

Mr. John Moran  
Secretary General  
Department of Finance  
Merrion Street  
Dublin 2.

4<sup>th</sup> October 2012

### Review of Public Service Allowances and Premium Payments

Dear Secretary General,

I refer to the Government decision of 18 September 2012 (S180/20/10/1160A) in relation to allowances in payment to civil servants across more than one Department (“common” or “general service allowances”)

The outcome of the consideration by Government is detailed as follows:

**(i) Classes of allowances to be abolished for new beneficiaries**

	Retention element of <b>all</b> Private Secretary allowances
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**(ii) Classes of allowances to be approved for new beneficiaries but subject to review and/or modification**

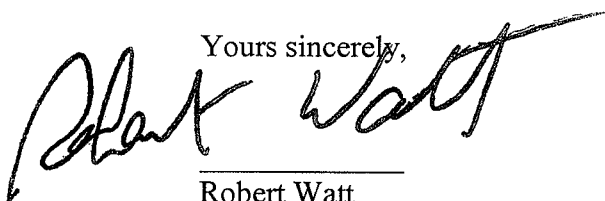
	Paperkeeper Duties *
	Driving *
	Franking Machine *
	Switchboard *
	Machine Duties *
	Cleaner on Supervisory Duties*
	<b>All Private Secretary Allowances (excluding retention element)</b>
	* Please note that a review of the duties of the Services Officer grade is to be carried out by this Department in the coming months.
	<u>Footwear Allowance</u> There is a footwear allowance of €65 payable to service officers each year for the purchase of appropriate footwear for work. The allowance will be payable once every two years and must also be vouched. Where this allowance is payable to officers other than Service Officers or equivalent grades the allowance should no longer be paid to new beneficiaries.

Please also note the following:

	<p><b><u>Car Allowances</u></b> It is understood that the Revenue Commissioners has recently determined that the payment of monthly/annual car allowances rather than the payment of actual travel incurred is fully taxable. In the light of this decision Departments should review such allowances for all beneficiaries.</p>
	<p><b><u>Acting up/Higher Duties allowances</u></b> All acting up/higher duties allowances are restricted under the moratorium. Where an exception to the moratorium is allowed, such allowances can only be paid where the acting up period exceeds a continuous period of 84 days.</p>
	<p><b><u>On-call, Availability and Call out allowances</u></b> With regard to on-call, availability and call out allowances, 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/ offices must 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.</p>
	<p><b><u>Office Accommodation Allowance</u></b> The business case for the payment of the office accommodation allowance has been accepted for payment to existing staff and for new beneficiaries. Where the office accommodation allowance is payable to staff it should be paid at the rates provided in the Department of Finance letter to Secretary Generals of 15th December 2010 and the usual conditions attaching to the payment of these allowances will continue to apply. Further information on this can be obtained at <a href="mailto:Travel.Policy@per.gov.ie">Travel.Policy@per.gov.ie</a>; if required.</p>

Please make the contents of this letter known to all Civil Service bodies under the aegis of your Department.

Yours sincerely,



Robert Watt  
Secretary General