

Mr Ted McEnery
Clerk to the Committee
Committee of Public Accounts
Leinster House
Dublin 2

12 October 2012

Dear Mr McEnery,

I refer to your letter of 21 September, 2012, which requested details of (i) general civil service wide allowances and (ii) all civil service allowances paid in the Department of Public Expenditure and Reform and the bodies under its aegis. All business cases submitted for review in relation to these allowances are published on the Departments' website www.per.gov.ie.

The information requested in your letter in relation to (i) is set out across two separate tables in Appendix 1 to this letter: a Common Civil Service Allowances table and a Common Additional Hours table. These tables give detailed information on the allowances paid to staff in more than two Civil Service Departments/ Offices in 2011 and were compiled from information supplied by Government Departments and Offices.

The information in relation to (ii) is set out in a table in Appendix 2. This table shows the allowances currently being paid to certain staff in the Department of Public Expenditure and Reform and the number of current recipients. Also shown are the costs for each of these allowances in 2011 and the range of payments made to the relevant staff. In many cases rates of payment may differ as the rate may be determined by the grade, point of pay or period covered by the claim. As the Department of Public Expenditure and Reform was established in July 2011 the total cost 2011 figures for the Department only cover the period from July to December 2011. Many of these are common service allowances and the data in respect of these allowances has been included in the table at Appendix 2.

~~Please note that the Employee Assistance Officer (EAO) Allowance is not included in the~~
Common Civil Service Allowance table as it ceased to be a common allowance with effect from 20 January, 2012 when the Civil Service Employee Assistance Service (CSEAS) became a centralised service within this Department and 10 EAOs transferred into this Department from other Departments on that date. During 2011 there were approximately 12.5 EAOs based in various Civil Service Departments covering the EAO function for the entire Civil Service. There was no EAO based in this Department in 2011. The cost of the EAO allowance for the entire Civil Service in 2011 was approximately €72,800. A business case was submitted and approved for payment of the Employee Assistance Officer allowance to new beneficiaries.

Under the Review of Allowances and Premium Payments, Departments were not required to submit business cases for allowances that are held on a personal-to-holder basis or for allowances that are not available to any new beneficiary. Details of such allowances are not included in the Common Civil Service Allowance table.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Robert Watt', with a stylized, cursive script.

Robert Watt
Secretary General

Appendix 1 : Common Civil Service Allowances and Common Additional Hours Tables

Common Civil Service Allowances Table

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision Review | Allowance taken in % of pay of grade*** | Cost in 2011 * |
|---|---------------------------------------|--|---|----------------------------------|---|--|-----------------------|
| Service Office Supervisory Paid to Services Officers on Supervisory Duties. This allowance is for acting as Head Services Officer in the absence of that officer or for acting as deputy Head Services Officer where a Department is spread across a number of buildings. | 47 | 1 May 1986. Prior to that there were two different allowances (Assistant Head Messenger & Supervisory duties) | Per week €51.84 (modified) €54.58 (ppc) | 1/1/2010 | Approved for payment to new beneficiaries. | 11.61% | €126,584 |
| Service Office Supervisory (on 2nd LSI) See above | 75 | See above | Per week €61.07 (modified) €64.26 (ppc) | 1/1/2010 | See above | 13.67% | €225,465 |
| Paperkeeper Duties For the performance of the duties of the former Paperkeeper grade. This allowance is not payable in conjunction with the franking, machine or switchboard duties allowances as such duties were among duties of the former paperkeeper grade. | 35 | Dates from the 1990's | Per week €51.84 (modified) €54.58 (ppc) | 1/1/2010 | Allowance is subject to review or modification. It is intended to review the Service Officer pay structure. | 11.61% | €56691.7 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision Review | Allowance taken in | Allowance as % of pay of grade *** | Cost in 2011 * |
|--|--------------------------------|---|--|---------------------------|--|--------------------|------------------------------------|----------------|
| Paperkeeper Duties (on 2nd LSI) See above | 20 | See above | Per week €61.07(modified) €64.26(ppc) | 1/1/2010 | See above | | 13.67% | €56498.21 |
| Driving Allowance Paid to services officers engaged on driving duties on a daily or full-time basis. Half of this allowance is payable to staff assigned to driving duties but who are not required to drive on a daily basis | 107 | Originated in P&T in 1977. Reviewed with effect from 1 March 1991 | <u>Full rate per week</u> €49.58(modified) €24.81(ppc) <u>Half rate per week</u> €52.21(modified) €26.10 (ppc) | 1/1/2010 | Allowance is subject to review or modification. It is intended to review the Service Officer pay structure. | | 11.11% | €142,244 |
| Franking Machine Allowance For franking of outgoing mail. Paid to Services Officers on franking duties. Those on such duties for 15 hrs or more a week receive the full allowance. Half the rate applies to those on franking duties for less than 15 hrs a week | 222 | 3 January 1984 | <u>Full rate per week</u> €32.60 (modified) €34.29 (ppc) <u>Half rate per week</u> €16.30 (modified) €17.16 (ppc) | 1/1/2010 | Allowance is subject to review or modification. It is intended to review the Service Officer pay structure. | | 7.30% | €319,321 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision taken in Review | Allowance as % of pay of grade*** | Cost in 2011 * |
|--|---------------------------------------|--|--|----------------------------------|--|--|-----------------------|
| Machine Duties Allowance This allowance is paid to Services Officers assigned to machine duties such as offset printers, duplicating machines, photocopyers etc. | 74 | 1 October 1983 (some form of this allowance has been around since the early 1950s) | <u>Per week</u> €32.60 (modified) €34.29 (ppc) | 1/1/2010 | Allowance is subject to review or modification. It is intended to review the Service Officer pay structure. | 7.30% | €100,850 |
| Switchboard Allowance Officers assigned to telephone switchboard duties | 46 | 1 Jun 1981 | <u>Per week</u> €32.60 (modified) €34.29 (ppc) | 1/1/2010 | Allowance is subject to review or modification | 7.30% | €48,451 |
| Keyholder Allowance Paid to a Services Officer who acts as the keyholder of an official building. The keyholder of an official building is available 24/7 to open/shut building, respond to alarms and any other disturbance that may arise at the building out of normal hours. | 375 | 1 Dec 1990 | <u>Per week</u> €33.91 (modified) €35.67 (ppc) | 1/1/2010 | Allowance is approved for payment to new beneficiaries. | 7.60% | €520,809 |
| Forklift Allowance For driving a forklift. | 15 | Dates back to the 1950's | <u>Per week</u> €34.49 (modified) €36.29 (ppc) | 1/1/2010 | Allowance is approved for payment to new beneficiaries. | 7.72% | €16,785 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision Review | Allowance as % of pay of grade*** | Cost in 2011* |
|---|---------------------------------------|------------------------------|--|----------------------------------|---|--|----------------------|
| Unsocial Hours Watchmen This is an unsocial hours allowance paid to Nightwatchmen and to Services Officers who perform this function in the absence of a nightwatchman. The unsocial hours involve weekend work as well as night work and onerous and irregular rotas. | 8 | Pre 1990. | <u>Per week</u> €40.08 (modified) €42.18 (ppc) | 1/1/2010 | Allowance is approved for payment to new beneficiaries. | 8.98% | €21,395 |
| Cleaner on Supervisory Duties Paid to cleaner for supervision of cleaners. | 6 | 1995 | <u>Per week</u> €20.11 (modified) €21.11 (ppc) | 1/1/2010 | Approved for payment to new beneficiaries | 4.85% | €5496.46 |
| Director Allowance Allowance payable to Principal filing a Director post | 24 | 1992 | €11,978(modified) €12,608(ppc) | 1/1/2010 | Approved for payment to new beneficiaries | 12.98% | €332,895 |
| CO Programmer Allowance Paid to Clerical Officers working in IT areas | 12 | Pre 1970's. | €2,190(modified) €2,303 (ppc) | 1/1/2010 | Approved for payment to new beneficiaries. | 7.94% | €26,879 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision taken in Review | Allowance as % of pay of grade*** | Cost in 2011 * |
|--|--------------------------------|-----------------------|--|---------------------------|---|-----------------------------------|----------------|
| Delegates Allowance Prior to its removal, payments of this allowance were made to officers who travelled outside Ireland and the UK as members of a delegation representing Ireland at meetings of the EU or other international organisations or with representatives of another government(s). Additional payments were made to those who acted as Chairpersons of EU Committees or Working Groups. | 726 | 28 February 1975 | <u>Grades above HEO and salary under 125k at 31/12/09</u> First Night €218.89 2nd/3rd/4th Night €64.52 Sat/Sun/PH €80.65 Chairperson €80.65 <u>Grades above HEO and salary at or above 125k at 31/12/09</u> First Night €211.98 2nd/3rd/4th Night €62.49 Sat/Sun/PH €78.10 Chairperson €78.10 <u>Grades up to and including HEO</u> First Night €103.69 2nd/3rd/4th Night €34.57 Sat/Sun/PH n/a as can get overtime Chairperson €80.65 | 1/1/2010 | This allowance was abolished for all beneficiaries following the Government Decision on the Review. | Varies | €796,514 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision Review | Allowance as % of pay of grade*** | Cost in 2011 * |
|--|---------------------------------------|--|---|----------------------------------|--|--|-----------------------|
| Footwear Allowance Paid to uniformed officers (service officers) in lieu of providing footwear | 871 | 1991 | (since 2002) €65.00 per annum | | The allowance is to be paid on a biennial basis and vouched | 0.28% | €62,718 |
| Office Accommodation Paid to officers where OPW cannot provide an office and the officers provide office space in their own homes. | 173 | Pre-Independence | Two rates of allowances, one based on a single officer room (low rate) and the second (high rate) on a two officer room. Rates from 1 Jan 2011 High Rate 19.96 Low Rate 12.77 | 1/1/2010 | No change | Varies | €189,600 |
| Uniform Allowance | 34 | Uniforms supplied to officers since 1933 | | 1/1/2010 | Various decisions were made in relation to its payment in different Departments/Offices. | Varies | €9,419 |
| Uniform Cleaning Allowance | 26 | 1991 | Vouched cost of 6 annual dry cleanings for uniform trousers, 4 annual dry cleanings for uniform jacket & 2 annual dry cleanings a year for uniform overcoat/ anorak Payment should be made on foot of individual claims accompanied by the appropriate receipts. | 1/1/2010 | No change | Varies | €1,760 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision taken in Review | Allowance as % of pay of grade*** | Cost in 2011 * |
|--|---------------------------------------|------------------------------|--|----------------------------------|---|--|-----------------------|
| Private Secretary – Taoiseach Payable to Private Secretary to the Taoiseach. Retention element continues to be paid on cessation of duties but not to new beneficiaries. | 1 | Pre-1940. | Per Annum €24,427 (modified) €25,714 (ppc) | 1/1/2010 | Allowance approved for new beneficiaries | AO 58.07% HEO 51.21% | €14,457 |
| Retention Element of Private Secretary – Taoiseach When appointment of private secretary terminated otherwise than (a) as a disciplinary measure (b) in consequence of the officer's promotion, a "special addition" to salary may be granted of an amount equal to either half or a quarter of the private secretary allowance. To qualify for retention of half the allowance the officer must have served as private secretary for at least six months. | 2 | 1948 | See description across. | | Retention element abolished for new beneficiaries | Varies | €22,007 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision Review | Allowance taken in % of pay of grade*** | Cost in 2011 * |
|---|---------------------------------------|------------------------------|--|----------------------------------|---|--|-----------------------|
| Private Secretary – Head of Department Payable to Private Secretary to Head of Department. Retention element continues to be paid on cessation of duties but not to new beneficiaries. | 35 | Predates 1970s. | Per Annum €10,405 (modified) €10,951 (ppc) | 1/1/2010 | Allowance approved for new beneficiaries | AO 24.73% HEO 21.81% | €294,000 |
| Retention Element of Private Secretary – Head of Department When appointment of private secretary terminated otherwise than (a) as a disciplinary measure (b) in consequence of the officer's promotion, a "special addition" to salary may be granted of an amount equal to either half or a quarter of the private secretary allowance. To qualify for retention of half the allowance the officer must have served as private secretary for at least six months. | 42 | Circular 6/84 | See description across. | | Retention element abolished for new beneficiaries | Varies | €252,251 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision Review | Allowance taken in | Allowance as % of pay of grade*** | Cost in 2011 * |
|--|--------------------------------|-----------------------|--|---------------------------|---|--------------------|-----------------------------------|----------------|
| Private Secretary – Minister/Min of State Payable to Private Secretary to Minister/ Minister of State. Retention element continues to be paid on cessation of duties but not to new beneficiaries. | 37.5 | Pre-1940 | Per Annum €19,653 (modified) €20,685 (ppc) | 1/1/2010 | Allowance approved for new beneficiaries | | AO 46.72% HEO 41.20% | €529,239 |
| Retention Element of Private Secretary – Minister/Min of State When appointment of private secretary terminated otherwise than (a) as a disciplinary measure (b) in consequence of the officer's promotion, a "special addition" to salary may be granted of an amount equal to either half or a quarter of the private secretary allowance. To qualify for retention of half the allowance the officer must have served as private secretary for at least six months. | 65 | 1948 | See description across. | | Retention element abolished for new beneficiaries | | Varies | €545,421 |

| Name of Allowance | Number of Recipients in 2011 * | Date of first payment | Payment rates | When rate last changed ** | Decision Review | Allowance taken in | Allowance as % of pay of grade*** | Cost in 2011 * |
|---|--------------------------------|-----------------------|--|---------------------------|---|--------------------|-----------------------------------|----------------|
| Private Secretary – Second Secretary General Payable to Private Secretary to Second Secretary General. Retention element continues to be paid on cessation of duties but not to new beneficiaries. | 2 | 2006 | Per Annum €10,405 (modified) €10,951 (ppc) | 1/1/2010 | Allowance approved for new beneficiaries | | AO 24.73% HEO 21.81% | €14,371 |
| Retention Element of Private Secretary – Second Secretary General When appointment of private secretary terminated otherwise than (a) as a disciplinary measure (b) in consequence of the officer's promotion, a "special addition" to salary may be granted of an amount equal to either half or a quarter of the private secretary allowance. To qualify for retention of half the allowance the officer must have served as private secretary for at least six months. | 2 | 2006 | See description. | | Retention element abolished for new beneficiaries | | Varies | €10,369 |

* This table is a compilation of data received from Departments/ Offices. As not all Depts/ Offices returned a full set of data there may be minor inconsistencies in table.

** A 10% reduction in these rates applies to certain new entrants from 1/1/2011 under Circular 18/2010

*** The mid point of the relevant grade(s) was used.

Common Additional Hours Allowances Table

| Common Additional Hours | Number of Recipients | Total Cost in 2011 |
|--------------------------------|-----------------------------|---------------------------|
| Saturday | 853 | €736,798 |
| Sunday | 430 | €245,028 |
| On-Call | 393 | €845,360 |
| Call Out | 19 | €13,464 |
| Shift * | 699 | €5,618,202 |
| Total | 2373 | €7,458,852 |

On-call and Call out allowances

There are various on-call and call out allowances across the Civil Service. It was decided in the Review that these should only be payable where there is a clear necessity. Such allowances are subject to a minimum of 12 call outs per annum and evidence of this minimum level of call out must be provided. Departments and Offices have been asked to review the structures and systems in place, including an examination of the grades and numbers assigned to on-call rosters, with a view to reducing the instance of payment of such allowances.

Shift Allowances

Some Departments and Offices included returns in respect of standard overtime and unsocial hours premia payments, however standard rates for such payments did not form part of the review. The review focused primarily on duty based allowances in payment across the public service, in order to evaluate whether the underlying justification for such allowances still exists

Appendix 2

Allowances paid in the Department of Public Expenditure and Reform in 2011

| Allowance Title and Description | Number of Current Recipients | Cost of this Allowance in 2011 (July to Dec)* | Range of payments made 2011 (July to Dec)* | Date payment of allowance commenced | Rate last changed** | Decision taken in Review |
|--|------------------------------|---|--|--|---------------------|---|
| 1. Child Allowance Only payable to staff employed in certain grades in the Civil Service on or before 31/12/1978. Eligibility time limits apply. | 14 | €1,441 | €56.29 to €168.87 (16 recipients in 2011) | Payments in place for the relevant staff since before July 2011. | 1 Jan 2010 | Departments were not required to submit business cases for allowances that are held on a person-to-holder basis or for 'legacy' allowances as they are ring-fenced and consequently not available to any new beneficiaries. |
| 2. Delegates Allowance Was payable to officials who travelled outside of Ireland and the UK to represent Ireland at meetings of the EU or other international organisations. | No longer in payment | €3,354.82 | €103.69 To €1,094.45 (7 recipients in 2011) | Paid periodically when relevant duties undertaken. | 1 Jan 2010 | This allowance has been abolished both for new beneficiaries and existing staff with effect from 19 September 2012. |
| 3. Directors Allowance Payable to Principal filling a Director post | 1 | €5,968.30 | €5,968.30 (1 recipient in 2011) | Payments in place for the relevant staff member since before July 2011. | 1 Jan 2010 | This allowance has been approved for payment to new beneficiaries. |
| 5. Higher Duties - Payable on a temporary basis to staff carrying out duties appropriate to a | 4 | €28,895 | €67.80 to €10,518.64 (8 recipients in 2011) | Payable on a temporary basis to staff carrying out duties appropriate to a higher grade. | 1 Jan 2010 | All acting higher duties allowances are restricted under the moratorium. Plans are in place to ensure that where an exception is |

| | | | | | | | |
|----|--|---|-----------|---|--|------------|---|
| | higher grade. Payment rate is determined by the differential between grades and existing pay point | | | | | | allowed, such payments can only be paid where the acting-up period exceeds a continuous period of 84 days – a trebling of the previous requirement. |
| 6. | Personal to Holder Allowances (Revenue) Payable to staff who are now in this Department and were part of the integration agreement in the Office of the Revenue Commissioners | 3 | €1,486.83 | €366.60 to €722.95 (3 recipients in 2011) | Payments in place for the relevant staff since before July 2011. | 1 Jan 2010 | Departments were not required to submit business cases for allowances that are held on a person-to-holder basis or for 'legacy' allowances as they are ring-fenced and consequently not available to any new beneficiaries. |
| 7. | Private Secretary – Payable to staff carrying out duties appropriate to post of Private Secretary to the Minister and the Secretary General's Office. Additionally a retention element of this allowance continues to be paid on cessation of duties but not to new beneficiaries. | 5 | €27,616 | €991.05 to €10,306.79 (6 recipients in 2011) | Payments in place for the relevant staff since before July 2011. | 1 Jan 2010 | The retention element for these allowances has been abolished for new beneficiaries. These allowances are subject to further review by the Department of Public Expenditure and Reform. |
| 8. | On Call / Call out allowance - Paid to I.T. staff on a rostered basis. | 5 | €7,181.12 | €694.40 to €2,070.80 (5 recipients in 2011) | Paid periodically when relevant duties undertaken. | 1 Jan 2010 | Departments are being asked to review structures & systems in place, including examination of the grades & numbers assigned to on-call rosters, with view to reducing level of instances of payment. |

| | | | | | | | |
|----|--|---|-----------|--|--|------------|--|
| | | | | | | | Will only be payable where there is a clear necessity & subject to minimum of 12 call outs per year. |
| 9. | Specialist Qualification Allowance – Payable to nurses employed directly on duties in specialist areas of clinical practice appropriate to the qualification held. Relevant staff in D/PER are working in the CMO's Office. | 2 | €2,459.62 | €1,069.40 to €1,390.22 (2 recipients in 2011) | Payments in place for the relevant staff since before July 2011. | 1 Jan 2010 | This allowance has been abolished for new beneficiaries. |

* As the Department of Public Expenditure and Reform was established in July 2011 the total cost 2011 figures for the Department only cover the period from July to December 2011.

** As per Circular 28/2009: Revision of pay of Civil Servants – Application of pay adjustments in accordance with the Financial Emergency Measures in the Public Interest (No. 2) Act, 2009 - Allowances which are calculated as a specific percentage or specified proportion of basic pay should be calculated by reference to the revised rates of pay with effect from 1 January 2010. Fixed allowances which are not calculated as a specific percentage or specified proportion of basic salary will be reduced by a fixed percentage.