

Reference No: E109/63/79; **Date:** 24/05/83

Circular 8/1983:- An Cod Pearsanra

A Dhuine Uasail

1. Some time ago the Staff Side raised at General Council the question of assembling all the relevant circulars on personnel matters and making them available in classified form as a ready source of reference to Personnel Units and to Staff Associations. This Department had already made a fair amount of headway in this direction and, with the continuing interest of the Staff Side, the work has now been brought to completion.

2 The result is "An Cod Pearsanra", the Personnel Code, which assembles relevant circulars, circular letters and letters to heads of Departments or Personnel Officers on personnel matters and is contained in three loose-leaf volumes with a detailed index at the end of the third volume. A contents list and a key to the location of individual instructions are also contained in each volume.

3 Copies of the Personnel Code are being supplied to Personnel Officers, to the Staff Side of the General Council and to other Staff Associations who do not form part of this Staff Side. Personnel Units should enable local staff interests to consult the Code where a copy is not otherwise readily available to them.

4 Amending, consolidating and new personnel instructions will be issued from time to time in loose-leaf form, so that they can be inserted in the appropriate volume of the Code. The same procedure will be followed as regards amendments to the contents list, key and index. Such loose-leaves should be inserted in the Code immediately on receipt.

5 The appearance of the Code brings to fruition an aim which our Department has had for a very long time. We are confident that the availability of the Code will make a notable contribution to the efficiency of Personnel Units and to the promotion of better understanding between management and staff interests.

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