

**Circular 15/2018**

**To: HR Managers/Personnel Officers in all Department and Offices**

## **Phase 1A of the Civil Service Mobility Scheme – Action 15**

### **Go-Live of Scheme Off-System - 10<sup>th</sup> September 2018**

Dear HR Colleagues,

The Civil Service Mobility Scheme is one of a number of arrangements that is being put in place to fulfil the requirements of Action 15 of the Civil Service Renewal Plan, which aims to *‘Expand career and mobility opportunities for staff across geographic, organisational and sectoral boundaries’*. The Scheme will provide for an open, transparent and practical system that, while supporting business needs, facilitates effective mobility, career development opportunities and relocation for staff members across the Civil Service.

The Scheme which was approved by the Civil Service Management Board is being developed on a phased basis as follows:

**Phase 1A** facilitates mobility for the general Civil Service grades of Clerical Officer (CO) and Executive Officer (EO) between and within 46 zones excluding mobility transfers within Dublin (zone 46). The application stage of this phase launched on 13<sup>th</sup> November 2017 to c.17,000 participating staff members. There has been a high level of interest in the scheme with c.3,400 (20%) of participating staff members applying for Mobility and making an average of 10 application choices.

The Scheme supersedes the following legacy transfer mechanisms for the participating grades - Central Application Facility (CAF), Central Transfer List, Internal Regional Transfer Lists and Head-to-Head arrangements.

#### **Go-Live of Scheme Off-System**

You will be aware that the ‘Go-live’ for moves was deferred earlier this year. This was necessary to review the use of absence thresholds to determine eligibility for Mobility. This review was carried out in consultation with key stakeholders, and as a result, the previous requirement for sick leave to be automated as an eligibility check is being replaced by a revised suitability assessment process ‘Suitability Report’ which includes an assessment on Performance (PIP); Conduct and Attendance.

An applicant will be made an offer of Mobility where they are deemed eligible under both (a) the automated system flags (two years’ service in grade, location and organisation; and performance rating for previous working year) and (b) the suitability assessment process.

As we finalise the technical changes to reconfigure the system, offers of Mobility will start to be facilitated off-system from **10<sup>th</sup> September 2018**. All offers made will be underpinned by the terms and conditions of the scheme.

Further information about the Civil Service Mobility Scheme, including the 'Terms and Conditions' and 'Local HR Guide to Civil Service Mobility' can be found at <https://hr.per.gov.ie/civil-service-mobility/>.

**Phase 1B** will facilitate mobility for the general Civil Service grades of CO and EO within the zone of Dublin (zone 46). This phase will be launched at a later date following a learning review from Phase 1A of the scheme. Initial engagements with the Staff Side on Phase 1B have commenced.

**Phase 2** will facilitate mobility for the general Civil Service grades of HEO, and AP. Phase 2 will be developed once Phase 1B of the Scheme has been implemented.

**Technical and Professional** grades are not included in the initial phases and consideration will be given to include these at a later date.

**Internal Mobility Policy:** You are reminded of your requirement to develop and publish a revised/new mobility policy in advance of the 'initiation of offer' stage on 10 September 2018. All new/revised internal mobility policies for the grades of CO and EO will only incorporate staff mobility within the defined Phase 1A zones. All former regional transfer arrangements between zones, for the grades of CO and EO, will expire with effect from this date.

An organisation's internal mobility list will continue to take precedence for movement within a zone.

Other ongoing arrangements under Action 15, which respond to the need to create a Civil Service with more flexible and open structures and processes, are:

- **Internal Mobility:** Guidelines for the development of a department's official internal mobility policy issued in January 2017 (see <http://hr.per.gov.ie/guidelines-on-departmental-internal-mobility/>). All departments are required to publish their new/revised policy by 10<sup>th</sup> September 2018.
- **PO Mobility Scheme:** This Scheme which launched in July 2015 aims to create a more flexible and unified Civil Service. This Scheme provides a framework to facilitate and manage mobility at PO level. A review of the programme is taking place and HR Managers will be consulted.
- **Senior Public Service Mobility:** This initiative was introduced in 2012 as a means of breaking down cultural silos at Management Board level, promoting diversity and providing development opportunities for those who transfer to other Departments. Under the SPS Mobility Protocol, all vacancies at Assistant Secretary level in Government Departments/Offices must be considered for filling through Senior Civil Service mobility in the first instance.

Best regards,



**David Cagney**  
**Chief Human Resources Officer for the Civil Service**

**24 August 2018**