed arrangements for this local bargaining process are to be finalised by **30th June 2024**, with negotiations scheduled to take place before that date. The Association will work to ensure that our members' interests are well represented in this process, with a strong emphasis on achieving tangible outcomes through direct negotiation.

In April, the Association submitted a formal claim under the Local Bargaining Clause of the *Public Service Agreement 2024–2026*. This clause provides for a 1% allocation to address grade-specific pay issues. The Association's claim seeks to **double the existing PCW 1% payment** for all eligible AHCPs grades, bringing the total to 2%.

The proposal aims to address long-standing inconsistencies in how the PCW 1% has been applied and to provide appropriate recognition for the additional responsibilities undertaken by members in recent years. The cost of the proposed enhancement is to be fully met from the 1% allocation permitted under the agreement, with no implications for the wider pay round.

The AHCPs continues to engage with management and the Department of Public Expenditure, NDP Delivery and Reform to advance this claim.

The Association will have to submit a second claim (for the remaining 2%) focused on the **Assistant Principal (AP) and Principal Officer (PO)** grades.

### 2.2 REVIEW OF THE RATES OF TRAVEL AND SUBSISTENCE

#### 2.2.1 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

### 2.2.2 Domestic Subsistence Rates

With effect from the 29 January 2025, the following standard domestic subsistence rates apply:

Overnight rates		
Class of Allowances	A Class	
Normal Rate	€205.53	
Reduced Rate	€184.98	
Detention Rate	€102.76	
Day Rates		
Class of Allowances	A Class	
10 hours or more	€46.17	
5 hours but less than 10 hours	€19.25	
Vouched Accommodation (“VA”) Dublin only).		
Vouched Accommodation (“VA” Rate)	Accommodation	Meals
VA Rate	Vouched cost of Accommodation up to €205.53 <b>plus</b>	€46.17



### 2.2.3 Subsistence Allowance Abroad

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

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

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

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

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

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

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

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

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

## 2.3 MOBILITY

### 2.3.1 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.

### 2.3.2 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>.

## 2.4 PRINCIPAL OFFICER PROMOTION SEQUENCE

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

This emanates from the Arbitration Board ruling of 7th July 2015 that Principal Officers are to be appointed in a sequence requiring the first two in every three to be from the Open PO Panel followed by one internal appointment. The Association contended that the standing agreement contained in *Towards 2016* more than adequately addressed the needs of Departments under the existing sequence of 4/18 open, 5/18 interdepartmental and 9/18 internal.

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

### 2.5 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 agreed a three-month extension to the Panel to 1/7/24 and a further one to the end of 2024. It was necessary to exceed to a third extension to 30/4/25 due to a continued delay in plans for a new competition and so allow the continued appointment of POs from the existing panel to meet department needs. The Association

emphasised this was the final extension that could be accommodated as members are pressing for a new competition. Discussions have taken place with PER around better matching skills with needs and how this can be done to enhance the competition.

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. 34 were added in phase 3 with the agreed extension recognizing most of these had yet to be placed as 2 had been assigned, 7 were tagged by departments leaving 24 available for assignment.

It is expected that a new competition will be advertised in the 3rd quarter of 2025. This competition will use the new Capability Framework.

## 2.6 PO1 COMPETITION

The delay in holding the PO Competition directly impacts on the PO1 Panel. It has been extended to 27th June 2025 and the new competition will be held on the back of the PO. The last PO1 competition was held in September 202. 5 were placed from 57 assignments – 3 female and 2 males. The Association raised the matter of the low number placed with PER. After a second batch of interviews 7 more were added to the Panel – 4 female and 3 males. 7 remained on the Panel with 1 tagged by a department.

## 2.7 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. Batch 1 saw 21 placed - 11 Female and 10 male. 2 remain who are deferred. Batch 2 saw 6 placed with 3 assigned and 3 remaining on the Panel

## 2.8 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).

## 2.9 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.

## 2.10 GENERAL COUNCIL

### 2.10.1 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 2025 elected at the AGM in January 2025 are Chairperson, Helen Linehan (FORSA) and Vice Chairperson Darragh Fox (FORSA). Eugene Dunne (Fórsa) remains as Staff Side Secretary.

The past year has seen an element of dysfunctionality creep into the relationship between the Civil Service Unions and the Department of Public Expenditure NDP Delivery and Reform. A process is underway to review the Conciliation and Arbitration scheme. This will, hopefully, address some of these issues.

### 2.10.2 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
<b>Total</b>	<b>47</b>

### 2.10.3 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)

### 2.10.4 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 2025.

## 2.11 GENERAL COUNCIL SUB-COMMITTEE ON REFORM OF THE CIVIL SERVICE CONCILIATION AND ARBITRATION (C&A) SCHEME.

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.

## 2.12 BRANCH REPRESENTATIVE TRAINING COURSE

The Association is always cognisant of turnover of local branch officers and committee members. In light of this, we hold training events for new officers and committee members to assist them in their roles. The most recent training event was in the Ormonde Hotel in Kilkenny in November 2024 and was a residential workshop. The training went very well and feedback from participants was very positive.

## 2.13 BEREAVEMENT LEAVE

Bereavement leave for Civil Servants whose spouse or partner has passed away was increased from 5 to 20 days in January 2017. The 20 days leave also applies following the death of a civil partner, child or adopted child. Leave for the death of an immediate relative e.g. father, mother, father-in-law, mother-in-law, grandfather, grandmother was increased from 3 to 5 days. Ten days 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.

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.

## 2.14 EQUALITY DIVERSITY AND INCLUSIVITY (EDI)

The Association is represented at the Equality Diversity & Inclusion (EDI) Sub-Committee of General Council by Assistant General Secretary [AGS], Ken White.

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 Inclusivity.

## 2.15 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.

## 2.16 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 has this target 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 DPER website for disabilities appears to have been removed.

## 2.17 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 PER 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 management 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 has decided to submit a new claim to test the newly constituted C&A Scheme. Both FORSA and the Prison Officers Association are rendering support for this to be an agreed claim from the Staff Panel of General Council. FORSA has consistently said some HEOs are not seeking promotion in the face of losing the ability to accrue flexi leave. Therefore the Haddington Road decision is a direct barrier to promotion.

In the event that the Association is not successful with this claim we plan to take a case before the Workplace Relations Commission on the grounds of inequitable treatment. This is obviously compounded where different genders are involved.

## 2.18 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. 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.

## 2.19 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.

## 2.20 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%.

## 2.21 STANDARD FUND THRESHOLD (SFT)

The SFT concerns the value placed on the pension pot of an individual over his or her period of retirement. The key recommendation by the Association in a submission to the Department of Finance was that the 2m threshold established in 2014 should be reviewed to take account of the absence of indexation over the last 10-years or so. This has brought Principal Officers into scope. The Association put forward that our members were never an intended target, but consecutive pay increases coupled with a failure to index link the 2m figure has left them exposed to chargeable excess tax on pensions purely based on their level of pay at the time of retirement. Going forward the Association sought that a mechanism is put in place to ensure there is an ongoing revision of the SFT to allow for CPI or wage increases.

We are glad to report that on the 18th of September 2024, Minister for Finance Jack Chambers announced plans for positive changes to the 2,000,000 Standard Fund Threshold (SFT) starting in 2026. Plans include increasing the SFT from 2.0 million to 2.8 million, on a phased basis from 2026 to 2029. From 2030 onwards, the limit will increase to reflect wage growth based on CSO earnings data

## 2.22 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 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 had ramifications for other cases. Currently discussions between the Staff Panel of Unions are ongoing with PER that in principle have seen agreement around a 9-month probation. The Association is pressing PER for revised guidelines to issue in due course. New arrangements will see a revision to 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.

## 2.23 IRISH HUMAN RIGHTS AND EQUALITY COMMISSION

The Irish Human Rights and Equality Commission Act 2014 dissolved the Equality Authority and the Irish Human Rights Commission and transferred their functions to the Irish Human Rights and Equality Commission (the "IHREC"). The IHREC, an independent statutory body, was established under the Act on 1 November 2014. The AHCPs, together with representatives from the other unions participated in negotiations that resulted in the establishment of an Industrial Relations Council that now meets on a regular basis.

## 2.24 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.

## 2.25 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.

## 2.26 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.



Ken Seery Solas/ETB and Mark Crowther



**Ciaran Rohan General Secretary, Bernard O'Shea Treasurer, Solat Chaudhry,  
Orla McBreen Vice-Chairperson and Trevor Noonan Chairperson**

# 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” that 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.

Engagement has been ongoing in areas such as Operational Audit, the Legal Unit and HR Transformation where the Association has concerns about the new structures and role changes and where new skills are required to perform these new roles and the challenges it brings for members. The Association is always active in supporting members in sections where transformation and restructuring has been impacting. In addition, the Association is reviewing acting up arrangements and the long duration of some of these and deficiencies in pay arrangements where permanent offers are achieved.

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

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

#### 3.1.2 Triennial Pension Fund Review

This is scheduled for Q4 of 2025 and may involve further engagement with the Labour Court (LC). The 2022 LC recommendation and agreement provided for a 5% increase on pensionable pay back dated to 1st January 2022 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 both 2022 (bringing pensions into payment for the first time) and 2023. A further 2% was agreed from 1st January 2024. Together with the Labour Court recommendations this narrowed the gap between pay and pensions. It stood at 3.75% on 1st July 2023. However, 2024 and 2025 pay increases that were not fully pensionable marginally opened the gap again. Pensionable pay increases are capped at 2%, CPI or wage inflation whichever is the lower. CPI for 2024 was 1.4% as applied by the company to pensions. The objective of the AHCPs, CWU and FORSA unions is to completely align pay and pensions. To have pay increases fully pensionable would mean revising the cap. This will be examined under the Q4 review.

#### 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. 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 increased office attendance.

#### 3.1.4 Two Year Pay Agreement for 2024 & 2025

The Branch Committee recommended in 2024 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 4% from 1st January 2024, a further 3% increase on 1st January 2025 and 1% effective from 1st June 2025. So, 8% over the two years. It is the position that only a handful or so of our members are governed by collective pay agreements.

### 3.1.5 Personal Pay Contracts

Virtually all members now have personal pay contracts in place 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 was applied from 1/1/23 based on 2022 movement. 3.5% was applied for 2024 based on 2023 market movement. The company is applying 2.5% from 1st January 2025 where market movement of 4% in 2024 was anticipated by the Association. Both 2024 and 2025 are under review by AHCPS and CWU with the company. The Association is also examining what it regards as a clause in prior agreements that the greater of collective pay or market movement should apply.

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 UNI Europa Conference - Belfast

The 6th UNI Europa Conference took place in Belfast from 25th to 27th March 2025. The AHCPS Branch Secretary & Chairman together with HQ officials attended the event. Under the theme 'Real Say, More Pay' the Conference addressed some of the key issues facing service workers across Europe today such as strengthening Collective Bargaining through public procurement, cutting edge bargaining issues like Artificial Intelligence, and an Industrial Policy for the service sectors and Organising to Win.

### 3.1.7 Board Appointment

2025 saw the historic appointment of our Branch Secretary Teresa Kavanagh to the An Post Board. This is the first time the AHCPS has achieved this distinction, and Teresa will represent worker interests on the Board for the next 4-years. The AHCPS is immensely proud of this achievement and wishes to thank the Communication Workers Union in particular and Forsa for their support in making this happen.

## 3.2 IRISH AVIATION AUTHORITY & AIR NAV IRELAND

The separation of functions finally happened with Vesting Day on 30th April 2023. Since that time the Association has by agreement with members kept the one single AHCPS branch in place with 4 officers dividing equally between the two sections. So far this has worked successfully, and the Association has been extensively involved in supporting members impacted by change. The new entity is Air Nav Ireland covering the operational business with regulatory oversight remaining with the Irish Aviation Authority (IAA).

### 3.2.1 2025/25 IAA Pay Agreement

Following an EGM with IAA members the Association moved to recommend pay proposals for 2025 and 2026 agreed with the Company. Members overwhelmingly approved proposals that mirrored but were marginally better than the National Wage Agreement and saw a 2% increase from 1st January 2025, 2% from 1st July 2025 and 2% from 1st January 2026 so 6% over the two years. In agreeing these proposals members were cognisant of increases achieved in 2023 and 2024 under the guidance



Branch Training

and direction of the Internal Disputes Resolution Board (IDRB).

The pay increases are fully pensionable, and the IAA has agreed in principle to examine the concept of pension pay parity that is an objective of the Staff Panel (SP) of unions. This is in existence in the civil & public service and should be an achievable of the IAA that constantly reminds the SP it is now governed by public service norms

### 3.2.2 Rolling IAA IR Agreement

Discussions are ongoing with the Company on a rolling IR Agreement that will be a living document and be subject to change on an ongoing basis as agreed between the Staff Panel of Unions and the IAA.

### 3.2.3 2025-2029 New Air Nav Ireland CLA

The Association successfully balloted its members on a proposal for a 2% cost of living increase from 1st January 2025 and 2% from 1st July 2025. It was agreed that the 1% local bargaining clause for 2025 would be used to engage in a process in 2025 to develop a new pay determination model. Effectively AHCPS manager grades will move away in 2026 from the CLA cost of living increases. Instead, market movement will apply with managers separately appraised under a performance related pay (PRP) structure. The Association is very pleased to have achieved this significant change and feedback from members indicates the development has been very well received by our grades.

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 new Defined Contribution Scheme. This is the product of several years of engagement on pension issues.

### 3.2.4 Appointment of AHCPS Worker Director

In May 2024 Colum Hanafin received notification of his historic appointment to the Board of the IAA as a worker director. This is the first time an AHCPS member has been afforded this distinction. The Association wishes to sincerely thank FORSA for their support and agreement in bringing this about. Colum will serve on the Board for 5-years. The Association is immensely proud of his achievement and we wish him well with the appointment.

## 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 was sold in July 2023 to French gaming company and lottery operator La Française des Jeux (FDJ) in a deal worth 350m. The French company now holds exclusive rights to operate the Irish National Lottery until 2034.

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 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
- Food Safety Authority of Ireland
- Food Safety Promotion Board (SafeFood)
- Health & Safety Authority
- National Centre for Partnership & Performance
- National Library of Ireland
- National Museum of Ireland
- National Council for Special Education
- Pensions Authority
- Residential Tenancies Board
- Road Safety Authority
- Solas/ETBs
- The Teaching Council
- Water Safety Ireland
- Western Development Corporation



**EPSU Conference 2024 in Bucharest**

**Orla McBreen AHCPS Chairperson, Paul Malone Deputy General Secretary and Ciaran Rohan General Secretary.**

## 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.

### 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 2025, was held on Thursday 21st March 2025 in the Fairways Hotel, Dundalk and attended by Ciaran Rohan, General Secretary, Executive Committee member Marianne Nolan (Defence) and Maria Ryan (Revenue Branch Chair).

### 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.

Trade Union week 2025 commenced on 28th April 2025 and ran until 5th May. Once again the weeks events commenced with Workers Memorial Day on 28th April and an event to mark all those who have lost their lives whilst working. This was held in The Garden of Remembrance. Following on from this The Association sponsored 'Better in a Trade Union' events throughout the week in Revenue, Social Protection, Public Expenditure and Reform, Finance, Houses of the Oireachtas, Justice and Ombudsman branches. The purpose of these events was to encourage and promote

trade union membership by highlighting the importance of the collective voice of workers when seeking to influence change. Their was close collaboration with our FORSA colleagues in organising and promoting these events and feedback was universally positive.

### 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. The objective of the European office is 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.

### 4.7 NERI

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

since its foundation. The Executive during the year approved a donation of €20,000 to the Nevin Economic Research Institute which would be linked to a specific piece of research.

### 4.8 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 will attend the 2025 Retired Workers Seminar which will be held on 3 & 4 April 2025 in Canal Court Hotel, Merchants Quay, Newry.

#### 4.10 CIVIL SERVICE UNIONS

The Association also maintains close contact with Fórsa, the POA and the VOA. The members of the VOA are also associate members of the Association.

#### 4.11 RETIRED CIVIL AND PUBLIC SERVANTS' ASSOCIATION

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

#### 4.12 UNIONS 21

Unions 21 is a forum for unions to explore 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. AHCPS officials attended a number of seminars in 2024 run by Unions 21 on issues such as Artificial Intelligence, Emerging Leaders in Trade Unions and Trade Union Governance. Paul Malone, AHCPS Deputy General Secretary is a member of the Irish Board of Unions21.

#### 4.13 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 was held from 18-20th June in Bucharest, Romania and was attended by AHCPS Chairperson Orla McBreen, General Secretary Ciaran Rohan and Deputy General Secretary Paul Malone.

#### 4.14 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 took place in Munich in October and was attended by the General Secretary Ciaran Rohan and Revenue and Executive member Paul Brady. Dermot Brown, AHCPS member, is UFE Vice President.

#### 4.15 PUBLIC SERVICES INTERNATIONAL (PSI)

The Association applied for membership of PSI earlier this year and were accepted. PSI is the global version of EPSU.

#### 4.16 UNION NETWORK INTERNATIONAL [UNI]

The Association is affiliated to UNI in respect of its An Post membership. The 7th UNI Europa Post & Logistics

Conference was held on 25-27 March 2025 in the Belfast and was attended by delegates including Teresa Kavanagh An Post and Executive member, Thomas Devlin An Post Branch Chair, Ciaran Rohan General Secretary, Paul Malone, Deputy General Secretary, Billy Thompson Assistant General Secretary and Ken White Assistant General Secretary.

#### 4.17 FDA UK AND ARC UK

The Association was represented at the 2024 FDA Annual Delegate Conference by Chairperson, Orla McBreen, General Secretary Ciaran Rohan, Paul Malone Deputy General Secretary and Executive Assistant 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 2025.

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 Belfast on the 22 May 2024.

#### 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 continues as Association Member 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. 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.

General Secretary, Ciaran Rohan is a Trustee of the Fund. He will continue in this roles until the Fund is formally dissolved.

# MINUTES OF THE ANNUAL DELEGATE CONFERENCE HELD ON 24th MAY 2024

## 1 Opening of Conference

- 1.1 The Chairperson, Trevor Noonan, called Conference to order at 13.30
- 1.2 He welcomed the delegates, guests, and media to the conference. In particular, he welcomed Dave Penman, Tony Wallace, Lucille Thirlby, Allan Samson and Esther Farnese 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. There would be elections for Vice-Chairperson, the Standing Orders Committee, and the Executive. One candidate for the Executive would stand down if they were elected as Vice-Chairperson. He also announced that Rhona McEleney, candidate for Vice-Chairperson and the Executive, was unable to attend the ADC.
- 1.4 He announced that Solat Chaudhry, Group Chief Executive Director of the Irish Centre for Diversity, would be a guest speaker at 3.30pm.

## 2 Adoption of the minutes of the Annual Conference 2023

- 2.1 The minutes of the Annual Delegate Conference 2023 were put to the floor by the Chair and were adopted by Conference by a show of hands.

## 3 Appointment of Tellers

- 3.1 The following delegates were appointed as tellers:

**Shane White** GSOC

**Ian Foley** ETB

**Caroline King** Revenue

Revenue

## 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 2 nominations for Vice-Chairperson, 16 nominations for the Executive

Committee, for 12 positions, and 7 nominations for the 6 positions on the SO Committee. 73 motions were received, with recommendations from the committee on how these motions should proceed. Delegates were reminded that conference would close at 5pm, and any remaining motions would fall.

Report No. 2 detailed amendments that were received for motions 55, 61 and 62. An Emergency Motion had been submitted by the OGP Branch, but had been ruled out of order.

Report No. 3 informed conference that Louise O'Meara had withdrawn her candidacy for the Executive.

Report No. 4 informed conference that Motion 21 had been withdrawn, and that Motion 61 was now back in order, as more primary data had been provided.

## 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 congratulated Orla on her imminent election as Chairperson. He highlighted issue such as the 4-day working week, the future of AI, the upcoming EU Presidency for Ireland, income continuance and the AHCPs website. He welcomed Ken White on his appointment as Assistant General Secretary. Finally, he thanked Jackie, Jennifer and all the officials for their support during his term of office.

## 6 The Financial Statement – Treasurer's Report

- 6.1 The Treasurer, Bernard O'Shea, introduced the Financial Accounts for 2023.
- 6.2 The Financial Secretary went through the Income and Expenditure Account. Income increased from 1.5m to 1.7m, mainly due to additional members and pay increases to members. Expenditure was up from 1.4m to 1.5m, mainly due to an increase in branch activity.
- 6.3 We changed Investment advisors, switching from Davys to Goodbody's. Investment was increased from 3m to 4.8m, by reducing the amount of cash held in the bank.

- 6.4 Membership continued to increase, with 3,880 members at 31 December 2023. The gender breakdown was 1813 male (47%) and 20567 female (53%). Overall membership has increased 25% in 10 years.
- 6.5 He also discussed the Corporate Governance Review. This was undertaken by Mo Flynn Consultants, after a tender process. They Undertook a SWOT analysis, in consultation with the branches, and their recommendations will be detailed in a draft report, which is due to be issued in September.
- 6.5 He thanked the staff in Head Office for their support during the year.

## 7 General Secretary's Address

- 7.1 The text of the General Secretary's Address, introducing the Annual Report for 2024, is reproduced at **Appendix 2** of these minutes.
- 7.2 He highlighted that the Association is unrecognisable from its foundation in 1943, with membership expected to crash through 4000. He welcomed Ken White as the new AGS, and stated that he will be responsible for our social media presence. He noted that two of the three officers will be female. He stated that DSP were not engaging with the unions, and that members were working beyond their required hours.
- 7.3 He expressed his thanks to the volunteers, to the Chairperson, to the officers, and to the Executive and Staff for their support. He welcomed Orla McBreen as the second female Chair of the AHCPS, and wished Larry Dunne well on his retirement from the Association.
- 7.4 The Annual Report was adopted by a show of hands.

## 8 MOTIONS

### Motion 1

Proposal to remit by Orla McBreen (Vice Chairperson) and seconded by Trevor Noonan (Chairperson). Speaker on the motion against remittance was Bronagh Treacy (Transport).

**The motion was remitted to the Executive.**

### Motion 2

Proposed by Orla McBreen (Vice Chairperson) and seconded by Trevor Noonan (Chairperson). Speakers on the motion were Ken White (Asst General Secretary), Peadar O'Lamhna (FA) and Fidelma Joyce (IHREC).

**The motion was carried.**

**All other motions were taken as formally seconded.**

### Motion 3

Proposed by Mark Bradshaw (Revenue).

**The motion was carried.**

### Motions 4 & 5

Proposed by Orna-Richella Maguire (Revenue).

**The motions were carried.**

### Motions 6 & 7

Proposed by Alan Cromie (Enterprise),

**The motions were carried.**

### Motion 8

Proposed by Louise O'Meara (Justice),

**The motion was carried.**

### Motions 9

Proposed by Orna-Richella Maguire (Revenue).

**The motion was carried.**

### Motions 10 & 11

Proposed by Sean Carabini (Revenue).

**The motions were carried.**

### Motion 12

Proposed by Sean Carabini (Revenue).

**The motion was carried.**

### Motion 13

Proposed by Dermot Brown (Education)

**The motion was carried.**

### Motion 14

Proposed by Elizabeth Treacy (Justice),

**The motion was carried.**

### Motion 15

Proposed by Jennie Quinn (DFA),

**The motion was carried.**

### Motion 16

Proposed by Orla McBreen (Vice Chairperson).

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

**The motion was carried.**

### Motions 17 & 18

Proposed by Cathal McGinley (Justice),

**The motions were carried.**

### Motions 19

Proposed by Dan Oosthuizen (Revenue).

**The motion was carried.**

### Motions 20

Proposed by Ann Moran (Defence).

**The motion was carried.**

### Motion 21

**This motion was withdrawn.**

### Motions 22 & 23

Proposed by Hugh McGowan (DFA).

**The motions were carried.**

### Motion 24

Proposed by Colm Flynn (Children Equality).

**The motion was carried.**

### Motions 25 & 26

Proposed by Adam Egan (NSSO).

**The motions were carried.**

### Motion 27

The motion was ruled out of order as per Standing Order No 1.

### Motion 28

Proposed by Shane Dunne (Revenue).

**The motion was carried.**

### Motion 29

The motion fell with the passing of Motion 28, as per Standing Order No 1.

### Motion 30

Proposed by Dermot Brown (Education).

**The motion was carried.**

### Motions 31, 32 & 33

Proposed by Fiona Casey (DSP).

**The motions were carried.**

**Voting was due to start at 3pm. Instructions were given for voting using the Mi-Voice web platform.**

### Motion 34

Proposed by Emma Brennan (Revenue).

**The motion was carried.**

### Motion 35

Proposed by Michelle Ryan (DFA).

**The motion was carried.**

### Motion 36

Proposed by Hannah Graham (Children Equality).

**The motion was carried.**

### Motion 37

Proposed by Sean Carabini (Revenue).

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

**The motion was carried.**

### Motions 38 & 39

Proposed by Denis Ryan (OPW).

Speakers against the motion were Paul Malone (Deputy General Secretary) and Maurice Lawlor (DSP).

Speaker for the motion was Adam Egan (NSSO).

**The motions were lost.**

### Motion 40

Proposed by Neil Maher (Housing).

**The motion was carried.**

### Motion 41

Proposed by Martin Sage (Justice).

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

**The motion was carried.**

### Motions 42 & 43

Proposed by Adam Egan (NSSO).

**The motions were carried.**

### Motion 44

Proposed by Louise O'Meara (Justice).

**The motion was carried.**

### Motion 45

Proposed by Lisa Allen (Garda).

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

**The motion was carried.**

### Motion 46

Proposed by Kieran Downey (Garda).

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

**The motion was carried.**

The General Secretary then announced that Nina Brennan (Courts) had been elected as Vice Chairperson, and was now excluded from the Executive vote.

A presentation was then made by Solat Chaudhry of the Irish Centre for Diversity. He talked about his experience as a police officer in England, that there is good and bad in every group and person, the importance of inclusion and language, and that we should allow for honest mistakes and allow a margin for error.

### Motion 47

Proposed by Carina Connellan (DFA).

Speaker on the motion was Nigel Hutson (Executive/DFA).

**The motion was carried.**

### Motion 48

Proposal to remit by Peadar O'Lamhna (DFA).

**The motion was remitted.**

### Motion 49

Proposed by Gerry Waldron (DFA).

**The motion was carried.**

### Motion 50

Proposed by Gerry Waldron (DFA).

**The motion was carried.**

### Motion 51

Proposed by John Devlin (DFA).

**The motion was carried.**

### Motions 52 & 53

Proposed by Stephen Rigney (Oireachtas).

**The motions were carried.**

### Motion 54

The motion was ruled out of order as per Standing Order No 1.

### Motion 55

Proposed by Maria Owens (Health).

Proposal to amend by Sean Carabini (Revenue).

Speakers on the motion were Ciaran Rohan (General Secretary) and Roger Harrington (Housing).

**The motion was carried as amended.**

### Motion 56

Proposed by Roger Harrington (Housing).

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

**The motion was carried.**

### Motion 57

Proposed by Michael Murchan (Health).

**The motion was carried.**

### Motion 58

Proposed by Tom Kelly (Revenue).

**The motion was carried.**

### Motions 59 & 60

Proposed by Tom Morrin (Housing).

**The motions were carried.**

### Motion 61

Proposed by Roger Harrington (Housing).

Proposed amendment was ruled out of order.

The motion was carried.

### Motion 62

The motion was ruled out of order as per Standing Order No 1.

### Motion 63

Proposed by Tom Kelly (Revenue).

**The motion was carried.**

### Motion 64

Proposed by Mark Feighery (DSP).

**The motion was carried.**

### Motion 65

Proposed by Maria Owens (Health).

Speaker on the motion was Gerard Hiney (DPER).

**The motion was carried.**

### Motion 66

Proposed by Fiona Casey (DSP).

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

**The motion was carried.**

### Motion 67

Proposed by Tom Morrin (Housing).

Speaker on the motion was Ken White (Asst General Secretary).

**The motion was carried.**

### Motion 68

Proposed by Tom Morrin (Housing).

Proposal to remit by Orla McBreen (Vice Chairperson).

**The motion was remitted.**

### Motions 69, 70 & 71

The motions were ruled out of order as per Standing Orders.

### Motion 72

Proposed by Tom Morrin (Housing).

Speakers on the motion were Ciaran Rohan (General Secretary) and Leo Bollins (Oireachtas).

**The proposer agreed to remit and the motion was remitted.**

### Motion 73

Proposed by Pat Leonard (Housing).

**The motion was carried.**

The General Secretary then announced the results of the elections to the Executive and the Standing Orders Committee.

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

Orla McBreen (incoming Chairperson) then paid tribute to the outgoing Chairperson.

Conference was then declared closed.

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

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

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

When the election for Vice-Chairperson is completed one nomination for Executive Committee will lapse leaving 15 for election. Therefore the election to the Executive Committee will take place following the election for Vice-Chairperson.

There are 7 nominations received for the six positions on the Standing Orders Committee. It will therefore be necessary to have an election for these places.

In all 73 motions have been received.

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

- Motion 4 (stands for itself and Motion 5).
- Motion 6 (stands for itself and Motion 7).
- Motion 10 (stands for itself and Motion 11).
- Motion 17 (stands for itself and Motion 18).
- Motion 22 (stands for itself and Motion 23).
- Motion 25 (stands for itself and Motion 26).
- Motion 27 Ruled out of order as it is existing policy.
- Motion 28 (If Motion 28 is passed Motion 29 Falls).
- Motion 31 (stands for itself and Motions 32 and 33).
- Motion 38 (stands for itself and Motion 39).
- Motion 42 (stands for itself and Motion 43).
- Motion 52 (stands for itself and Motion 53).
- Motion 54 Ruled out of order as it is existing policy.
- Motion 59 (stands for itself and Motion 60).
- Motion 61 Ruled out of order as it is not possible to implement by CSEAS due to client confidentiality.
- Motion 62 Ruled out of order as not the role of HSA.
- Motion 70 Ruled out of order as it is existing policy.
- Motion 71 Ruled out of order as it is existing policy.

### 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 the General Secretary not later than 12.30pm Tuesday 30 April 2024.

Ciaran Denny (Chair), Maria Ryan, Lorcan Dunne,  
James McCarthy, Denise O'Connell  
10 April 2024

### STANDING ORDERS REPORT NO. 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

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

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

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

### Amendments to Motions

3. Three amendments have been submitted.

The first amendment submitted was by the Revenue Branch to motion 55.

The current motion reads:

*That Conference calls on the incoming Executive to engage with our employers across Departments and Offices to ensure that the right to disconnect is upheld, and particularly that any attempts to formalise a roster for out-of-hours work are opposed or adequately compensated as appropriate.*

After the proposed amendment the motion would read:

*That Conference calls on the incoming Executive to engage with our employers across Departments and Offices to ensure that the right to disconnect is upheld, and particularly that any attempts to formalise a roster for out-of-hours work are opposed or adequately compensated as appropriate.*

*To ensure compensation for regular or rostered out of hours, is adequate, fair and consistent, Conference further instructs the Executive Committee to seek an on-call allowance for all members who are regularly called upon or rostered, to attend work outside of our normal office hours.*

The second amendment was submitted by the Housing, Local Government and Heritage Branch to motion 61.

The current motion, which was ruled out of order, reads:

*That conference notes that the positive impact that the Civil Service Employee Assistance Service has in terms of providing assistance to members both individually and as a support to them in their role as managers. We welcome the increased awareness and take up of this important and useful service. However, we also note with some serious concern that the 2023 report of the service showed another rise in those accessing it with workplace attributed stress. Workplace attributed stress is now the number one issue that people report to the CSEAS with, this is the third year in a row that this figure has increased, and it has increased by 54% since 2020.*

Accordingly, conference instructs the Incoming Executive Committee to immediately begin a process to address this issue as follows;

- Firstly, conference instructs the incoming executive committee to meet with the CSEAS and understand the reasons behind this trend, and those Departments/Offices where the rise has been most prominent.

- Secondly, following this meeting, the incoming executive should meet with those Departments where these issues are a problem and ensure that specific strategies are put in place that addresses these issues and that they are monitoring outcomes.

After the proposed amendment the motion would read:

*That conference notes that the positive impact that the Civil Service Employee Assistance Service has in terms of providing assistance to members both individually and as a support to them in their role as managers. We welcome the increased awareness and take up of this important and useful service. However, we also note with some serious concern that the 2023 report of the service showed another rise in those accessing it with workplace attributed stress. Workplace attributed stress is now the number one issue that people report to the CSEAS with, this is the third year in a row that this figure has increased, and it has increased by 54% since 2020*

Accordingly, conference instructs the Incoming Executive Committee to immediately begin a process to address this issue as follows;

- Firstly, conference instructs the incoming executive committee to meet with the Department of Public Expenditure, NDP Delivery and Reform and the CSEAS and understand the reasons behind this trend, in a manner that respects client confidentiality, and those Departments/Offices where the rise has been most prominent.

- Secondly, following this meeting, the incoming executive should meet with those Departments where these issues are a problem, in a manner that respects client confidentiality, and ensure that specific strategies are put in place that addresses these issues and that they are monitoring outcomes.

This proposed amendment has been ruled out of order by Standing Orders. It is not possible for the Civil Service Employee Assistance Service to provide data in relation to the grades of those who contact them, the issues they raise, or the details of their employer.

The third amendment was submitted by the Housing, Local Government and Heritage Branch to motion 62.

The current motion, which was ruled out of order, reads:

*That conference instructs the incoming executive committee to meet with the Health and Safety Authority and ask them to*

*investigate whether there are sufficient procedures in place in Departments to adequately address the issue of the rise in those accessing the CSEAS with workplace attributed stress.*

*Following this meeting, the income executive committee will advise individual branches of the up to date legal position and case law regarding the obligations of Departments as employers under the 2005 Safety Health and Welfare at Work Act.*

After the proposed amendment the motion would read:

*That conference instructs the incoming executive committee to meet with the relevant Authority and ask them to investigate whether there are sufficient procedures in place in Departments to adequately address the issue of the rise in those accessing the CSEAS with workplace attributed stress.*

*Following this meeting, the income executive committee will advise individual branches of the up to date legal position and case law regarding the obligations of Departments as employers under the 2005 Safety Health and Welfare at Work Act.*

This proposed amendment has been ruled out of order by Standing Orders. It is not possible for the Civil Service Employee Assistance Service to provide data in relation to the grades of those who contact them, the issues they raise, or the details of their employer.

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.

## Emergency Motions

One Emergency Motion was received, submitted by the Office of Government Procurement Branch:

*That Conference calls on the incoming Executive to engage with DPENDPR to align the Category Manager Grade with the Assistant Principle Grade (as previously approved by AHCPS Members 2021) using the Local Bargaining mechanism provided for in the Public Service Agreement 2024-2026. Under the previous Public Service Agreement this payment was not implemented due to lack of engagement and Payroll issues.*

This proposed emergency motion has been ruled out of order by Standing Orders on the grounds that as the issue in question was foreseeable it should not be proposed as an emergency motion.

## Appointment of Honorary Vice-Presidents

4. The Standing Orders Committee takes this opportunity to inform delegates that the Executive Committee nominates for appointment of Honorary Vice-President positions, Tom Allen and Edna Dowling.

# 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 – 73	14.30–15.10
No. 9	Election of Officers, Standing Orders Committee and Executive Committee	15.10–15.15
No. 10	Guest Speaker	15.30–16.00
No. 11	Motions resumed	16.00–16.55
No. 12	Close of Conference	16.55–17.00

Ciaran Denny (Chair)  
Lorcan Dunne  
Denise O’Connell  
Maria Ryan  
James McCarthy

*Standing Orders Committee*  
*30 April 2024*

### STANDING ORDERS REPORT NO. 3

The Standing Orders have been informed that Louise O'Meara, Department of Justice has withdrawn as an Executive candidate and therefore has been removed from the list of candidates for election to the Executive Committee.

When the election for Vice-Chairperson is completed one nomination for Executive Committee will lapse leaving 14 for election.

Standing Orders Committee

21 May 2024



**Teresa Kavanagh An Post, Billy Thompson AGS and Katie Kennedy An Post.**

# ADDRESS OF THE AHCPs CHAIRPERSON TREVOR NOONAN ANNUAL DELEGATE CONFERENCE – MAY 2024

### Introduction

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

My name is Trevor Noonan and I am Chair of the National 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 and taking the opportunities of the year ahead.

I am told by Ira Hayes that “no one ever complains that a speech is too short” 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 70 motions and a most interesting guest speaker, Mr Sol Chaudhry, to come.

I am really pleased to see you gathered here today on a Friday, given that many of us are now in-office on Tuesdays, Wednesday's or Thursdays but sad to note that the four-day working week that we spoke of at last year's ADC still seems a way off.

### Work of the Association

The Association is continuing its work with local management across the organisations in which there are

**In keeping with the Association's leadership role, I think it would be useful to focus on the areas of threats and opportunities afforded by AI and a Net Zero Carbon future over the coming 12 months. As Trade Unionists and Civil Servants we instinctively know that there are no jobs on a dead planet.**



AHCPs members to ensure that all local and individual issues from probation to promotion competitions to the application of the 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 a world in permanent crisis take hold. I was proud to Chair the Association's

In keeping with the Association's leadership role, I think it would be useful to focus on the areas of threats and opportunities afforded by AI and a Net Zero Carbon future over the coming 12 months. As Trade Unionists and Civil Servants we instinctively know that there are no jobs on a dead planet. The Association agree with perhaps a seminar to match the successful “Women in Leadership” seminar held last July.

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, unfair probation practices and a failure to fully support those suffering from domestic violence and other life-changing events.

### 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.

The broad range of motions on today's agenda reflect the concerns of members on items as inclusion, fair and transparent promotion competitions and, with an eye towards Ireland's upcoming EU Presidency in 2026, the restoration of the delegates' and other allowances.

### Member engagement

The Executive was pleased to support the introduction of an innovative free financial health check for members which provided tax, finance and pension advice at no cost since last year. This year will also see the rollout once again 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. Speaking of well-being I would encourage all members not currently availing of income-continuance and life assurance cover through the AHCPS financial partner, to do so.

As you may know 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. We are pleased to formally announce the appointment of Kenneth White as our second Assistant General Secretary. Ken has a keen focus on improving communication with members via social media channels and the website as well as being available to help tailor individual branch member recruitment and engagement events.

Last year we celebrated the 80th anniversary of the foundation of the Association. It was a time to reflect and look forward to the work that will be done by the Association and its members over the coming year.

## 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 McBreen and Bernard O'Shea for their advice and support during the year as well as to the brilliantly constructive and inventive colleagues on the National Executive. That Executive is proud to announce that the Association has engaged Mo Flynn Consultants to review the Governance of the Association to ensure that we are operating at the optimal level in all aspects of the stewardship of our organisation. This is a continuation of the policy of ensuring best practice in the finance and governance areas of responsibilities, following the move over the last few years to an investment partner that better matched our values. Bernard will provide some more detail on this initiative in his remarks

I hope that you all enjoy the social value and the interesting and important motions for discussion on this year's agenda. As I said earlier I also look forward to welcoming Sol Chaudry from the Irish Centre for Diversity as our guest speaker later.

Tá súil agam go mbainfaidg sibh taitneamh as an lá.



ICTU Womens Conference

# 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.

The AHCPS is virtually unrecognisable from the entity that existed in 1943 when the Association was founded. Since then we have gone from strength to strength. From a membership number of 650 in 1951, we expect to be thrusting through the 4,000 mark in the months ahead. We continue to invest time and effort in revamping our website, to make it more informational and visually engaging, including the creation of a video with members detailing their experience in the AHCPS. Members from around the country and branches took part, and we hope it encourages future members to join when they see what life is like in the AHCPS. In response to this increase in membership, the Association appointed an additional full-time Assistant General Secretary and Ken White joined us in March. One of Ken's responsibilities is social media, so those of you who use X or LinkedIn, please like and follow.

Back in 1951, a mere 1.5% of the membership of the Association was female. This was, of course, influenced by the Civil Service ban on married women. It is satisfying to note that this historical imbalance has been fully rectified in recent years – women now making up the majority of our membership. Also following today's conference two out of the three Officers of the Association will be women.

It is worth reflecting on why the Civil Service and its senior managers can cope so readily with new policies and institutional changes pursued by different Governments

whatever their political persuasion. I would suggest that the capability springs from the qualities which the Civil Service possesses and has nurtured. Among these are the pursuit of the public interest, impartiality in all its dealings with the public and loyalty to the State. These qualities have been provided by a non-political Civil Service. This is sometimes taken for granted but the reality is that not all western democracies are fortunate enough to have such a non-political and unimpeachable Civil Service.

We can safely expect that you as senior Civil and Public Servants, and members of this Union, will continue to advocate changes suited to the Irish Public Service that do not represent an injustice either to the public or to staff interests.

There are a number of motions on the agenda today around the topic of engagement. It has become apparent recently that the level of engagement with our employer, the Department of Public Expenditure NDP Delivery and Reform, is not what it should be. As senior members, our members bring to the table a wealth of experience, expertise, and insight. We are steadfast in our willingness to engage in open and honest interaction about improving the services we provide. However, our willingness to engage must be reciprocated. It is imperative that the Department recognises the importance of genuine consultation and dialogue, treating us not as adversaries but as partners in progress. Together, we can work towards the common goal of advancing the interests of both our members and the broader public good. On the topic of engagement, I also want to mention the difficulties that the AHCPS and our colleagues in Forsa are encountering in the Department of Social Protection. The failure to engage in proper industrial relations in that Department not only undermines the principles of transparency and accountability but also jeopardises the well-being and rights of our hardworking members. The recent decision of the Management Board in the Department of Social Protection not to allow time off, for the recent Branch AGM was NOT an exercise in good industrial relations.

There are several motions on the theme of Equality, Diversity and Inclusion today. This builds on our very successful EDI seminar held recently. We are delighted to say that one of our speakers at that seminar, Solat Chaudry, is our guest speaker today. Solat is the Group



Ciaran Rohan,  
AHCPS  
General  
Secretary

**There are several motions on the theme of Equality, Diversity and Inclusion today. This builds on our very successful EDI seminar held recently.**

Chief Executive of the Centre for Diversity and I'm sure you will be very interested in his contribution. Sol is also a big fan of Manchester United. Manchester United have apparently set up a call centre for fans who are troubled by their current form.

The number is 0800 10 10 10. Once again the number is 0800 won nothing won nothing won nothing. And before someone says it to me later, as an Arsenal fan, I know they won nothing either.

A diverse public service ensures that the composition of public institutions reflects the broader society they serve. This means representation of different genders, ethnicities, ages, abilities, sexual orientations, and socio-economic backgrounds. Diverse teams bring a variety of perspectives, experiences, and ideas to the table. In the context of the public service, this can lead to better policy formulation, service delivery, and problem-solving. Promoting inclusion is essential for creating a workplace where all employees feel valued, respected, and able to contribute their best. As a prominent institution in society, the public service has the opportunity to lead by example in promoting EDI principles. A reputation for being an inclusive employer can make the public service more appealing to a wider pool of candidates, ultimately strengthening it.

Recently the work-life balance rights of all workers have been strengthened, after the Government brought in a Code of Practice on making and managing requests for flexible-work and remote-work. This builds on the Workplace Relations Commission code of practice on the Right to Disconnect. However, the adoption of specific right to disconnect legislation is a cornerstone of ICTU policy and must be delivered to protect workers against the potentially negative effects of modern work practices. Our survey of members on working hours and the right to disconnect has confirmed what we already knew. One in three AHCPS members regularly work beyond their required hours, with almost half of those working six or more hours extra each week. 83% of respondents said they receive emails and text messages outside of working hours. Over 60% of respondents said they have been contacted about work while on leave. These results make it clear that more must be done to ensure the right of AHCPS members to disconnect.

A new Public Service Agreement is now in place following a lengthy and challenging negotiation between the Public Services Committee and Government representatives. The outcome of the discussions is a 30-month deal ending on the 30th of June 2026. The Agreement, ratified by the AHCPS and a majority of Public Service Unions, provides for pay increases totalling 10.25% (including 1% local bargaining). It is important to note that the Agreement also provides for the unwinding of the remaining elements of the Financial Emergency legislation. This legislation has hindered the conduct of normal industrial relations in the Public Service.

During the past year, the Association continued to

prioritise engagement with members through the provision of services and events that are highly valued by our members. We developed a new member benefit in the form of a **Free Financial Health Check Service**. This service was availed of by over 600 members and feedback received was extremely positive. This year the Executive intends putting in place, once again, a **Free Health Screening** service for all members.

In February this year the Irish Congress of Trade Unions launched a new initiative called 'Better in a Trade Union'. The culmination of which was the first 'Trade Unions Week' from 29th April – 6th May. The purpose of this campaign was to highlight and promote the benefits of being a member of a trade union across all sectors of the economy.

The AHCPS actively promoted Trade Union week and our recently commissioned recruitment video was promoted across all platforms by Better in a Trade Union on the 11th April 2024.

On a personal level, my own background is steeped in the trade union movement. When my father read me a bedtime story, he always started with once upon a time and a half!

To all activists, at all levels of the Association, 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 Sinéad and Lorna and the team from Q4PR and to MiVoice for looking after the voting.

In conclusion I could not do 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, Ken, 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.

# RULES AND CONSTITUTION

## 1. NAME

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

## 2. OFFICE

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

## 3. OBJECTS

The Objects of the Association are:

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

## 4. POWERS

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

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

## 5. MEMBERSHIP

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

## 6. CESSATION OF MEMBERSHIP

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

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

## 7. ASSOCIATE MEMBERSHIP

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

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

## 8. MANAGEMENT

The management of the Association is vested in

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

in accordance with the provisions of the Rules and Constitution.

## 9. DELEGATE CONFERENCE

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

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

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

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

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

showing credentials cards and the members of the Executive Committee.

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

## 10. CONSULTATIVE COUNCIL

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

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

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

## 11. THE EXECUTIVE COMMITTEE

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

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

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

## 12. STANDING ORDERS COMMITTEE

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

## 13. ELECTED OFFICERS

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

conferences shall be filled by the Executive Committee.

(c) The respective functions and duties of the elected officers shall be as follows:

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

(d) The Officers of the Association shall ensure that the decisions of the Executive Committee are carried out.

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

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

#### 15. TRUSTEES

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

(b) The trustees shall be members of the Association in good standing and shall not be members of the Executive Committee.

(c) The trustees shall be appointed for a term of five years, but may be individually or otherwise suspended or removed by the Executive Committee before the end of such term. Any vacancies arising shall be filled on the nomination of the Executive Committee.

(d) Any real or leasehold property acquired by the Association in accordance with Rule 4(a)(i) shall be vested in the trustees.

(e) The trustees shall appoint the Association's Auditor.

#### 16. GENERAL SECRETARY AND OTHER EMPLOYEES

(a) The Association shall have a full time General Secretary and such number of other staff as may be determined by the Executive Committee to be necessary for carrying out the business of the Association.

(b) The General Secretary shall be the Chief Executive Officer of the Association and shall be responsible to the Executive Committee for negotiation and representation of members' and Association interests, for recruitment of new members and for the proper management and development of the Association, including the maintenance of minutes, records and accounts and the management and operation of systems and procedures in accordance with the Rules and Constitution, decisions of delegate conferences and directions of the Executive Committee. The General Secretary may, with the consent of the Executive Committee, delegate any of these functions.

(c) The General Secretary shall report to meetings of the Executive Committee and the Consultative Council on the business and affairs of the Association and has the right to speak at Annual or Special Delegate Conferences.

(d) Except where otherwise decided by the Executive Committee, the General Secretary shall not be entitled in any negotiations conducted by him or her to enter into any final or binding agreement on behalf of the Association. The General Secretary shall otherwise be free to speak and shall have the same authority and status as would any accredited deputation or negotiating team.

(e) The General Secretary and any Deputy General Secretary or Assistant General Secretaries or other staff shall be appointed by the Executive Committee. The remuneration and other conditions of appointment of the General Secretary, Deputy General Secretary, Assistant General Secretaries and other staff shall be determined by the Executive Committee.

## 17. INDEMNITY

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

## 18. STRIKES AND INDUSTRIAL ACTION

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

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

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

## 19. GENERAL BALLOT

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

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

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

## 20. FINANCE

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

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

## 21. MEMBERSHIP SUBSCRIPTIONS

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

## 22. BRANCH ORGANISATION

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

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

whenever the Branch Committee deems it necessary, or in accordance with the directions embodied in a resolution passed by a majority of the members present at a previous Branch general meeting, or on a request signed by not less than one fifth of the members of the Branch or on the instruction of the Executive Committee.

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

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

proposal to change from Branch General Meetings to Branch delegate meetings as set out in this Rule.

### 23. REVISION

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

### 24. DISSOLUTION

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



**UFE Conference**

**AHCPS member Dermot Browne Vice-President UFE, Ciaran Rohan AHCPS General Secretary, Florian Köbler President, Paul Brady AHCPS Revenue Branch & Executive member.**

# 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 10 June 2024 and 14 April 2025 with a further meeting scheduled for 29 April 2025. Attendances were as follows:

Name	Possible Attendances	Attendances
McBreen Orla	10	9
Brennan Nina **	3	3
McEleney Rhona	10	7
O'Shea Bernard	10	8
Allen Eimear	10	8
Brady Paul	10	7
Fidgeon Kevin ***	5	4
Gallegher Joe	10	8
Henry Des	10	9
Hattaway Ross *	10	9
Holohan Michael	10	8
Hutson Nigel	10	7
Johnston Peter	10	9
Kavanagh Teresa	10	8
Kinsella Emma	10	8
Nolan Marianne	10	10
O'Neill John *	8	8
Ryan Denis	10	9

- \* members co-opted following ADC 2024
- \*\* members resigning during 2024
- \*\*\* member co-opted during 2024/25



**General Council Staff Panel**

## GENERAL COUNCIL STAFF PANEL 2024



### *Civil Service General Council Staff Panel*

### *ANNUAL REPORT 2024*

*EUGENE DUNNE  
STAFF SIDE SECRETARY  
GENERAL COUNCIL  
STAFF PANEL*

## CIVIL SERVICE GENERAL COUNCIL

### STAFF PANEL



#### Content

1. Review of Civil service Staff Panel activity 2024.
2. New Staff Panel Claims submitted to General Council 2024.
3. Main issue addressed at General Council 2024.
4. Disciplinary Appeals Board 2024.
5. C&A Adjudication & Arbitration 2024.
6. Pensions/ Superannuation.
7. Travel and Subsistence .
8. Leave issues.
9. Civil Service Sick Leave
10. The CMO and the Civil Service
11. CSEAS.
12. Action Plans Civil & Prison service 2024-2026
13. Civil Service Seminar 2024

#### Appendix 1 Adjudications & Arbitrations

14. Appendix 2 Civil Service Numbers.

Eugene Dunne,  
Secretary,  
Civil Service, General Council,  
Staff Panel.

## **1. Review of Civil service Staff Panel activity 2024.**

There were 11 meetings of the Civil Service staff Panel and 9 meetings of the Civil Service General Council in 2024.

The Civil Service Staff Panel continued its efforts to deliver reform of the Conciliation and Arbitration Scheme and to deliver a modernised and efficient system of industrial relations in the Civil Service. To this end, the CS Staff Panel engaged collectively with management to define the parameters of the significant modernisations required to deliver these reforms.

These would extend to Civil Service workers analogous IR mechanisms available to those with access to the State Industrial Relations machinery. This is now at an advanced stage and it is hoped to deliver a reformed C&A Scheme in 2025.

There was engagement on delivery of reform in the operation of the Probation System in the Civil Service. This stems from international and national developments. It is the aim of the Staff Side to deliver reforms to the current system which will maintain and enhance the probationary experience of Civil Servants.

Following protracted negotiations with management the Staff Panel delivered a reduction in the Overtime Divisor in the Civil Service from 43.25 to 41.25. All grades susceptible to overtime are comprehended by this agreement. This has particular significance to those on low pay and a reliance on overtime.

See link for details

<https://www.gov.ie/en/circular/b696a-circular-152024-overtime-in-the-civil-service/>

Following the adoption of the Public Service agreement 2024-2026 there was collective engagement by the SC Staff Panel with management on the Civil Service Action plan. Submissions were made by the Staff Side indicating areas of concern.

The CS staff Panel engaged with management on the Right to Disconnect a draft document was shared on this issue.

Flexi accrual was a cause for concern, in particular the interpretation of the 2022 arbitration on this issue. A new claim was lodged by the panel for referral to third party regarding this.

See below links to the relevant Circulars on pay increases in 2024

<https://www.gov.ie/en/circular/6b63e-application-of-1-january-2024-pay-adjustments/>

<https://www.gov.ie/en/circular/4a886-circular-082024-application-of-1-june-2024-pay-adjustments/>

<https://www.gov.ie/en/circular/5008a-circular-14-2024-application-of-1-october-2024-pay-adjustments/>

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 2024.**

There were total of 21 claims lodged at General council in 2024 this comprised of 1 Staff Panel claim, 6 POA and 14 Forsa Claims.

### **January**

ICT Apprenticeship Programmes (**Fórsa**)

Civil Service Disciplinary Code (**POA**)

Civil Servant Allowances Payable when a Civil Servant is placed off duty with pay (**POA**)

Assessment of the conduct of investigation by external companies regarding prisoner complaints (**POA**)

Assessment of the conduct of investigation by external companies regarding bullying harassment/dignity at work (**POA**)

Claim for a review of the Occupational Injury or Disease limits as applied to prison officers (**POA**)

Review of Third Party Voluntary Contributions at source (**POA**)

### **February**

FGE Claim for Establishment (**FORSA**)

FGE Claim for increases in Allowances (**FORSA**)

### **April**

That the level of available leave under the supports in cases of domestic violence policy be increased from 5 days in the current policy to 10 days based on comparator studies. (**FORSA**)

That a review study of the effect on absence and attendance and pay adjustment (example TRR) be conducted in respect of the actual effects upon staff of the reduction in sick leave entitlements implemented in 2013. (**FORSA**)

### **MAY**

(**Staff Panel**) Claim Re Flexi Time Accrual

### **June**

That the level of available leave under the supports in cases of domestic violence policy be increased from 5 days in the current policy to 10 days based on comparator studies. (**Forsa**)

**FÓRSA** Claim: Claim for Professional Grades in the Civil Service recognition of service.

### **November**

That flexible working arrangements and accrual of flexi-time be made available to AP Equivalent grades in the professional and technical streams (**FORSA**)

That assimilation onto Higher Scales does not create circumstances where no financial benefit is received for up to 2 years and that placement onto a higher scale should be to a point higher than the current scale (**FORSA**)

That an entitlement to 26 weeks Surrogacy Leave be introduced in line with Maternity and Adoption Leave entitlements. (**Forsa**)

That special leave with pay in cases where a designated 'carer' is required to attend a non-routine hospital appointment with a designated 'dependant' (**Forsa**)

That Voluntary mobility panel be put in place for Professional and Technical Grades (**Forsa**)

That the appropriate age limit for access to parental leave be extended to 18 years in all cases. (**Forsa**)

That special leave with pay of 2 weeks be applied in cases where workers are in the process of marital separation or divorce. (**Forsa**)

### **3. Main issues addressed at General Council 2024.**

#### **January**

**The operation of the Overtime Divisor.** The staff side emphasised that this was an issue of grave concern to those members affected. It viewed the as a matter still in process from Building Momentum and expected engagement on that basis.

**The application of Blended Working.** Flexi Accrual to revert to Arbitration

**Domestic Violence Leave.** The Staff Side, after completing comparative analysis of major employers on this issue, gave notice of a pending claim to bring the civil service into line with comparative norm, 10 days leave. Forsa made it clear that it had not signed off on the current allocation of 5 days. The OS referenced engagement on this in June of 2023.

**Miscarriage Leave.** The staff side raised its concerns on the allocation of leave currently available and the criteria applied. The OS referenced an awaited document from FORSA on this issue and referenced a meeting in April of 2023.

**Incremental Credit issues.** The staff side stated that there were emergent issues relating to recruitment and retention and that a realistic approach to incremental credit could be a practical way of addressing this. The OS referenced a meeting in June of 2021, a document from the VOA is awaited.

6. Inconsistencies in the application of the T&S scheme, in particular the application of home and base as calculators.

The Staff Side highlighted the inconsistency of application of circular 11/82 and asked for this to be clarified.

#### **February**

**Probation.** The staff side raised its collective concern that the Guidelines in question had issued without consultation and no observation had been sought. the official side stated that there was now a delay in the cited issuance date, the end of February, some unstated legal issues were cited. Observation were now sought.

These Guidelines were in the context of a wider review of Probation, which was necessitated by recent developments at EU level and locally.

#### **March**

**Rates of T&S** available to those attending training courses in the Civil Service.

Letter to issue from FORSA on this.

**Refusal by the NSSO to reactivate structured** quarterly meetings with the Staff Side and their referral of such concerns as may arise to the C&A structures.

The Staff Side expressed its collective dissatisfaction, with the refusal of the NSSO, to re engage on this. The Staff Side have supplied documentation showing precedent for this and also outlined that the raising of problem through the C&A scheme was highly problematic.

The Official Side have repeatedly directed all issues to the payment of wages, pensions, allowance national pay agreements, overpayment and other associated pay issues, to the NSSO It was the Staff Side position that an Ad Hoc approach was not satisfactory and that there should be collective engagement on this through the agreed and recognised structure of the Civil Service Staff Panel and the NSSO. Or all issues would revert to General Council.

The Official Side viewed this as a service provision issue and agreed that it would examine this and revert.

### **Clarification on an apparent regrading of Legal Professional posts in the Civil Service.**

The Staff Side indicated that it has become apparent that there is a de facto change in the appointment of those with legal qualification, to do work analogous to that of legal professionals. There is now a differential in pay between those entering at AP with legal responsibilities and the substantive grades of Legal Professionals.

Clarification was sought as to whether The Official Side had sanctioned what appeared in effect to be regrading without consultation of a grade represented by FORSA. The AHCPS put on record that they were in no way involved in this. Correspondence to issue on this.

The Official Side were unaware of this and agreed to look into this and revert.

### **Re activation of the General Council Sub Committee on Equality and Diversity.**

The Staff Side reiterated its position that it was incumbent upon the Civil Service to be leader on this issue, it was not acceptable that no standing committee existed on this important topic.

The Staff Side have, as requested, submitted agenda items and sought data on the application of DEI policies across the Civil Service. The precedent for this committee was cited and the necessity to re engage within those parameters was reiterated.

The Official Side were resistant to this concept and cited a bilateral meeting, from June 23, as its preferred mechanism for addressing DEI issues.

## **April**

**Single Public Service Scheme:** The Staff Side outlined that it is now 10 years since the SPSPS was introduced on 1/1/13, and are looking for a joint SP and DPENDPDR review of the operation of the Scheme.

The Official Side agreed to this engagement and outline that there were now over 22000 people on the post 1/1/13 scheme. Information on this from across the Civil Service is available and will be shared. A report to the minister is being prepared for June. Information is available online, engagement ASOP.

**Training in foreign languages:** The Staff Side outlined that this is valuable learning and development tool for staff considering foreign postings and dealing with the demographic now in Irish society. There is a need for our employers across Departments to facilitate continuous training in foreign languages for all staff. The Official Side clarified that there was currently no centralised training program for this in the Civil Service. DFA have their own program. OS to revert on this

**Irish language Training:** The Staff Side stated that there is a need for our employers across Departments to make increased and more flexible provision of opportunities to staff for Irish language learning, which would assist Departments in fulfilling their obligations under the Official Languages Act. The Official Side stated that this was now being addressed by OneLearning, a substantial number have been processed since 2018, this is ongoing.

**Update on the joint Staff Panel request for meetings with the NSSO.** The Staff Side again expressed its dissatisfaction with the continuing refusal of this request by the NSSO and its redirection of all collective concerns to DPENDPDR. It was again stated that DPENDPDR had directed all enquiries by the Staff Side, on matters under the purview of NSSO, to the NSSO. Robust engagement ensued. The Staff Side outlined that there was no access to, or overview of, macro trend data, on which it could make any meaningful assessment of the efficacy of the system. This was not being approached from a point of hostility, but rather as an attempt to share the concerns of staff and improve the system. Non specific GDPR concerns relating to the corporate entities serviced by the NSSO were advanced as the grounds for non engagement. This position was not accepted by the Staff Side.

Issue raised at the March meeting relating to the DEI subcommittee. A meeting on this has been offered and the comprehensive agenda sought by the OS has been supplied.

## **May**

**Staff Panel Claim Re Flexi Time Accrual**

The Staff side in pursuing this claim highlighted the fact that a year on from the OS survey on the impact of Flexi Accrual, no diminution in productivity has become apparent and that the findings of that survey with regard to productivity had been maintained.

In light of this the Staff Side sought a Disagreed Report and a referral to the Arbitration Board.

The OS will revert on this matter.

**Access to the Supplementary Pension.** this in the context of the stated "Central Review" which it has been stated is taking place.

The Staff Side reiterated its collective concerns that members were required to claim that they were actively seeking work prior to gaining access to the supplementary pension. The issue of job seekers allowance was raised in this regard. The Staff side had been given to understand that this would not be a problem. The OS were aware of this, this was a DSP issue, a new circular was being drafted and will be published this summer.

#### **Delays in the issuance of finding from both the Arbitration Board and the Adjudicator.**

The Staff Side indicated that it could take up to 13 weeks to receive Reports this was one of the major failing of the current C&A system and would be alleviated by concluding arrangements giving equivalent fora to all other workers.

The OS accepted a delay in the specific case referenced and further referenced the necessity of bring reports to the Minister and the Dail prior to issuance.

#### **Engagement with the NSSO.**

The Staff Side restated its position that the NSSO should supply anonymised data on issues of concern to the Staff Side in order for it to have an objective view on the efficacy of the operation of current systems operated by the NSSO on behalf of line employers.

The NSSO expressed an opinion the it was precluded from sharing any data for undefined GDPR reasons and as part of contractual restriction with these employers. No details of this was shared.

#### **Reform of the C&A Scheme.**

The Staff side expressed its alarm that the 6 month time frame from completing the reform of the C&A Scheme had now elapsed, little engagement or progress had been made. The independent Chair has not been appointed.

A formal response to a Staff Side letter outlining these concerns was sought.

The OS restated its commitment to the change project and would respond. On the issue of the agreed independent chair a meeting has been arranged with the WRC to progress this.

### **June**

**Overtime Divisor.** Concerns were raised by the Staff Side regarding the undue delay in re convening the subcommittee on this issue and attention was drawn to the fact that the mandate to address this was a product of the last pay agreement and the review of hours. OS to offer date.

**WRC, C&A reform.** The Staff Side raised the issue of addressing local bargaining disputes in the context of an un reformed C+A scheme and pointed out that this could be very problematic. The SS suggested that the facilities of the WRC could be used to address this. This issue of the agreed independent Chair of General Council was raised and an update sought. C+A Structures which mirrored those of the WRC in addition to a grievance procedure that was fit for purpose were central. The Staff Side again sought confirmation that management were in agreement on this.

The Official Side indicated that they had engaged with the WRC on the 31st of May re the GC Chair and stated that in principal reform of the C&A scheme was still the position of management.

Dates for subcommittee to be arranged.

**NSSO engagement.** As agreed the Staff Side submitted a detailed list of concerns regarding issues which were of concern to staff and again raised its concern regarding the failure of the NSSO to engage on these matters.

It was pointed out that the NSSO had sought to meet with the Staff Side on matters of concern to it.

Response awaited.

**Update on Forsa FGE April Claims on Establishment & Allowances.** No response of the Establishment issue was available, there was some confusion on the official side as to which section could address this.

The Staff Side stated that this was a competence of General Council under the terms of the C&A Scheme and not a local matter, as this affected all Departments.

Allowance. Note issued. This was not agreed more information sought.

### **July**

Update on the Staff side request for meetings with the NSSO, to address the issues raised in its submission.

The Staff Side submitted as requested an outline of the nature of the engagement requested with the NSSO. The purpose of this engagement was aimed at improving the experience of staff interactions with the NSSO. The Staff Side regard

the objections raised with regard to GDPR issues as misplaced. It is the Staff Side position that all sides have a collective imperative to address issues of process that are perceived by staff to be deficient. The official Side agreed to revert on this.

#### **Update on C&A Reform and the independent Chair of General council.**

The Staff Side expressed its collective view that momentum must be maintained on C&A Reform. It welcomed the inclusion of reference to this in the recently draft action plan.

The Official Side will issue proposed dates for a meeting.

#### **Update on T&S issues**

This relates to T&S issues raised at the January meeting of General council and to the recent issuance of correspondence to employers by DPENDPR on place of work in the context of Blended Working.

The Staff Side reiterated its concerns regarding the issuance of circulars without prior notification or discussion with the Staff Side.

In this context and with particular focus on the issue of T&S, the Staff Side focused on the practical implications of the new realities of a Blended Working environment and the clarification previously sought with regard to the position being adopted by DAFM.

The Official Side stated indicated that such circulars will issue to the Staff Side again as was the practice previously. A specific response with regard to the DAFM case will issue.

#### **Trauma and Assault in the Workplace**

This relates to concerns first raised at the September 2023 meeting of General Council, in particular best practice for employers in the first place minimising the potential for trauma and assault and dealing with the effects of trauma up to and including assault of workers, while discharging their duties.

The Staff side outlined its concerns in this regard, in particular in the context of the changing societal environment.

The Official Side shared these concerns and agreed to convene a meeting to address these concerns.

#### **Circular 12/2024**

The Staff Side raised its concerns regarding the issuance of Circular 12/2024 dealing with issues of the application of the supplementary pension and the obligations of staff to sign on with DSP.

This issue has been raised previously with the OS and as such had a legitimate expectation that this would be discussed with the Staff Side prior to issuance. This has been the norm and aids the IR process.

The OS indicated that it had consulted with concerned parties on this. It agreed to share circulars going forward

#### **Supply of Uniforms to FGE Grades.**

Advice to line Departments on the supply of new uniform to Service Officers was a cause of concern, the normal procedure has been to consult with Forsa, take issues raised on board and arrange for these concerns to be addressed with the experts in the field and the OGP.

This did not happen.

OS to issue clarification.

### **September**

**Probation related Issues.** The staff Side reiterated its opposition to to the removal of recourse to the Disciplinary Appeals Board and the creation of an alternative internal mechanism to deal with appeals. The time lines proposed were, in the view of the Staff Side, unrealistic.

In addition, concerns were raised regarding the positions adopted by the Official Side, at the last meeting of the subcommittee on this issue. In particular correspondence exchanged and the concerns regarding the nature of that correspondence was raised. No responses from the Official Side has been received by the Staff Side parties involved. Responses sought.

The Official Side have sought that the subcommittee be reconvened. Official side to revert.

**NSSO.** The Staff Side submitted a request for progress reports on a number of concerns raised by members. This was in the context of repeated requests by the Staff Side to re engage with the NSSO and the referral of this request back to DPENDPR by the NSSO of this request.

The Official Side acknowledged these repeated requests and the informational lacuna which has arisen. OS to revert on this.

**Disagreed Report Flexi Accrual**

The Staff Side raised its concern regarding the insistence of the Official Side, that there was an obligation on the Staff Side, to produce a Disagreed Report on this issue. It was the view of the SP that this demand was unprecedented and obstructionist in nature. The Staff Side insisted that this claim be progressed in the normal manner and that a disagreed report be furnished by the OS for signing. This was agreed by the OS and a Disagreed Report will issue.

Standing Items LRA 2013-2018 / PSSA 2018-2020 / BM 2021-2022 No issues advised

**POA Claims**

The POA raised its concerns regarding claims lodged by it in February 2024 and resubmitted in July. The substance of these claims has not in many cases been addressed and were not as stated by the OS resolvable at a local level. In this context the POA were asking again that these claim be addressed centrally. OS to review and revert.

**CS Action Plan/Progress Report**

FORSA raised its concerns regarding the content of the Civil Service Action plan and Progress Report. No agreement on the Assisted Return to Career has been made by Forsa. A Staff Side submission was made on the substantive document, it appears the concerns raised by the Staff Side were not recognised. The DSP contribution to the Progress Report was also a cause for concern and should be amended.

**C&A Reform**

The Staff Side observed that it was evident the current structures of the C&A Scheme were not robust enough and were not capable of delivering analogous IR facilities to those provided in other public service employments. In this context reform was an imperative. After many delays a meeting has now been set for the 14th of October.

**November****Pro-rata Application of Sick Leave Limits**

The Staff side indicated that there was a worrying emergent trend in the utilisation of sick leave records as the applied to the awarding of incremental progression, there appeared to be no consistency in the application or interpretation of limits, this was leading to selective interpretation by line employers. While a worker can be accessed as susceptible to incremental progression under PMDS, this appeared to be negated by triggering monthly intervention from the NSSO on individual sick records

The OS indicated that no instruction on this had issued to line employers on this, that 2018 Guideline existed and that this seemed to be the product of interactions between the NSSO and local HRs.

OS to revert on this.

**Update on the Civil Service Regulation Bill.**

The Staff Side indicated that as the implication of the RAI were profound this should be back on the agenda for GC. The SS references its 2018 submission on this and in particular its implications for the Disciplinary process in the Civil Service, an update on this was requested.

OS indicated that a decision was taken in march 2024 to proceed with this, the incoming Government would decide on the priority this would be given.

Forsa raised the issue of significant reorganisation in the Laboratories area, no consultation has taken place and clarification was sought.

OS to revert on this.

**Flexi Accrual Disagreed Report** the Staff Side again raised the failure of the OS to issue this report and progress this to 3rd party. The OS agreed again to issue this report.

**4. Disciplinary Appeals Board 2024.****APPEALS 2024- DISCIPLINARY CODE 19/2016**

Number of Disciplinary Cases heard in 2024 =5.

Number of Disciplinary Cases submitted (not yet heard) and outstanding in 2024= 3.

Number of Disciplinary Cases submitted but withdrawn in 2024= 0.

The outcome of those appeals • Sanction Upheld = 4.

• Sanction Partially Upheld = 1

- Sanction not upheld = 0
- Sanction TBC = 1

**Breakdown by grade of all appeals**

- Service Officer = 1
- CO = 2
- EO = 2
- HEO = 1
- Vet Surgeon = 1
- Solicitor = 1

**Breakdown of all Department / Office where appeals were lodged.**

- Foreign Affairs = 2
- Justice = 1
- Health = 1
- Legal Aid Board = 1
- Agriculture, Food and Marine = 1
- Education = 1
- Enterprise = 1

**List of all outstanding cases at the end of 2024 (i.e. appeals lodged but not heard)**

- Agriculture, Food and Marine = 1
- Education = 1
- Enterprise = 1

List of appeals submitted by Department / Office but withdrawn in 2024 =0

**APPEALS 2023 – PROBATION (Reversions)**

Number of Probationer Appeals heard by CSAB in 2024 =12.

Number of Probationer Appeals submitted and outstanding in 2024= 2.

Number of Probationer Appeals submitted but withdrawn in 2024= 6.

**The outcome of those appeals**

- Sanction upheld = 9.
- Sanction partially upheld = 0
- Sanction not upheld = 2
- Sanction TBC = 1

**Breakdown by grade of all appeals**

- CO = 1
- EO = 13
- HEO = 1
- AP = 5

**Breakdown of all Department / Office where appeals were lodged**

- Health = 1
- IHREC = 1
- Justice = 2
- Foreign Affairs = 3
- Children, Equality, Disability, Integration and Youth = 2
- Social Protection = 2
- Agriculture, Food and Marine = 1
- Revenue = 5
- OGP = 1
- Defence = 1
- Further and Higher Education, Research, Innovation and Science = 1

**List of all outstanding appeals at the end of 2024 (i.e. appeals lodged but not heard) =2**

List of appeals submitted by Department / Office but withdrawn in 2024

- Revenue = 4
- Foreign Affairs = 1
- OGP = 1

**OVERALL APPEALS TOTALS 2024**

Total no. of Hearings heard in 2024 =18.

Total no of hearings outstanding at end 2024 (to be scheduled early 2024)= 3

Total no of hearings outstanding at end 2024 (awaiting decision 2024) =2

Total no. of hearings withdrawn in 2024 =6

Total no. of sanctions up-held in 2024 =13

Total no. of sanctions partially up-held in 2024 =1

Total no. of sanctions not up-held in 2024 =2

Total no. of grades in 2024 =7

Total no. of Departments in 2024 =14

## Adjudication & Arbitration 2024.

Copies of Adjudications and Arbitrations received in 2024 are attached in **Appendix 1**

## 6. Pensions/ Superannuation.

The Staff Side outlined that it is now 10 years since the SPSPS was introduced on 1/1/2013, and are looking for a joint SP and DPENDPDR review of the operation of the Scheme.

The Official Side agreed to this engagement and outline that there were now over 25000 people on the post 1/1/2013 scheme. Information on this from across the Civil Service is available and will be shared. A report to the minister is being prepared for June.

*Note for the Staff Panel of General Council re Single Scheme  
10 May 2024.*

The Public Service Single Pension Scheme was introduced with the purpose of putting public service pensions on a sustainable footing into the long term.

It is a career averaging defined benefit scheme.

Current membership is in the region of 242,000 of which approximately 25,000 are Civil Servants.

There is a Single Scheme website which provides information to support employers and members – the link is <https://singlepensionscheme.gov.ie>.

Over the last number of years there has been a focus on ensuring that public service bodies are in compliance with the legal provisions of the scheme through the implementation of the Single Scheme Action Plan 2021/22 which was monitored by Government. The Action Plan and associated Annual Reports are available on the website [here](#).

While progress was made in improving overall compliance, there still remains some room for improvement and therefore a subsequent Action Plan 23/24 was agreed last year. The first annual report on the progress over 2023 will also be available on the website following its presentation to Government.

### Circular 12/2024

The Staff Side raised its concerns regarding the issuance of Circular 12/2024 dealing with issues of the application of the supplementary pension and the obligations of staff to sign on with DSP.

This issue has been raised previously with the OS and as such had a legitimate expectation that this would be discussed with the Staff Side prior to issuance. This has been the norm and aids the IR process.

The OS indicated that it had consulted with concerned parties on this. See below

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/300335/cb498f83-474c-40b9-8a3f-df8498e6fe90.pdf#page=null>

## 7. Travel and Subsistence.

<https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx>

## 8. Annual Leave 1st January 2024

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/261327/92deae02-4627-452b-bc4a-50af15d3024a.pdf#page=null>9.

## 9. Civil Service Sick Leave

Following a request for an update on sick leave arrangement the following note was issued to the CS Staff Panel by the Official side.

Public Service Sick Leave – Note May 2024

- The Public Service sick leave legislation was enacted in 2013 that gave the powers to the Minister to set the sick leave provisions for the public service. This was a reform measure under the Public Service Management (Recruitment and Appointments) (Amendment) Act 2013.
- The sick leave regulations Public Service Management (Sick Leave) Regulations 2014, S.I. 124 were introduced de novo in 2014 and set out statutory provisions for paid sick leave across the public service. The scheme was put in place on a statutory basis of foot of labour court agreements and engagement with Public Service Unions and Associations.
- It is a Public Service scheme and includes the Civil Service, Health, Justice, Education and Local Government sectors.
- There was a comprehensive review of the operation of the scheme carried out in 2015/2016.
- Changes to the scheme were agreed after extensive consultation over a number of years with Public Service unions and associations at both the WRC and the Labour Court in 2018.
- These changes were introduced on a statutory basis in Sept 2023, Public Service Management (Sick Leave) (Amendment) Regulations 2023, SI 407 of 2023.

Support Materials regarding Public Service Management (Sick Leave) (Amendment) Regulations 2023 and the changes made to the scheme can be found at the following link and includes information on the amendments, an information flyer and FAQs. <https://www.gov.ie/en/publication/0cbbe-updated-public-service-management-sick-leave-regulations-si-124-of-2014/>

## 10. The CMO in the Civil Service

See links below to the services and supports provided by the CMO.

In addition see link to a collection of Circulars addressing the following 12/2023: Management of Sick Leave, 22/2007: Ill-Health Retirement from the Civil Service, 13/2023: Assessment for Promotion and Higher Duties Allowance.

<https://www.gov.ie/en/campaigns/ac5bc-office-of-the-chief-medical-officer/?referrer=https://cmo.gov.ie/>

<https://www.gov.ie/en/collection/ad19a-cmocirculars/>

## 11. Civil Service Employee Assistance Service.

The CSEAS issued an updated Code of Practice in 2024, in addition the CSEAS Activity Report for 2023 was produced. See Links below.

<https://www.cseas.per.gov.ie/wp-content/uploads/10-06-2014-Revised-CSEAS-Code-of-Practice.pdf>

<https://www.cseas.per.gov.ie/wp-content/uploads/CSEAS-Activity-Report-2023.pdf>

## 12. Action Plans Civil Service & Prison Service

### Civil Service

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/300903/7445f53a-a803-4b3e-b5db-6d7427356fd4.pdf#page=null>

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/313309/9b3013db-df49-4dce-9a19-3a1e54c61e58.pdf#page=null>

### Prison Service

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/313320/9931f006-7c8e-451a-8606-6db703fd4179.pdf#page=null>

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/301115/ff0c76be-92e6-40d2-863b-023f72bf5d1c.pdf#page=null>

## 13. Civil Service Staff Panel Seminar 2024

This years Civil Service Seminar took place in Wexford,  
This event was successful and stimulated discussion, the following subjects were addressed.

A Review of the Industrial Relations Year –  
*Eamonn Donnelly, Deputy General Secretary Forsa and Head of Civil Service Division.*

The Perceived Growth of Racism in Irish Society,  
*David Joyce, ICTU.*

An Overview of the Work of the Civil Service Employee Assistance Service in the Context of a  
Changing Civil Service, *Susan Clarke, Manager CSEAS.*

Trade Union Renewal – A Case Study from the FSU,  
*Gareth Murphy, Head of Industrial Relations, Financial Services Union.*  
Overview of the Implications of Budget 2025, the US Election and the Current Economic  
Environment  
*Tom McDonnell, Nevin Economic Research Institute*

I wish to thank all those who contributed to the Civil Service staff Panel through out the year, in particular  
Chair Paul Malone and Vice Chair Dermot Kelly for their assistance and co operation.

Eugene Dunne

Secretary,  
Civil Service, General Council,  
Staff Panel.



Revenue ABDM

# PAY CIRCULARS

**Circular Title:** Application of 1 March 2025 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 06/2025

**Purpose:** This circular sets out pay increases due on 1 March 2025 as provided for in the “Public Service Agreement 2024-2026”

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

**Effective From:** 1 March 2025

Mise le meas,



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Colin Menton  
Deputy 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 March 2025**.

## 2. General

- 2.1. This circular sets out pay increases due on **1 March 2025** 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 2025.

## 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% or €1,000, whichever is greater, with effect from **1 March 2025**.
- 3.2. Revised payscales for members of general service grades and certain grades common to two or more Departments to which this circular applies are set out in the Appendices to this circular.

## 4. Overtime

- 4.1. Payment in respect of overtime rendered on or subsequent to **1 March 2025** by members of grades to which this circular applies should be calculated by reference to the revised pay rates with effect from **1 March 2025**.

## 5. Premium Rates of Pay

- 5.1. Premium rates of pay payable in respect of or subsequent to **1 March 2025** which are calculated as specific percentage or specified proportion of basic salary should be calculated by reference to the revised rates of pay with effect from **1 March 2025**.

## 6. Allowances

- 6.1. Allowances in the nature of pay for civil servants to whom this circular applies will be increased by 2% from **1 March 2025**.

- 6.2. Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay with effect from **1 March 2025**.
- 6.3. Children's allowances, both standard and ex-gratia, remain unchanged.

## 7. Pensions

- 7.1. The principle of pay parity in pension increases for pre-existing 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. Guidance on the methodology for calculating these pension increases is appended to 24 September 2024's letter to HR Managers / Pension Administrators<sup>2</sup>.
- 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.
- 7.3. Additional Superannuation Contributions: The ASC rates for 2025 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 2025

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

## 8. Queries

- 8.1. Individual queries in relation to this circular should be raised in the first instance with HR Shared Services (NSSO) or, where applicable, with local Human Resource Units.
- 8.2. Departments who experience difficulties that arise in the application of this circular should raise the matter with this Department by contacting:  
For general queries [support@Paytravelvertime.cloud.gov.ie](mailto:support@Paytravelvertime.cloud.gov.ie)

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

<sup>2</sup> "Application of 'Pay Parity' as Pension Increase Policy, in line with the Public Service Agreement 2024-2026"; available at <https://www.gov.ie/en/circulars/>

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/>

## Appendix 1A

Revised pay scales with effect from 01 March 2025 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

€275,367.00

### SECRETARY GENERAL LEVEL II - PPC

€259,170.00

### SECRETARY GENERAL LEVEL III - PPC

€245,530.00

### DEPUTY SECRETARY - PPC

€214,938.00

### ASSISTANT SECRETARY - PPC

€166,473.00 €174,039.00 €182,238.00 €190,435.00

### PRINCIPAL HIGHER SCALE - PPC

€112,974.00 €117,625.00 €122,299.00 €126,962.00 €130,939.00 €135,131.00<sup>1</sup>  
€139,320.00<sup>2</sup>

### PRINCIPAL - PPC

€104,971.00 €109,426.00 €113,845.00 €118,298.00 €122,054.00 €125,951.00<sup>1</sup>  
€129,841.00<sup>2</sup>

### ASSISTANT PRINCIPAL HIGHER - PPC

€88,547.00 €91,914.00 €95,291.00 €98,667.00 €102,040.00 €104,012.00 €107,358.00<sup>1</sup>  
€110,715.00<sup>2</sup>

### ASSISTANT PRINCIPAL - PPC

€80,668.00 €83,639.00 €86,651.00 €89,672.00 €92,690.00 €94,431.00 €97,474.00<sup>1</sup>  
€100,530.00<sup>2</sup>

### ADMINISTRATIVE OFFICER - PPC

€39,869.00 €42,539.00 €43,303.00 €46,647.00 €50,927.00 €54,304.00 €57,815.00  
€61,372.00 €64,928.00 €68,472.00 €70,928.00<sup>1</sup> €73,378.00<sup>2</sup>

### ADMINISTRATIVE OFFICER HIGHER SCALE - PPC

€54,304.00 €57,815.00 €61,372.00 €64,928.00 €68,472.00 €70,928.00 €73,344.00  
€75,765.00

### HIGHER EXECUTIVE OFFICER - PPC

€58,264.00 €59,967.00 €61,668.00 €63,366.00 €65,072.00 €66,769.00 €68,472.00  
€70,928.00<sup>1</sup> €73,378.00<sup>2</sup>

### HIGHER EXECUTIVE OFFICER HIGHER SCALE - PPC

€61,668.00 €63,366.00 €65,072.00 €66,769.00 €68,472.00 €70,928.00 €72,536.00  
€74,150.00 €75,765.00

**EXECUTIVE OFFICER - PPC**

€37,544.00	€39,465.00	€40,550.00	€42,667.00	€44,564.00	€46,400.00	€48,229.00
€50,019.00	€51,848.00	€53,670.00	€55,604.00	€56,900.00	€58,748.00 <sup>1</sup>	€60,610.00 <sup>2</sup>

**EXECUTIVE OFFICER HIGHER SCALE - PPC**

€40,550.00	€42,667.00	€44,564.00	€46,400.00	€48,229.00	€50,019.00	€51,848.00
€53,670.00	€55,604.00	€56,900.00	€58,748.00	€60,133.00	€61,520.00	€62,912.00

**CLERICAL OFFICER - PPC**

€590.21	€623.23	€631.62	€647.99	€672.15	€696.26	€720.35	€737.91	€757.82
€780.93	€797.18	€820.07	€842.79	€878.27	€906.13 <sup>1</sup>	€918.93 <sup>2</sup>		

**CLERICAL OFFICER HIGHER SCALE - PPC**

€647.99	€672.15	€696.26	€720.35	€737.91	€757.82	€780.93	€797.18	€820.07
€842.79	€878.27	€906.13	€918.93	€936.20				

**HEAD SERVICES OFFICER - PPC**

€756.59	€774.72	€789.31	€810.52	€831.74	€852.99	€878.29 <sup>1</sup>	€906.15 <sup>2</sup>
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**SERVICES OFFICER - PPC**

€559.97	€588.25	€598.97	€621.52	€641.70	€653.78	€667.88	€684.86	€713.91
€728.27 <sup>1</sup>	€751.11 <sup>2</sup>							

**SERVICES ATTENDANT - PPC**

€553.55	€572.73	€598.97	€607.26	€624.47	€644.65	€662.25	€682.04	€706.38
€726.29 <sup>1</sup>	€742.91 <sup>2</sup>							

**CLEANER - PPC**

€538.54	€568.36	€576.72	€596.17	€619.59	€634.07 <sup>1</sup>	€648.58 <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 March 2025 for Civil Servants appointed before 6th April 1995 in General Service grades.

### SECRETARY GENERAL LEVEL I

€261,598.00

### SECRETARY GENERAL LEVEL II

€246,211.00

### SECRETARY GENERAL LEVEL III

€233,253.00

### DEPUTY SECRETARY

€204,190.00

### ASSISTANT SECRETARY

€158,152.00 €165,339.00 €173,127.00 €180,915.00

### PRINCIPAL HIGHER

€107,319.00 €111,745.00 €116,186.00 €120,612.00 €124,395.00 €128,378.00<sup>1</sup>  
€132,358.00<sup>2</sup>

### PRINCIPAL

€99,723.00 €103,948.00 €108,149.00 €112,386.00 €115,953.00 €119,655.00<sup>1</sup>  
€123,349.00<sup>2</sup>

### ASSISTANT PRINCIPAL HIGHER

€84,113.00 €87,317.00 €90,533.00 €93,731.00 €96,938.00 €98,806.00 €101,999.00<sup>1</sup>  
€105,181.00<sup>2</sup>

### ASSISTANT PRINCIPAL

€77,921.00 €80,757.00 €82,321.00 €85,189.00 €88,057.00 €89,714.00 €92,602.00<sup>1</sup>  
€95,502.00<sup>2</sup>

### ADMINISTRATIVE OFFICER

€38,358.00 €41,080.00 €41,454.00 €44,633.00 €48,700.00 €51,817.00 €55,066.00  
€58,413.00 €61,789.00 €65,159.00 €67,483.00<sup>1</sup> €69,815.00<sup>2</sup>

### ADMINISTRATIVE OFFICER HIGHER SCALE

€51,817.00 €55,066.00 €58,413.00 €61,789.00 €65,159.00 €67,483.00 €69,786.00  
€72,087.00

### HIGHER EXECUTIVE OFFICER

€55,492.00 €57,093.00 €58,692.00 €60,304.00 €61,918.00 €63,545.00 €65,159.00  
€67,483.00<sup>1</sup> €69,815.00<sup>2</sup>

**HIGHER EXECUTIVE OFFICER HIGHER SCALE**

€58,692.00 €60,304.00 €61,918.00 €63,545.00 €65,159.00 €67,483.00 €69,011.00  
€70,548.00 €72,087.00

**EXECUTIVE OFFICER**

€35,983.00 €38,152.00 €39,010.00 €40,860.00 €42,659.00 €44,406.00 €46,141.00  
€47,841.00 €49,559.00 €51,234.00 €53,001.00 €54,209.00 €55,945.00<sup>1</sup> €57,697.00<sup>2</sup>

**EXECUTIVE OFFICER HIGHER SCALE**

€39,010.00 €40,860.00 €42,659.00 €44,406.00 €46,141.00 €47,841.00 €49,559.00  
€51,234.00 €53,001.00 €54,209.00 €55,945.00 €57,251.00 €58,552.00 €59,869.00

**CLERICAL OFFICER**

€566.00 €597.41 €605.37 €628.59 €643.89 €666.81 €689.73 €712.65 €729.11  
€751.36 €770.03 €785.21 €806.82 €840.51 €867.00<sup>1</sup> €879.23<sup>2</sup>

**CLERICAL OFFICER HIGHER SCALE**

€628.59 €643.89 €666.81 €689.73 €712.65 €729.11 €751.36 €770.03 €785.21  
€806.82 €840.51 €867.00 €879.23 €895.55

**HEAD SERVICES OFFICER**

€730.99 €745.42 €762.42 €782.87 €796.32 €816.48 €840.51<sup>1</sup> €867.00<sup>2</sup>

**SERVICES OFFICER**

€548.91 €564.20 €577.98 €596.34 €615.01 €634.11 €647.76 €656.00 €683.71  
€703.22<sup>1</sup> €725.66<sup>2</sup>

**SERVICES ATTENDANT**

€548.91 €549.73 €577.98 €585.74 €598.93 €617.77 €642.33 €653.28 €676.41  
€695.36<sup>1</sup> €717.57<sup>2</sup>

**CLEANER**

€520.18 €545.76 €556.78 €575.35 €594.50 €607.74<sup>1</sup> €629.13<sup>2</sup>

<sup>1</sup> After 3 years satisfactory service at the maximum.

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



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

**Circular Title:** Application of 1 October 2024 pay adjustments

A Dhuine Uasail,

I am directed by the Minister for Public Expenditure NDP Delivery and Reform to convey the following instruction 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 14/2024

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

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

**Effective From:** 1 October 2024

Mise le meas,

Barry O'Brien  
 Assistant Secretary  
 Public Service Resourcing Division

**Tithe an Rialtais, Sr/Éid Mhuirfean Uacht, Baile `tha Cliath 2, D02 R583**  
 Government Buildings, Upper Merrion Street, Dublin 2, D02 R583  
 T +353 1 676 7571  
[www.per.gov.ie](http://www.per.gov.ie)

## 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 October 2024**.

## 2. General

- 2.1. This circular sets out pay increases due on **1 October 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 1% or €500, whichever is greater, with effect from **1 October 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 October 2024** by members of grades to which this circular applies should be calculated by reference to the revised pay rates with effect from **1 October 2024**.

## 5. Premium Rates of Pay

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

## 6. Allowances

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

## 7. Pensions

- 7.1. The principle of pay parity in pension increases for pre-existing 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.
- 7.3. 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

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

## 8. Queries

- 8.1. Individual queries in relation to this circular should be raised in the first instance with HR Shared Services (NSSO) or, where applicable, with local Human Resource Units.
- 8.2. Departments who experience difficulties that arise in the application of this circular should raise the matter with this Department by contacting:  
 For general queries [support@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>1</sup> Pre-existing Public Service Pension schemes (as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012)

Appendix 1A

Revised pay scales with effect from 01 October 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)

€269,968

SECRETARY GENERAL LEVEL II (PPC)

€254,088

SECRETARY GENERAL LEVEL III (PPC)

€240,716

DEPUTY SECRETARY (PPC)

€210,724

ASSISTANT SECRETARY (PPC)

€163,209 €170,626 €178,665 €186,701

PRINCIPAL HIGHER SCALE (PPC)

€110,759 €115,319 €119,901 €124,473 €128,372 €132,481<sup>1</sup> €136,588<sup>2</sup>

PRINCIPAL (PPC)

€102,913 €107,280 €111,613 €115,978 €119,661 €123,481<sup>1</sup> €127,295<sup>2</sup>

ASSISTANT PRINCIPAL HIGHER (PPC)

€86,811 €90,112 €93,423 €96,732 €100,039 €101,973 €105,253<sup>1</sup> €108,544<sup>2</sup>

ASSISTANT PRINCIPAL (PPC)

€79,086 €81,999 €84,952 €87,914 €90,873 €92,579 €95,563<sup>1</sup> €98,559<sup>2</sup>

ADMINISTRATIVE OFFICER (PPC)

€38,869 €41,539 €42,303 €45,647 €49,927 €53,239 €56,681 €60,169 €63,655  
€67,129 €69,537<sup>1</sup> €71,939<sup>2</sup>

ADMINISTRATIVE OFFICER HIGHER SCALE (PPC)

€53,239 €56,681 €60,169 €63,655 €67,129 €69,537 €71,906 €74,279

HIGHER EXECUTIVE OFFICER (PPC)

€57,122 €58,791 €60,459 €62,124 €63,796 €65,460 €67,129 €69,537<sup>1</sup> €71,939<sup>2</sup>

HIGHER EXECUTIVE OFFICER HIGHER SCALE (PPC)

€60,459 €62,124 €63,796 €65,460 €67,129 €69,537 €71,114 €72,696 €74,279

EXECUTIVE OFFICER (PPC)

€36,544 €38,465 €39,550 €41,667 €43,564 €45,400 €47,229 €49,019 €50,831  
€52,618 €54,514 €55,784 €57,596<sup>1</sup> €59,422<sup>2</sup>

**EXECUTIVE OFFICER HIGHER SCALE (PPC)**

€39,550	€41,667	€43,564	€45,400	€47,229	€49,019	€50,831	€52,618	€54,514
€55,784	€57,596	€58,954	€60,314	€61,678				

**CLERICAL OFFICER (PPC)**

€571.04	€604.06	€612.46	€628.82	€652.99	€677.10	€701.19	€718.74	€738.65
€761.77	€778.02	€800.90	€823.63	€859.10	€886.97 <sup>1</sup>	€899.77 <sup>2</sup>		

**CLERICAL OFFICER HIGHER SCALE (PPC)**

€628.82	€652.99	€677.10	€701.19	€718.74	€738.65	€761.77	€778.02	€800.90
€823.63	€859.10	€886.97	€899.77	€917.04				

**HEAD SERVICES OFFICER (PPC)**

€737.43	€755.56	€770.14	€791.36	€812.57	€833.83	€859.12 <sup>1</sup>	€886.99 <sup>2</sup>	
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**SERVICES OFFICER (PPC)**

€540.80	€569.09	€579.80	€602.36	€622.54	€634.61	€648.72	€665.70	€694.75
€709.10 <sup>1</sup>	€731.95 <sup>2</sup>							

**SERVICES ATTENDANT (PPC)**

€534.38	€553.56	€579.80	€588.10	€605.31	€625.49	€643.08	€662.88	€687.22
€707.13 <sup>1</sup>	€723.74 <sup>2</sup>							

**CLEANER (PPC)**

€519.38	€549.20	€557.55	€577.00	€600.42	€614.91 <sup>1</sup>	€629.42 <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 October 2024 for Civil Servants appointed before 6th April 1995 in General Service grades.

**SECRETARY GENERAL I**

€256,469

**SECRETARY GENERAL II**

€241,383

**SECRETARY GENERAL III**

€228,679

**DEPUTY SECRETARY**

€200,186

**ASSISTANT SECRETARY**

€155,051 €162,097 €169,732 €177,368

**PRINCIPAL HIGHER**

€105,215 €109,554 €113,908 €118,247 €121,956 €125,861<sup>1</sup> €129,763<sup>2</sup>

**PRINCIPAL**

€97,768 €101,910 €106,028 €110,182 €113,679 €117,309<sup>1</sup> €120,930<sup>2</sup>

**ASSISTANT PRINCIPAL HIGHER**

€82,464 €85,605 €88,758 €91,893 €95,037 €96,869 €99,999<sup>1</sup> €103,119<sup>2</sup>

**ASSISTANT PRINCIPAL**

€76,393 €79,174 €80,707 €83,519 €86,330 €87,955 €90,786<sup>1</sup> €93,629<sup>2</sup>

**ADMINISTRATIVE OFFICER**

€37,358 €40,080 €40,454 €43,633 €47,700 €50,801 €53,986 €57,268  
€60,577 €63,881 €66,160<sup>1</sup> €68,446<sup>2</sup>

**ADMINISTRATIVE OFFICER HIGHER SCALE**

€50,801 €53,986 €57,268 €60,577 €63,881 €66,160 €68,418 €70,674

**HIGHER EXECUTIVE OFFICER**

€54,404 €55,974 €57,541 €59,122 €60,704 €62,299 €63,881 €66,160<sup>1</sup> €68,446<sup>2</sup>

**HIGHER EXECUTIVE OFFICER HIGHER SCALE**

€57,541 €59,122 €60,704 €62,299 €63,881 €66,160 €67,658 €69,165 €70,674

**EXECUTIVE OFFICER**

€34,983 €37,152 €38,010 €39,860 €41,659 €43,406 €45,141 €46,841 €48,559  
€50,229 €51,962 €53,146 €54,848<sup>1</sup> €56,566<sup>2</sup>

**EXECUTIVE OFFICER HIGHER SCALE**

€38,010 €39,860 €41,659 €43,406 €45,141 €46,841 €48,559 €50,229 €51,962  
€53,146 €54,848 €56,128 €57,404 €58,695

**CLERICAL OFFICER**

€546.84	€578.25	€586.20	€609.43	€624.72	€647.64	€670.56	€693.48	€709.95
€732.20	€750.86	€766.04	€787.66	€821.35	€847.83 <sup>1</sup>	€860.06 <sup>2</sup>		

**CLERICAL OFFICER HIGHER SCALE**

€609.43	€624.72	€647.64	€670.56	€693.48	€709.95	€732.20	€750.86	€766.04
€787.66	€821.35	€847.83	€860.06	€876.39				

**HEAD SERVICES OFFICER**

€711.82	€726.26	€743.25	€763.70	€777.16	€797.32	€821.35 <sup>1</sup>	€847.83 <sup>2</sup>	
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**SERVICES OFFICER**

€529.74	€545.04	€558.82	€577.18	€595.84	€614.95	€628.59	€636.83	€664.55
€684.06 <sup>1</sup>	€706.50 <sup>2</sup>							

**SERVICES ATTENDANT**

€529.74	€530.57	€558.82	€566.58	€579.76	€598.60	€623.17	€634.11	
€657.24	€676.20 <sup>1</sup>	€698.41 <sup>2</sup>						

**CLEANER**

€501.02	€526.60	€537.62	€556.19	€575.34	€588.58 <sup>1</sup>	€609.97 <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.

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



**Circular Title:** Application of 1 June 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 08/2024

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

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

**Effective From:** 1 June 2024

Mise le meas,

Barry O'Brien  
Assistant Secretary  
Public Service Resourcing Division

Tithe an Rialtais, Sr/Eid Mhuirfean Uacht, Baile `tha Cliath 2, D02 R583  
Government Buildings, Upper Merrion Street, Dublin 2, D02 R583  
T +353 1 676 7571  
[www.per.gov.ie](http://www.per.gov.ie)

## 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 June 2024**.

## 2. General

- 2.1. This circular sets out pay increases due on **1 June 2024** as provided for under the Public Service Agreement 2024-2026.
- 2.2. The adjustments should be rounded to the nearest euro on annual paycales and to the nearest cent on weekly paycales. 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 1% with effect from **1 June 2024**.
- 3.2. Revised paycales 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 June 2024** by members of grades to which this circular applies should be calculated by reference to the revised pay rates with effect from **1 June 2024**.

## 5. Premium Rates of Pay

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

## 6. Allowances

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

## 7. Pensions

- 7.1. The principle of pay parity in pension increases for pre-existing 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.
- 7.3. 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

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

## 8. Queries

- 8.1. Individual queries in relation to this circular should be raised in the first instance with HR Shared Services (NSSO) or, where applicable, with local Human Resource Units.
- 8.2. Departments who experience difficulties that arise in the application of this circular should raise the matter with this Department by contacting:  
For general queries [support@Paytravelvertime.cloud.gov.ie](mailto:support@Paytravelvertime.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>1</sup> Pre-existing Public Service Pension schemes (as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012)

## Appendix 1A

Revised pay scales with effect from **01 June 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)**
**€267,295**
**SECRETARY GENERAL LEVEL II (PPC)**
**€251,572**
**SECRETARY GENERAL LEVEL III (PPC)**
**€238,333**
**DEPUTY SECRETARY (PPC)**
**€208,638**
**ASSISTANT SECRETARY (PPC)**
**€161,593   €168,937   €176,896   €184,852**
**PRINCIPAL HIGHER SCALE (PPC)**
**€109,662   €114,177   €118,714   €123,241   €127,101   €131,169<sup>1</sup>   €135,236<sup>2</sup>**
**PRINCIPAL (PPC)**
**€101,894   €106,218   €110,508   €114,830   €118,476   €122,258<sup>1</sup>   €126,035<sup>2</sup>**
**ASSISTANT PRINCIPAL HIGHER (PPC)**
**€85,951   €89,220   €92,498   €95,774   €99,049   €100,963   €104,211<sup>1</sup>   €107,469<sup>2</sup>**
**ASSISTANT PRINCIPAL (PPC)**
**€78,303   €81,187   €84,111   €87,044   €89,973   €91,662   €94,617<sup>1</sup>   €97,583<sup>2</sup>**
**ADMINISTRATIVE OFFICER (PPC)**
**€38,369   €41,039   €41,803   €45,147   €49,427   €52,712   €56,120   €59,573   €63,025  
€66,464   €68,849<sup>1</sup>   €71,227<sup>2</sup>**
**ADMINISTRATIVE OFFICER HIGHER SCALE (PPC)**
**€52,712   €56,120   €59,573   €63,025   €66,464   €68,849   €71,194   €73,544**
**HIGHER EXECUTIVE OFFICER (PPC)**
**€56,556   €58,209   €59,860   €61,509   €63,164   €64,812   €66,464   €68,849<sup>1</sup>   €71,227<sup>2</sup>**
**HIGHER EXECUTIVE OFFICER HIGHER SCALE (PPC)**
**€59,860   €61,509   €63,164   €64,812   €66,464   €68,849   €70,410   €71,976   €73,544**
**EXECUTIVE OFFICER (PPC)**
**€36,044   €37,965   €39,050   €41,167   €43,064   €44,900   €46,729   €48,519   €50,328  
€52,097   €53,974   €55,232   €57,026<sup>1</sup>   €58,834<sup>2</sup>**

**EXECUTIVE OFFICER HIGHER SCALE (PPC)**

€39,050 €41,167 €43,064 €44,900 €46,729 €48,519 €50,328 €52,097 €53,974  
€55,232 €57,026 €58,370 €59,717 €61,067

**CLERICAL OFFICER (PPC)**

€561.46 €594.49 €602.87 €619.24 €643.40 €667.51 €691.61 €709.17 €729.07  
€752.18 €768.44 €791.31 €814.04 €849.52 €877.39<sup>1</sup> €890.18<sup>2</sup>

**CLERICAL OFFICER HIGHER SCALE (PPC)**

€619.24 €643.40 €667.51 €691.61 €709.17 €729.07 €752.18 €768.44 €791.31  
€814.04 €849.52 €877.39 €890.18 €907.45

**HEAD SERVICES OFFICER (PPC)**

€727.85 €745.97 €760.56 €781.77 €802.99 €824.24 €849.54<sup>1</sup> €877.41<sup>2</sup>

**SERVICES OFFICER (PPC)**

€531.21 €559.51 €570.21 €592.78 €612.95 €625.03 €639.14 €656.12 €685.16  
€699.53<sup>1</sup> €722.37<sup>2</sup>

**SERVICES ATTENDANT (PPC)**

€524.79 €543.99 €570.21 €578.52 €595.72 €615.91 €633.50 €653.29 €677.64  
€697.54<sup>1</sup> €714.16<sup>2</sup>

**CLEANER (PPC)**

€509.80 €539.61 €547.96 €567.43 €590.84 €605.32<sup>1</sup> €619.84<sup>2</sup>

<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 June 2024 for Civil Servants appointed before 6th April 1995 in General Service grades.

SECRETARY GENERAL I

€253,930

SECRETARY GENERAL II

€238,993

SECRETARY GENERAL III

€226,415

DEPUTY SECRETARY

€198,204

ASSISTANT SECRETARY

€153,516 €160,492 €168,051 €175,612

PRINCIPAL HIGHER

€104,173 €108,469 €112,780 €117,076 €120,749 €124,615<sup>1</sup> €128,478<sup>2</sup>

PRINCIPAL

€96,800 €100,901 €104,978 €109,091 €112,553 €116,148<sup>1</sup> €119,733<sup>2</sup>

ASSISTANT PRINCIPAL HIGHER

€81,648 €84,757 €87,879 €90,983 €94,096 €95,910 €99,009<sup>1</sup> €102,098<sup>2</sup>

ASSISTANT PRINCIPAL

€75,637 €78,390 €79,908 €82,692 €85,475 €87,084 €89,887<sup>1</sup> €92,702<sup>2</sup>

ADMINISTRATIVE OFFICER

€36,858 €39,580 €39,954 €43,133 €47,200 €50,298 €53,451 €56,701  
€59,977 €63,249 €65,505<sup>1</sup> €67,768<sup>2</sup>

ADMINISTRATIVE OFFICER HIGHER SCALE

€50,298 €53,451 €56,701 €59,977 €63,249 €65,505 €67,741 €69,974

HIGHER EXECUTIVE OFFICER

€53,865 €55,420 €56,971 €58,537 €60,103 €61,682 €63,249 €65,505<sup>1</sup> €67,768<sup>2</sup>

HIGHER EXECUTIVE OFFICER HIGHER SCALE

€56,971 €58,537 €60,103 €61,682 €63,249 €65,505 €66,988 €68,480 €69,974

EXECUTIVE OFFICER

€34,483 €36,652 €37,510 €39,360 €41,159 €42,906 €44,641 €46,341 €48,059  
€49,729 €51,448 €52,620 €54,305<sup>1</sup> €56,006<sup>2</sup>

EXECUTIVE OFFICER HIGHER SCALE

€37,510 €39,360 €41,159 €42,906 €44,641 €46,341 €48,059 €49,729 €51,448  
€52,620 €54,305 €55,572 €56,836 €58,114

# CLERICAL OFFICER

€537.25	€568.66	€576.62	€599.85	€615.14	€638.06	€660.99	€683.91	€700.36
€722.62	€741.28	€756.46	€778.07	€811.76	€838.25 <sup>1</sup>	€850.47 <sup>2</sup>		

# CLERICAL OFFICER HIGHER SCALE

€599.85	€615.14	€638.06	€660.99	€683.91	€700.36	€722.62	€741.28	€756.46
€778.07	€811.76	€838.25	€850.47	€866.80				

# HEAD SERVICES OFFICER

€702.25	€716.68	€733.67	€754.12	€767.57	€787.73	€811.76 <sup>1</sup>	€838.25 <sup>2</sup>
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# SERVICES OFFICER

€520.16	€535.46	€549.23	€567.60	€586.25	€605.36	€619.01	€627.25
€654.97	€674.48 <sup>1</sup>	€696.92 <sup>2</sup>					

# SERVICES ATTENDANT

€520.16	€520.99	€549.23	€556.99	€570.18	€589.02	€613.59	€624.54
€647.67	€666.62 <sup>1</sup>	€688.82 <sup>2</sup>					

# CLEANER

€491.44	€517.02	€528.04	€546.61	€565.76	€579.00 <sup>1</sup>	€600.38 <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.