

14<sup>th</sup> January 2014

To all Heads of HR / Personnel Officers in all Departments / Offices

**Subject:** Cross-Stream Promotion – Implementation Arrangements

### **Background**

In July 2011, the Commission for Public Service Appointments (CPSA) issued a report in respect of eligibility criteria for promotion of Staff in the Civil Service. The CPSA report recommended that:-

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

The implementation of the CPSA Report was considered by the Official and Staff Sides at a sub-committee of General Council. Agreement between the parties on the arrangements to apply in future promotion competitions was recorded at the General Council Meeting of 27 November, 2013. A copy of the General Council Agreement is attached to this letter for your information.

### **Future Promotion Competitions**

As you are aware, previously eligibility for promotion was generally based on a defined period of service in the grade immediately below that of the post to be filled. This will no longer be the case and the following arrangements should apply in respect of future promotion competitions.

In order to support the implementation of these new promotion arrangements by ensuring that the pool of suitably qualified candidates competing for promotion roles is not restricted on the basis of their current salary band or stream, where a post is to be filled by way of promotion, the relevant job descriptions and person specifications should set out:-

- the purpose and deliverables required for relevant positions or grades; and
- the experience, knowledge and skills required of a candidate to be deemed suitable for consideration for appointment to the position or grade

Please note that while eligibility for promotion competitions will no longer be restricted to service in particular grades, the requirement that those participating in promotion competitions must have two or more years' service in the Civil Service remains.

In addition, in accordance with the provisions of the Protection of Employees (Fixed Term Work) Act, staff serving on fixed-term contracts may compete for promotion in the same way as the comparable permanent employee, providing they meet all eligibility requirements. This means that fixed-term workers are eligible to compete if they have 2 years or more service, either continuously or in aggregate, in the Civil Service. Periods of temporary service in the eligible grades may be aggregated for eligibility purposes.

If you have any queries in respect of the above matter or require to discuss further, please contact Jake Byrne in the HR Policy Division (tel. 6045421 or email [cshrpolicy@per.gov.ie](mailto:cshrpolicy@per.gov.ie))

Yours sincerely,



William Beausang  
Assistant Secretary

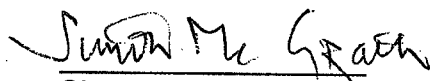
Civil Service Conciliation and Arbitration Scheme

General Council Report 1526

(Meetings of 25 April 2012, 26 June 2013, 30 October 2013 and 27 November, 2013)

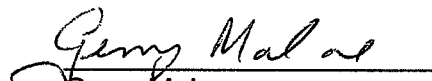
Item: The Official Side raised the issue of arrangements to be put in place to address the implications for promotion competitions of the Report of the Commission for Public Service Appointments (CPSA) on Eligibility Criteria for Promotion of Staff in the Civil Service.

1. This item was first raised at the General Council meeting of 25<sup>th</sup> April 2012.
2. It was agreed that a sub-committee of General Council would be convened to consider the matter. The sub-committee met on 3 occasions.
3. The CPSA report recommended that in establishing eligibility criteria for promotion to positions in the Civil Service, the Minister for Public Expenditure and Reform should remove any criteria that may prevent civil servants with the requisite skills, experience and attributes from applying for promotion positions. The Official Side is to implement the recommendations in future promotion competitions by the use of appropriate job descriptions that set out the purpose and deliverables of relevant positions or grades and the experience, knowledge and skills required for a candidate to be deemed suitable for consideration for appointment to the position or grade. This approach will ensure that the pool of suitably qualified candidates competing for promotion roles will not be restricted on the basis of their current salary band or stream.
4. The Official Side asked that a report recording agreement be drawn up.
5. This report, recording agreement, was adopted on 27 November, 2013.



Simon McGrath  
Official Side Secretary

18/12/13



Gerry Malone  
Staff Side Secretary

18/12/13