



Tionól Reigiúnach Oirthir agus Lár-Tíre
Eastern and Midland Regional Assembly

Freedom of Information Publication Scheme

Eastern and Midland Regional Assembly

www.emra.ie

April 2016

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Model Publication Scheme

The model publication scheme was approved by Mr Brendan Howlin, TD, Minister for Public Expenditure and Reform under Section 8(7) of the Freedom of Information Act 2014. This scheme does not preclude an FOI body from providing additional information as part of its publication scheme.

Introduction

Section 8 of the Freedom of Information Act 2014 requires FOI bodies to prepare and publish a scheme concerning the publication of information by the body in conformity with a model publication scheme or guidelines made by the Minister. This allows for the publication or giving of records outside of FOI provided that such publication or giving of access is not prohibited by law. The Minister is of the view that FOI bodies should publish as much information as possible in an open and accessible manner on a routine basis outside of FOI, having regard to the principles of openness, transparency and accountability as set out in Sections 8(5) and 11(3) of the Act. The Minister has made the model scheme which is fully in compliance with Section 8 of the FOI Act for adoption by all FOI bodies. The scheme commits FOI bodies to make information available as part of their normal business activities in accordance with the scheme. Publication of documents which are not exempt under the Scheme is in line with the intention of the Directive on the Re-use of Public Sector Information, and the obligation under that Directive to publish information and ensure that it is accessible and re-usable for commercial and non-commercial purposes.

The Act requires that in preparing, reviewing or revising a publication scheme, an FOI body shall have regard to the public interest in:

- (a) allowing public access to information held by the FOI body;
- (b) the publication of reasons for decisions made by the FOI body; and
- (c) publishing information of relevance or interest to the general public in relation to its activities and functions generally.

Publication Methods and Review

Under the Publication Scheme, each FOI body shall:

- Set out information to assist members of the public in their understanding of the body and its functions;
- Publish the information it holds grouped under the information headings set out in Section 3 below; and
- Explain the procedures to get access to information or to establish what information the body holds.

There will be circumstances where an FOI body may indicate in its Publication Scheme that a particular item is “not applicable” (“N/A”). These circumstances arise where:

- the body does not hold the type of records concerned;
- the body is only subject to FOI in part and the type of records listed in the scheme are exempt; or
- the information is exempt under one of the FOI Act exemptions or is prohibited by some other statute, licence or regulatory decision.

The publication schemes of FOI bodies should be easily accessible to the public. In addition to publishing the scheme on the FOI body's website, Section 8(6) of the FOI Act provides that each body should maintain a printed version of the scheme at the body's Head Office which should be available for a member of the public to view during normal office hours at 24 hours' notice. It is intended that the basic scheme is all that is required to be kept in a printed version. Information in the scheme which is available by way of a link should be made available for viewing on-line on a case by case basis if required. There will be a limited number of cases where an FOI body comprises a committee, tribunal or Board that do not have ongoing functions. In such cases the FOI body can meet the requirements of the publication scheme by drawing attention to where the information is contained in its Annual Report, or on its website (if any).

An FOI body should publish its publication scheme not later than 6 months after the commencement of Section 8 of the FOI Act 2014 or not later than 6 months after the Minister has, under Section 8(7) of the FOI Act, made or revised guidelines on publication schemes or made or revised model publication schemes such that the publication scheme of the FOI body is no longer in conformity with the Minister's guidelines or model publication scheme.

An FOI body should review and update its publication scheme not later than three years after it is made and every three years thereafter. The material published under the publication scheme should be reviewed and revised/updated where appropriate at least on an annual basis and it is recommended that in the case of procurement or purchase order spends, information should be updated on a quarterly basis. Links should be deleted as they are replaced with more updated information. Information referred to in the Publication Scheme should be stored consistent with the FOI body's records retention policies. There is no requirement to provide information retrospectively, rather current information from the date of publication of the scheme or as otherwise indicated.

The Information Commissioner may, in accordance with Section 8(10) of the FOI Act 2014, examine and report in his annual report on the extent to which, in the opinion of the Commissioner, FOI Bodies are in compliance with Section 8.

Publication Format

This publication scheme is displayed on the Eastern and Midland Regional Assembly website with a link to the publication scheme on the homepage.

Links to the publication scheme are available in the FOI section of the website and in other related areas.

Scheme comes into effect on the 14 April 2016. It is designed to facilitate the provision of information to the greatest extent possible, except for information exempted under the FOI Act.

Information to be contained in the Publication Scheme.

1. Information about the FOI Body - Eastern and Midland Regional Assembly

1.1 Who we are and what we do

The primary functions of the Eastern and Midland Regional Assembly are the following:

- Implement the appropriate Regional Planning Guidelines operational within its geographical area.
- Prepare, adopt and implement the Regional Spatial and Economic Strategies.
- Ensure consistency with RPG/RSEs in relation to the Local Economic and Community Plans of the twelve constituent Local Authorities.
- Participate on EU operational programme monitoring committees.
- Identify, participate and co-ordinate designated EU projects.
- Support the national delegation to the Committee of the Regions.
- Works with the National Oversight and Audit Commission.

1.2 Establishment

The Eastern and Midland Regional Assembly (EMRA) was established on 1st January, 2015 and is one of three Regional Assemblies in the Republic of Ireland. The smallest region in terms of land area, it accommodates a population of over 2.21 million persons. The main settlement centre is the Dublin metropolitan area which is supported regionally by key strategic county towns. The region contains an extensive rural hinterland and incorporates 12 city and county councils.

The Eastern and Midland Regional Assembly is part of the regional tier of governance in Ireland, primarily focused on strategic planning, EU funding and coordination of certain local government activities. It is comprised of 36 elected members (councillors) who are principally elected by their peers in the 12 councils to represent them regionally. Its main functions are to:

- Prepare and adopt, as a statutory function, a Regional Spatial and Economic Strategy (RSES) for the region.
- Make observations in relation to strategic planning issues and on Local Economic and Community Plans (LECPs), within the region.
- Contribute to the development of EU, national, regional and local policy, as appropriate and within the scope of regional governance.
- Prepare position papers to various government departments on behalf of citizens, elected members, local groups and associated regional interests, as and when appropriate; and
- Adopt annual budgets for the Regional Assembly.

1.3 Roles and Responsibilities

The role and responsibilities of the Assembly are to fulfil the requirements established under the Local Government Reform Act 2014 and Statutory Instrument (S.I.) 573 / 2014.

1.4 Services Provided

The Eastern and Midland Regional Assembly (EMRA) main functions are to:

- Implement the appropriate Regional Planning Guidelines operational within its geographical area.
- Prepare, adopt and implement the Regional Spatial and Economic Strategies.
- Ensure consistency with RPG/RSEs in relation to the Local Economic and Community Plans of the 12 constituent Local Authorities.
- Participate on EU operational programme monitoring committees.
- Identify, participate and co-ordinate certain EU projects.
- Support the national delegation to the Committee of the Regions.
- Works with the National Oversight and Audit Commission.
- Represent the Assembly on the regional operating programmes and identify funding opportunities.

The range of records held in the Office falls within the following broad categories (some overlap may occur)

- Internal Administration Records
- Personnel Records
- Accounts Records
- Public Service Guidelines and Circulars
- Speeches and Presentations by the Director or staff.
- Notes and minutes of meetings and associated documentation.
- Records relating to publication of reports e.g. tendering, designing and printing.
- Management of the website of the Assembly.
- General enquiries, Emails, and correspondence.
- Legislation and circulars.
- Correspondence and Emails with the Department of Environment, Community and Local Government and the Department of Public Expenditure and Reform regarding the operations of Eastern and Midland Regional Assembly.
- Correspondence and Emails with other public bodies concerning the functions of the Eastern and Midland Regional Assembly.

1.5 Legislative and Operating Environment

The Eastern and Midland Regional Assembly operates in a wide framework of legislation.

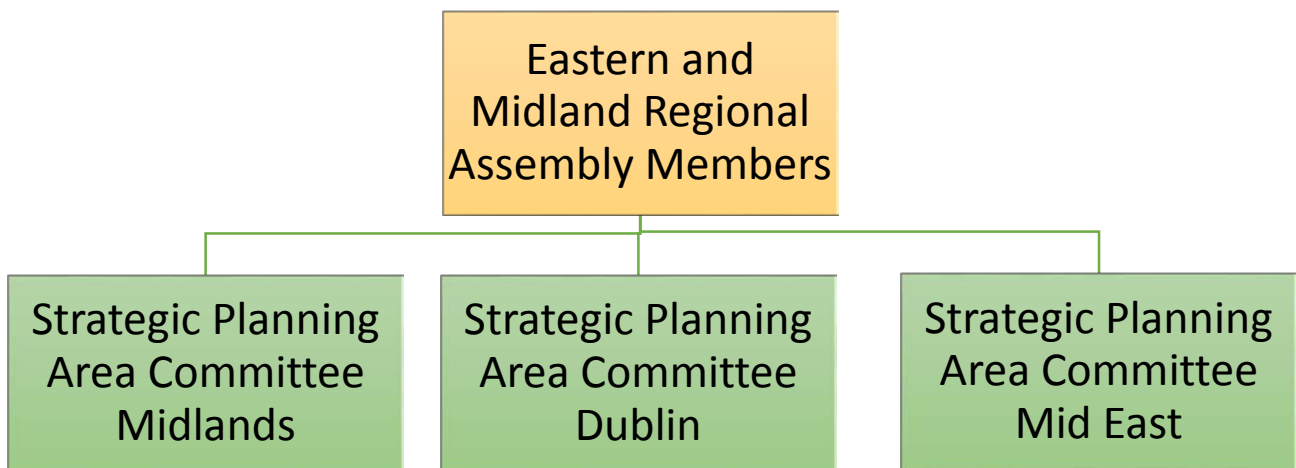
The following statutory instruments are applicable to the Eastern and Midland Regional Assembly:

1. Local Government Reform Act 2014
2. Local Government Act 1991 (Regional Assemblies) (Establishment) Order 2014
3. The National Spatial Strategy (NSS)

4. Regional Planning Guidelines
5. Planning & Development Acts
6. Regional Spatial and Economic Strategies (RSES's)
7. County Development Plans
8. Local Economic & Community Plans (LECP's)
9. EMRA Corporate Plan 2015 - 2020
10. Europe 2020
11. EU Cohesion Policy

1.6 Governance and Management Arrangements

The Assembly is committed to best practice structures, processes and systems that support the successful operation of duties in an ethical, accountable, transparent and effective manner.



Staffing Structure:

Headquarters – Eastern and Midland Regional Assembly

- Director x 1
- Assistant Director/Senior Planner x 1
- Senior Programme Executive x 1
- Senior Executive Planners x 3
- Economist x 1 (on shared service basis with other Regional Assemblies)
- Research & Policy Officer x 1
- Programme Executive x 1
- Clerical Officers x 4
- Project Manager x 2

EU Affairs Unit – Brussels Belgium

- Administrative Officer – Head of the Irish Regions Office & Coordinator for the Irish Delegation to the Committee of the Regions x 1
- EU Affairs and Policy Analyst x 1

The salary scales of public servants may be found in the circulars available at the following links:

EL 17/2009 – Attached as Appendix A

EL 05/2013 – Attached as Appendix B

EL 06/2015 – Attached as Appendix C

1.7 Office Locations

The **Headquarters** of the Eastern and Midland Regional Assembly is located at

3rd Floor, Ballymun, Dublin 9 D09 C8P5



Link To Location Map:

<https://www.google.ie/maps/place/Eastern+and+Midland+Regional+Assembly/@53.3954486,-6.2655598,17z/data=!4m6!1m3!3m2!1s0x48670e1b426281c7:0x848a57bf8a70149d!2sEastern+and+Midland+Regional+Assembly!3m1!1s0x48670e1b426281c7:0x848a57bf8a70149d>

Contact details are 00 353 (0) 1 8074482 or email - info@emra.ie

The Assembly also has a **EU Affairs Office** located in Brussels, Belgium:

Irish Regions Office, 5th Floor, Rue Froissart 50, B-1040 Belgium



Link To Location Map:

<https://www.google.ie/maps/place/Irish+Embassy/@50.8406215,4.3797149,17z/data=!4m6!1m3!3m2!1s0x47c3c498810dc6eb:0xf199ce931b3b4769!2sIrish+Embassy!3m1!1s0x47c3c498810dc6eb:0xf199ce931b3b4769>

Contact details are +32 2 2331122

Links to agencies/other bodies under the FOI remit -

The link below provides a list of stakeholder and other bodies that interact with the Eastern and Midland Regional Assembly and are under the FOI remit.

<http://www.emra.ie/links/>

Service Level Agreements – N/A

Customer Charter – N/A

Codes of Practice - <http://emra.ie/lobbying-act/>
<http://www.sipo.gov.ie/en/>

2. Functions and Services Provided to the Public

The services and function EMRA offer

Details of functions and services that the organisation provides and the decision making process.

In this section FOI bodies should provide details of:

- Prepare, adopt and implement the Regional Spatial and Economic Strategies.
- Monitoring of plans and strategies to ensure consistency with strategic policy.
- The Administration of certain EU and national projects
- Monitoring role in Operational Programmes through
 - The Southern Operational programme <http://www.southernassembly.ie/en/programme>
 - The Northern and Western Operational Programme <http://nwra.ie/eu-initiatives/>
- The EMRA provides secretariat assistance and expert opinion to our Committee of the Regions (CoR) delegates through the EU affairs office in Brussels. The CoR feeds local and regional perspectives and experiences into EU policy formation and decision making. The CoR has 350 members who are directly elected politicians from across the regions and cities of Europe. Their role is to inform the development of EU legislation and future European policies through the input of those most closely representing communities on the ground. Ireland has 9 full members and 9 alternate members.

More details about the CoR can be found here:

<http://emra.ie/committee-of-the-regions/>

<http://emra.ie/dubh/wp-content/uploads/2015/10/EMRA-Corporate-Plan-2015-2020.pdf>

- How such services can be accessed – N/A
- Costs for accessing the services – N/A
- Administration of such services N/A
- Review or appeal relating to services – N/A
- Research projects undertaken in respect of these functions/services:
 - Celtic Seas Partnership - <http://Eastern and Midland Regional Assembly.ie/projects/celtic-seas-partnership-2/>
 - RESILENS - <http://Eastern and Midland Regional Assembly.ie/projects/resilens-2/>

3. Decision Making Process for Major Policy Proposals

Ireland's Regional Assemblies have a range of powers in relation to spatial planning and economic development. - See more at: <http://www.environ.ie/local-government/administration/regional-assemblies/regional-assemblies#sthash.Gn7JsvOY.dpuf>

The following policy areas that Eastern and Midland Regional Assembly will be involved in

1. Prepare and adopt Regional Spatial and Economic Strategies (RSES) nested between the national planning framework (2016-2026) and local city and county development plans. Our economic remit will see greater linkages between spatial planning and the Regional Action Plans for Jobs and Enterprise (DJEI, 2015). See more at: <http://www.environ.ie/sites/default/files/migrated-files/en/Publications/DevelopmentandHousing/Planning/NationalSpatialStrategy/FileDownload%2C852%2Cen.pdf>
2. Ensure that Local Economic and Community Plans (LECP) are consistent with national and regional policy.
3. Ensure that all relevant spatial and economic plans are consistent with regional policy.
4. Participate in the management of Regional Operational Programmes and other Programme Monitoring Committees.
5. Represent local and regional interests in Europe through the Committee of the Regions and the Irish Regions Office.
6. Assist the National Oversight and Audit Committee (NOAC) in the delivery of more effective local government.
7. Carry out monitoring and implementation and assist the National Oversight and Audit Committee. Engage with citizens, across sectors, and at all levels of government and seek out areas of cooperation.
8. Identify opportunities to:
 - enhance social inclusion and well-being
 - enable growth in employment and enterprise

All major policy decisions are processed through the monthly Assembly meetings. Records of these decisions are recorded in the Minutes of these meetings and are available here: <http://emra.ie/documents/meetings-minutesagenda/>

4. Financial Information

Finance, accounts and audit

In accordance with Local Government Reform Act 2014, Sections 58(1) - a regional assembly shall establish and maintain financial systems, accounts, reporting and record keeping procedures, including the preparation of an annual financial statement, which are consistent with such accounting code of practice that the Minister may issue under section 107 of the Act of 2001.

4.1 Budget

A regional assembly shall, in respect of each financial year, prepare a draft budget setting out for the next financial year—

- (a) the expenditure estimated to be necessary to carry out its functions, and
- (b) the income estimated to accrue to it.

A draft budget will be prepared under the direction of the director, following consultation with the chief executive designated under Article 33(2), in the manner and in the format that may be directed by the Minister, showing the amounts necessary for the performance of its functions.

Budget 2016 - <http://emra.ie/documents/budget-2016/>

4.2 Annual Financial Statement

As soon as may be after at the end of each financial year, the director shall prepare and submit to the regional assembly and to the chief executive designated under Article 33(2) a financial statement, with a report on it by the director, in respect of that financial year.

4.3 Local Government Audit

The Eastern and Midland Regional Assembly shall be audited by a local government auditor in accordance with the provisions of sections 115 (2) of the Act 2001.

The Auditor's report and opinion and Annual Financial Statement when available will be available on the website www.emra.ie

4.4 Members Allowances and Expenses

In accordance with Section 59(1) A regional assembly may, in accordance with such directions as may be given by the Minister to the regional assembly, pay to a member of the assembly;

- (a) An annual expenses allowance in respect of expenses reasonably incurred by him or her in connection with the performance of his or her functions during the year
- (b) A travel and subsistence allowance in respect of expenses reasonably incurred in the attendance by the member at an event authorised by the assembly
- (c) A training allowance

The members of the assembly are paid their allowance on a quarterly basis.

The total allowance payable to members is adopted as part of the budgetary process and can be seen at www.emra.ie/budget

All details relating to payments to individual members of the Regional Assembly are available at the following <http://EasternandMidlandRegionalAssembly.ie/members-expenses-2015/>

4.5 Cathaoirleach's Allowance

A regional assembly may, in accordance with such directions as may be given by the Minister to the regional assembly, pay to the Cathaoirleach of the assembly each year an allowance in respect of expenses reasonably incurred by him or her in connection with the performance of his or her functions during that year. The allowance for Cathaoirleach is currently €12,000.

5. Procurement

As a public body, the Assembly is required to procure goods and services under guidelines issued by the Department of Public Expenditure and Reform,

In line with this directive, tender competitions over €10,000 for ICT and €25,000 for all other competitions are available on www.etenders.gov.ie

Public contracts awarded including contract type, contractor, value, award date, duration and brief description, for award of contracts over €10k for ICT and over €25k for other contracts will be published on www.etenders.gov.ie

5.1 Capital Expenditure

Purchase Orders for goods and service in excess of €20,000 are reported on a quarterly basis on the Assembly's website.

6. FOI Disclosure Log and Other Information

Details of non-personal requests under FOI, as set out in the Code of Practice on FOI will be available from 14/04/2016

FOI Disclosure Log:

Date Received	Reference	Description	Category	Decision

6.1 Links to agencies/other bodies under the FOI body's remit

The link below provides a list of stakeholder and other bodies that interact with the Eastern and Midland Regional Assembly and are under the FOI remit.

<http://www.emra.ie/links/>

6.2 Codes of Practice or Guidelines

<http://emra.ie/lobbying-act/>

<http://www.sipo.gov.ie/en/>

6.3 Other Information

The Assembly operates in an open and transparent manner and information relating to its day to day activities and functions is available on the website, at the following links:

- Establishment Order - <http://emra.ie/dubh/wp-content/uploads/2015/01/SI-573-of-2014-Regional-Assemblies-Order.pdf>
- Assembly & Strategic Planning Area Meetings Agenda and Minutes:
 - Agendas - <http://emra.ie/documents/meetings-minutesagenda/>
 - Minutes - <http://emra.ie/documents/meetings-minutesagenda/>
- Corporate Plan - <http://emra.ie/corporate-plan-2015-2020/http://emra.ie/corporate-plan-2015-2020/>
- Annual Programme of Works - <http://emra.ie/programme-of-works/>
- Annual Reports - Available from June 2016

APPENDIX A

Circular Letter EL 17/09

22 December 2009

Revision of Pay of Local Authority Staff – Application of Pay Adjustments in Accordance with the Financial Emergency Measures in the Public Interest (No.2) Act 2009

A Chara,

I am directed by the Minister for the Environment, Heritage and Local Government to convey the following instructions to Local Authorities in relation to the application of pay adjustments with effect from 1 January 2010 in accordance with the Financial Emergency Measures in the Public Interest (No.2) Act 2009.

Adjustments to Pay

The Financial Emergency Measures in the Public Interest (No.2) Act 2009 provides for reductions in pay of public servants as follows:

- 5% on the first € 30,000 of salary or annualised wage
- 7.5% on the next € 40,000 of salary or annualised wage
- 10% on the next € 55,000 of salary or annualised wage

These produce overall reductions in salaries ranging from 5% to 8% in the case of salaries up to € 125,000.

These adjustments are being applied to basic pay as at 31 December 2009. The adjustments are being applied to each point of incremental scales (and to off-scale points) rounding to the nearest euro on annual scales and to the nearest cent on weekly scales. Hourly rates should be rounded to the nearest €0.001.

Revised Rates

The revised salary scales applicable to national grades as from 1st January 2010 are set out in the Appendix to this Circular. Instruction is also conveyed to pro-rata pay adjustments for part-time officers in accordance with established practice.

Dual Employment

In the case of staff employed in more than one capacity, each employment may be treated separately for the purposes of calculating revised remuneration in accordance with this circular.

Overtime

Payment in respect of overtime rendered on or subsequent to 1 January 2010 by members of grades to which this circular applies should be calculated by reference to the revised pay rates with effect from 1 January 2010.

Premium Rates of Pay

Premium rates of pay payable in respect of or subsequent to 1 January 2010 which are calculated as a specific percentage or specified proportion of basic salary should be calculated by reference to the revised rates of pay with effect from 1 January 2010.

Allowances

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 pay will be reduced by a fixed percentage as follows:

- Fixed allowances payable to persons whose basic pay does not exceed €125,000 p.a. will be reduced by 5%
- Fixed allowances payable to persons whose basic pay is €125,000 or more will be reduced by 8%

Any allowance which is a reimbursement of an expense will not be affected by these reductions.

Pensions

Pensions in course of payment on 1 January 2010 in respect of former Local Authority employees who served in the grades to which this circular applies will not be reduced on foot of the adjustments referred to in this circular.

A local authority employee who retires on or before 31 December 2010 will have their superannuation benefits calculated by reference to the scales applying on 31 December 2009, with incremental credit on those scales if appropriate. This includes employees who retire in the normal way on age grounds, those retiring on health grounds or under Cost Neutral Early Retirement or the Incentivised Scheme of Early Retirement. It also applies in the case of a preserved benefit coming into payment in 2010.

Non-National Grades

Under the terms of Paragraph 5.1 of the Appendix to Circular Letter LA (P) 4/96, the pay adjustments may be applied to non-national grades. Instruction may be assumed to the application of the revised scales to members of national and local grades which have the same scales as the grades listed in the Appendix.

Craftworkers and Related Grades

The revised wage scales operative from 1st January 2010 are set out in the Appendix.

General Operatives and Related Grades outside the Dublin area

The Appendix sets out the appropriate wage scales, with effect from 1st January 2010. Instruction may be presumed to the implementation of similar pay adjustments to General Workers whose wage maxima do not correspond exactly with any of those in the Appendix and also to pro-rata pay adjustments for part-time personnel in accordance with established practice. Also set out are the revised rates of allowances for part-time fire personnel.

Full-time Fire Service Personnel

This pay adjustment will be applied to all full-time fire service personnel in accordance with established practice. This will be notified to local authorities separately.

Sharepoint

This circular along with other circulars published by the Department of the Environment, Heritage and Local Government are available on the Sharepoint website at the following address: <http://circulars.lgcsb.ie/doecirculars/>. This site requires a username and password which was sent to each local authority as part of circular CMU 1/2004.

Queries from local authorities regarding the implementation of this circular should be referred to the Local Government Personnel Section of the Department, at 01- 8882862.

Mise le meas,

Revised Local Authority Salary Scales Operative from 1st January 2010

Senior Executive Officer / County & City Librarian / Head of Information Systems / Financial Accountant / Management Accountant / Financial & Management Acct./ Town Clerk (pop > 15,000) / County Secretary / Finance Officer / County Development Officer (n.d.c.) / Town Clerk (Athlone, Carlow, Kilkenny, Killarney, Wexford)	
Point	Rate 01/01/2010
1	€64,426
2	€66,011
3	€68,496
4	€70,983
5	€73,474
6	€75,938
7	€78,418
LSI 1	€81,232
LSI 2	€84,036

Grade 7 Administrative Officer / Senior Executive Librarian / Town Clerk population over 5,000	
Point	Rate 01/01/2010
1	€47,013
2	€48,187
3	€49,559
4	€50,935
5	€52,313
6	€53,541
7	€54,800
8	€56,020
9	€57,235
LSI 1	€59,322
LSI 2	€61,418

Grade 6 Senior Staff Officer / Executive Librarian / Senior Legal Assistant / Clerk of Works / Building Inspector / Town Clerk (pop less than 5,000)	
Point	Rate 01/01/2010
1	€44,849
2	€45,954
3	€47,289

Grade 5 Staff Officer/ Assistant Librarian / Legal Assistant / Storekeeper Grade A	
Point	Rate 01/01/2010
1	€40,213
2	€41,524
3	€42,835

Grade 4 Asst. Staff Officer / Senior Library Assistant / Revenue Collector (national grade) / Storekeeper Grade B	
Point	Rate 01/01/2010
1	€28,334
2	€30,346
3	€32,379

4	€49,797
5	€51,294
LSI 1	€53,157
LSI 2	€55,031

4	€44,148
5	€45,458
LSI 1	€46,977
LSI 2	€48,495

4	€33,894
5	€35,356
6	€37,332
7	€38,761
8	€40,213
LSI 1	€41,548
LSI 2	€42,889



Paul Lemass

Principal Officer

Local Government Personnel.

Revised Local Authority Salary Scales Operative from 1st January 2010

Clerical Officer/ Library Assistant	
Point	Rate 01/01/2010
1	€23,188
2	€24,277
3	€25,362
4	€26,452
5	€27,542
6	€28,626
7	€29,683
8	€30,738
9	€31,800
10	€32,857
11	€33,919
12	€35,919
LSI 1	€37,339

Branch Librarian (part time) Hourly Rate	
Point	Rate 01/01/2010
1	€12.696
2	€13.293
3	€13.887
4	€14.484
5	€15.081
6	€15.674
7	€16.253
8	€16.831
9	€17.412
10	€17.991
11	€18.572
12	€19.668
LSI 1	€20.445

Rent Collector (Salaried)	
Point	Rate 01/01/2010
1	€26,467
2	€27,334
3	€28,204
4	€29,056
5	€29,900
6	€30,749
7	€31,592
8	€32,435
9	€33,163
LSI	€34,580

County Engineer	
Point	Rate 01/01/2010
1	€78,368
2	€81,185
3	€83,995

Senior Engineer	
Point	Rate 01/01/2010
1	€73,223
2	€74,957
3	€76,685

Senior Executive Engineer	
Point	Rate 01/01/2010
1	€62,276
2	€64,219
3	€66,147

4	€86,809
5	€89,623
LSI 1	€92,583
LSI 2	€95,540

4	€78,417
5	€80,148
6	€81,886
LSI 1	€84,500
LSI 2	€87,117

4	€68,037
5	€69,934
6	€71,822
7	€73,726
LSI 1	€76,116
LSI 2	€78,501

Executive Engineer	
Point	Rate 01/01/2010
1	€46,732
2	€48,467
3	€50,204
4	€51,944
5	€53,684
6	€55,422
7	€57,162
8	€58,893
9	€60,639
10	€62,372
LSI 1	€64,371
LSI 2	€66,350

Assistant Engineer	
Point	Rate 01/01/2010
1	€40,368
2	€42,097
3	€43,811
4	€45,529
5	€47,254
6	€48,971
7	€50,687
8	€52,408
9	€54,136
LSI 1	€55,903
LSI 2	€57,672

Graduate Engineer (range)	
Point	Rate 01/01/2010
	€32,194
	€35,437
	€38,666

Revised Local Authority Salary Scales Operative from 1st January 2010

Chief Technician	
Point	Rate 01/01/2010
1	€44,493
2	€45,585
3	€46,872
4	€48,161
5	€49,457
6	€50,612
7	€51,789
8	€52,926
9	€54,055
LSI 1	€56,026
LSI 2	€58,005

Senior Executive Technician	
Point	Rate 01/01/2010
1	€43,021
2	€43,928
3	€45,169
4	€47,269
5	€48,537
LSI 1	€50,299
LSI 2	€52,070

Executive Technician	
Point	Rate 01/01/2010
1	€40,382
2	€41,419
3	€42,481
4	€43,537
5	€44,598
6	€45,653
LSI 1	€47,179
LSI 2	€48,700

Technician Grade I	
Point	Rate 01/01/2010
1	€37,632
2	€38,275
3	€39,117
4	€39,961
5	€40,788
6	€41,628

Technician Grade II	
Point	Rate 01/01/2010
1	€27,488
2	€28,521
3	€29,539
4	€30,549
5	€31,545
6	€32,566

7	€42,394
LSI 1	€43,808
LSI 2	€45,227
-	-
-	-

7	€33,565
8	€34,590
9	€35,604
10	€36,565
11	€37,632
LSI 1	€38,887
LSI 2	€40,132

Professionally Qualified/ Housing Welfare Officer / Social Worker	
Point	Rate 01/01/2010
1	€43,132
2	€45,242
3	€47,350
4	€49,464
5	€51,570
6	€53,677
7	€55,788
LSI	€56,890

Housing Welfare Officer	
Point	Rate 01/01/2010
1	€37,447
2	€39,298
3	€41,235
4	€43,154
5	€45,056
6	€46,975
7	€48,897
8	€50,331
9	€51,782
LSI	€52,801

Social Worker	
Point	Rate 01/01/2010
1	€35,945
2	€37,841
3	€39,807
4	€41,770
5	€43,716
6	€45,707
7	€47,668
8	€49,173
9	€50,679
LSI	€51,679

Revised Local Authority Wage Scales Operative from 1st January 2010

Craftworkers, Craftworkers' Mates and Supervisory Craftworkers

Craftworkers		Craftworkers Mates	Charge-hand	Assistant Foreman	Foreman
On Recruitment	€667.58	€536.78	€716.67	€749.34	€798.32
after 0.5 years	€672.45	€543.05	€724.90	€757.91	€807.50
after 1.5 years	€677.28	€546.08	€728.86	€762.11	€811.94
after 2.5 years	€682.12	€549.35	€733.25	€766.67	€816.84
after 3.5 years	€686.96	€552.42	€737.37	€770.99	€821.43
after 4.5 years	€691.80	€554.05	€739.56	€773.29	€823.86
after 5.5 years	€696.64	€555.57	€741.60	€775.44	€826.16
after 6.5 years	€701.48	€557.16	€743.74	€777.67	€828.55
after 7.5 years	€706.30	€558.75	€745.90	€779.92	€830.95
		€561.26	€749.27	€783.45	€834.72
		€563.23	€751.88	€786.18	€837.64
		€567.90	€758.20	€792.79	€844.69

General Operatives and Related Grades (outside the Dublin area)

	Foreman	Driver Plant Operator A	Labourer	Light Equipment Operator	Refuse Collector	Ganger	Driver plant operator B	Mobile Library Driver /Asst
On Recruitment	€584.48	€572.32	€544.70	€554.80	€559.39	€564.15	€585.74	€598.19
after 0.5 years	€587.84	€575.62	€547.73	€557.89	€562.45	€567.41	€588.92	€601.33
after 1.5 years	€590.91	€578.50	€550.64	€560.83	€565.42	€570.32	€592.13	€604.49
after 2.5 years	€592.66	€580.23	€552.30	€562.45	€567.03	€572.15	€593.87	€606.26
after 3.5 years	€594.42	€581.93	€553.98	€564.09	€568.60	€573.76	€595.59	€607.99
after 4.5 years	€596.14	€583.66	€555.62	€565.76	€570.25	€575.47	€597.35	€609.73

after 5.5 years	€597.80	€585.26	€557.26	€567.39	€571.89	€577.26	€599.06	€611.46
after 6.5 years	€599.75	€587.08	€558.98	€569.06	€573.62	€578.92	€600.87	€613.30
after 7.5 years	€601.52	€588.81	€560.71	€570.78	€575.33	€580.73	€602.72	€615.11
after 8.5 years	€603.41	€590.62	€562.53	€572.54	€577.05	€582.69	€604.63	€616.95
after 9.5 years	€605.42	€592.49	€564.31	€574.45	€578.92	€584.41	€606.55	€618.83
after 10.5 years	€607.27	€594.38	€566.15	€576.26	€580.74	€586.35	€608.46	€620.82
after 11.5 years	€609.13	€596.22	€567.90	€577.97	€582.48	€588.15	€610.39	€622.63

Water and Sewerage Caretakers - Grade 3	
On Recruitment	€584.48
after 0.5 years	€587.84
after 1.5 years	€590.91
after 2.5 years	€592.66
after 3.5 years	€594.42
after 4.5 years	€596.14
after 5.5 years	€597.80
after 6.5 years	€599.75
after 7.5 years	€601.52
after 8.5 years	€603.41
after 9.5 years	€605.42
after 10.5 years	€607.27
after 11.5 years	€609.13

Water and Sewerage Caretakers - Grade 5	
On Recruitment	€634.32
after 1 year	€640.90
after 2 years	€647.33
after 3 years	€654.32
after 4 years	€661.29
after 5 years	€668.39
after 6 years	€675.33
after 7 years	€681.86
after 8 years	€688.35
after 9 years	€692.70

General Services Supervisors	
On Recruitment	€695.71
after 1 year	€710.80
after 2 years	€725.86
after 3 years	€741.37
after 4 years	€756.80
after 5 years	€772.21
after 6 years	€787.68
after 7 years	€803.02
after 8 years	€818.38
after 9 years	€833.69

Appendix to Circular Letter EL 17/09 2009

Revised Local Authority Scales Operative from 1st January 2010

Part-Time Fire Service Personnel - Inclusive Annual Allowance

Service	Station Officer	Sub Officer, Driver Mechanic	Firefighter
0 - 5 years	€15,438	€11,687	€8,402
5 - 10years	€17,345	€13,130	€9,439
10 years +	€19,078	€14,442	€10,383

Hourly rate of attendance	Drill	Fire			
		<i>Day</i>		<i>Night / Weekend</i>	
		<i>1st Hour</i>	<i>Subsequent Hours</i>	<i>1st Hour</i>	<i>Subsequent Hours</i>
Rate per Hour	€19.86	€39.72	€19.86	€79.44	€39.72

APPENDIX B

Rem 240

18 June 2013

Circular Letter E.L. 05/13: Revision of Pay of Local Authority Employees

Application of pay adjustments and related measures in accordance with the Financial Emergency Measures in the Public Interest Act 2013 and the Haddington Road Agreement

A Chara,

1. I am directed by the Minister for the Environment, Community and Local Government to convey the following instructions to local authorities in relation to the application to the Local Government Sector of adjustments to pay with effect from 1 July 2013 in accordance with the Financial Emergency Measures in the Public Interest Act 2013 (No. 18 of 2013) (“the Act”) and the relevant provisions of the Haddington Road Agreement. The Act is available on www.oireachtas.ie. A detailed Frequently Asked Questions (FAQ) document dealing with matters addressed in this Circular is also available on the Department of Public Expenditure and Reform website: (www.per.gov.ie).

Employees / Grades affected

2. This circular applies to all local authority employees.

Adjustments to pay for employees with salaries greater than €65,000 inclusive of allowances in the nature of pay, i.e. fixed periodic pensionable allowances

Note: Each subsequent reference to salary or salaries in the circular is to be taken to mean salary or salaries inclusive of allowances in the nature of pay which are fixed periodic pensionable allowances, where a fixed periodic pensionable allowance is an allowance of a fixed amount, which is taxable and pensionable, is not paid in respect of an expense incurred and is not reliant on the type or amount of the work performed at for example, weekend or nights.

3. For the purpose of calculating remuneration for the application of the pay reduction to those in receipt of annualised remuneration of more than €65,000, fixed periodic pensionable allowances should be added to basic pay and the appropriate reduction applied, with effect from 1 July 2013, in accordance with the following table:

Annualised Amount of Remuneration	Reduction
Any amount up to €80,000	5.5%
Any amount over €80,000 but not over €150,000	8%
Any amount over €150,000 but not over €185,000	9%
Any amount over €185,000	10%

4. These reductions will apply to persons whose salaries are currently above €65,000, and to persons whose salaries rise above €65,000 on or after 1 July 2013.

5. The adjustments arising under paragraph 3 should be applied to salary as at 30 June 2013 and should be applied to each point of incremental scales (*and to off-scale points*) rounding to the nearest euro. Salaries will not reduce below €65,000 as a result of the application of the Act.

6. The revised pay rates effective from 1 July 2013 are set out in the Appendix. A separate letter and order will issue in respect of salaries of City and County Managers, Assistant Managers (*and equivalents*) and the Personnel Officer, Finance Officer and Treasurer in Dublin City Council.

Increments and related balancing measures

7. Incremental progression will be suspended for 3 years from 1 July 2013 to 30 June 2016 for grades not covered by a collective agreement.

8. Where a collective agreement that modifies the terms of incremental suspension is in place and has been registered with the Labour Relations Commission the following arrangements will apply:

8.1 For salaries below €35,000

For those on salaries below €35,000 the increment following the next due will be payable after 15 months rather than 12 months. If the increment interval is longer than 12 months, it will be increased by 3 months.

8.2 For Salaries at or above €35,000 and up to €65,000 (inclusive)

If a person's salary reaches €35,000 over the course of the agreement a second incremental freeze of three months will apply, in accordance with the arrangements for those on salaries between €35,000 and €65,000 (*paragraph 8.3 below*).

8.3 For those on salaries between €35,000 and €65,000, each of the two increments following the next one due will be payable after 15 months rather than 12 months. If the increment interval is longer than 12 months, it will be increased by 6 months for the next increment.

8.4 For salaries above €65,000

For those on salaries above €65,000 up to the maximum point of the Assistant Manager scale or equivalent, each of the two increments following the next due date will be payable after 18 months rather than 12 months. Where the increment interval is longer than 12 months, it will be increased by 6 months, for each of the next two increments.

8.5 For salaries above €100,000

For those on salary scales starting over €100,000 incremental progression will be suspended for three years with effect from 1 July 2013.

8.6 For employees on a final incremental point

For those currently on the final incremental point of a salary scale between €35,000 and €65,000, the default option will be a reduction in annual leave of 2 days per year for the three years (*6 days in total*), apart from grades with annual leave of 23 days or less.

A person may alternatively elect to avail of:

- Unpaid leave in respect of the 6 annual leave days.
- A cash deduction equivalent to half their most recent increment (*further advice is awaited from the Department of Public Expenditure and Reform and will issue in due course*).

Similarly, for those on salaries between €35,000 and €65,000 who reach the maximum of the scale following a 15 month increment period, the default option will be a reduction in annual leave by 1 day per year for the three years (*3 days in total*).

Overtime

9. Overtime arrangements for those grades covered by a collective agreement are revised in accordance with the Haddington Road Agreement and are as follows:

9.1 For salaries below €35,000

Overtime will be paid at time and a half at the first point of the appropriate scale for those on salaries below €35,000. If this would result in overtime being paid at less than time at any point on the scale then it will be calculated as set out in the following provision (9.2).

9.2 For Salaries at or above €35,000

Overtime will be paid at time and a quarter at the individual's scale point for those on salaries at or above €35,000.

9.3 In addition:

- Divisors for the calculation of overtime will be adjusted to take account of the additional hours provided for in the agreement.
- For those grades currently with a working week of 39 hours or more (*net of rest breaks*), an hour of overtime worked each week will be unpaid until 31 March 2014.

9.4 Separate arrangements will apply for grades not covered by a collective agreement.

Pensions

10. An employee who retires on or before 31 August 2014 will have his or her superannuation benefits calculated by reference to the scales applying on 30 June 2013 (*Circular letter S2 of 2012 dated 2 February 2012 applies*). This includes officers who retire in the normal way on age grounds, those retiring on health grounds or under Cost Neutral Early Retirement. It also applies in the case of a preserved benefit coming into payment prior to 1 September 2014.

11. An employee who retires on or before 31 August 2014 on a pension greater than €32,500 will be subject, from 1 July 2013 to the “Public Service Pension Reduction (PSPR)”, as provided for in the Financial Emergency Measures in the Public Interest Act 2010, as amended by section 5 of the Financial Emergency Measures in the Public Interest Act 2013. Further guidance on the PSPR provisions in the 2013 Act will be available from the Department of Public Expenditure and Reform.

12. Queries regarding pensions should be directed to mary.jones@environ.ie

General

13. Queries from local authorities regarding the implementation of this circular should be referred to the Local Government HR Section of the Department, ann.banville@environ.ie / (053) 911 7496 or neil.maher@environ.ie / (053) 911 7433.

Mise le meas,

Barry Quinlan

Principal Officer

Local Government HR

Appendix to Circular Letter E.L. 05 of 2013

Local Authority Salary Scales Operative from 1st July 2013

Senior Executive Officer / County & City Librarian / Head of Information Systems / Financial Accountant / Management Accountant / Financial & Management Acct./ Town Clerk (pop > 15,000) / County Secretary / Finance Officer / County Development Officer (n.d.c.) / Town Clerk (Athlone, Carlow, Kilkenny, Killarney, Wexford)	
Point	Rate 01/07/2013
1	€64,426
2	€65,000
3	€65,000
4	€67,079
5	€69,433
6	€71,761
7	€74,105
LSI 1	€76,733
LSI 2	€79,313

County Engineer	
Point	Rate 01/07/2013
1	€74,058
2	€76,690
3	€79,275
4	€81,864
5	€84,453
LSI 1	€87,176
LSI 2	€89,897

Senior Engineer	
Point	Rate 01/07/2013
1	€69,196
2	€70,834
3	€72,467
4	€74,104
5	€75,736
6	€77,335
LSI 1	€79,740
LSI 2	€82,148

Senior Executive Engineer	
Point	Rate 01/07/2013
1	€62,276
2	€64,219
3	€65,000
4	€65,000
5	€66,088
6	€67,872
7	€69,671
LSI 1	€71,930
LSI 2	€74,183

Executive Engineer

Point	Rate
	01/07/2013
1	€46,732
2	€48,467
3	€50,204
4	€51,944
5	€53,684
6	€55,422
7	€57,162
8	€58,893
9	€60,639
10	€62,372
LSI 1	€64,371
LSI 2	€65,000

APPENDIX C

03 December 2015

Circular 06/2015: Application of pay adjustments and related measures in accordance with the Financial Emergency Measures in the Public Interest Act, 2015 and the Public Services Stability Agreement 2013-2018 (the Lansdowne Road Agreement).

Dear Chief Executive,

1. I am directed by the Minister for the Environment, Community and Local Government to convey the following instructions to local authorities with regard to the application of adjustments to local authority pay and pension related deductions with effect from December 2015 in accordance with the Financial Emergency Measures in the Public Interest Act 2015 (No. 39 of 2015) (“the Act”) and the relevant provisions of the Lansdowne Road Agreement.

Classes Affected

2. This circular applies to local authority grades.

Pay and PRD Adjustments

3. This Circular sets out the **revised pay rates from 1 January 2016** applying to local authority employees.

3.1 This Circular also sets out the **revised thresholds for the Pension Related Deduction from December 2015**.

3.2 To give effect to the measures contained in the Lansdowne Road Agreement the following revisions to arrangements will apply: 2

2016 Adjustment to Pay

3.3 The following pay increases apply from 1 January 2016:

- Annualised salaries up to **€24,000** are increased by **2.5%**.
- Annualised salaries from **€24,001** up to **€31,000** are increased by **1%**.

3.4 Pay increases under the Lansdowne Road Agreement will be subject to the annualised salary thresholds set out in the Agreement which reflect basic pay rates.

3.5 The adjustments should be applied, as appropriate, to basic pay on 31 December 2015. The adjustment should be rounded to the nearest euro on annual payscales and to the nearest cent on weekly payscales.

3.6 The Department is aware that anomalies exist to a small number of payscales when the above pay increases are applied. Further correspondence will issue on this matter shortly.

Pension Related Deduction (PRD) 2015 to 2017

4. This Circular sets out the adjustments to the exemption threshold for the Pension Related Deduction to apply to local authority employees under the Lansdowne Road Agreement in 2015, 2016 and 2017.

2015 Adjustment to Pension Related Deductions

4.1 In **2015, the exemption threshold will increase from €15,000 to €17,500** per annum as follows:

- (a) Up to €17,500 @ 0%
- (b) Greater than €17,500 but not over €20,000 @ 2.5%
- (c) Greater than €20,000 but not over €60,000 @ 10%
- (d) Balance @ 10.5%

2016 Adjustment to Pension Related Deductions

4.2 From **1 January 2016, the exemption threshold will increase from €17,500 to €26,083** as follows:

- (a) Up to €26,083 @ 0%
- (b) Greater than €26,083 but not over €60,000 @ 10%
- (c) Balance @ 10.5%

2017 Adjustment to Pension Related Deductions

4.3 From **1 January 2017**, the exemption threshold will increase from **€26,083 to €28,750** as follows:

(a) Up to €28,750 @ 0%

(b) Greater than €28,750 but not over €60,000 @ 10%

(c) Balance @ 10.5%

Overtime

5. Payment in respect of overtime rendered on or subsequent to 1 January 2016 by members of grades to which this circular applies should be calculated by reference to the revised pay rates with effect from 1 January 2016. Overtime arrangements remain as set out in paragraphs 2.13 to 2.15 of the Haddington Road Agreement.

Allowances

6. Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay with effect from 1 January 2016.

6.1 Fixed allowances calculated as a specific percentage or specified proportion of salary are not affected.

General

7. Individual queries in relation to this Circular should be raised in the first instance with local HR Units or where applicable with MyPay and subsequently with this Department.

7.1 Difficulties that may arise in the application of this Circular should be raised with this Department (email address: localservices@environ.ie).

Yours sincerely,

Paul Dunne
Principal
Local Government HR 4

Appendix to Circular Letter EL 06/2015

Revised Local Authority Salary Scales Operative from 1st January 2016

Branch Librarian (Part-Time Hourly Rate)

€11.99 €12.62 €12.82 €13.43 €14.03 €14.63

€15.23 €15.67 €16.25 €16.83 €17.41 €17.99

€18.57 €19.67 €20.45

Clerical Officer/Library Assistant

€21,893 €23,397 €23,768 €24,520 €25,616 €26,717

€27,817 €28,912 €29,980 €31,045 €31,800 €32,857

€33,919 €35,919 €37,339

Technician Grade II

€24,986 €26,388 €27,763 €28,806 €29,834 €30,854

€31,545 €32,566 €33,565 €34,590 €35,604 €36,565

€37,632 €38,887 €40,132

Grade 4 – Assistant Staff Officer/Senior Library Assistant/Revenue Collector (national grade)/Storekeeper

Grade B

€25,756 €27,584 €30,649 €32,379 €33,894 €35,356

€37,332 €38,761 €40,213 €41,548 €42,889

Craftworkers Mates

€487.93 €504.81 €542.15 €548.48 €551.54 €554.84

€557.94 €559.59 €561.13 €562.73 €564.34 €566.87 5

€568.86 €573.58

General Operatives (outside Dublin)

€495.13 €507.38 €550.15 €553.21 €556.15 €557.82

€559.52 €561.18 €562.83 €564.57 €566.32 €568.16

€569.95 €571.81 €573.58

Water and Sewerage Caretaker – Grade 3

€590.32 €593.72 €596.82 €598.59 €594.42 €596.14

€597.80 €599.75 €601.52 €603.41 €605.42 €607.27

€609.13

Graduate Engineer

€29,265 €31,893 €35,437 €38,666

Rent Collector

€26,732 €27,607 €28,486 €29,347 €30,199 €31,056

€31,592 €32,435 €33,163 €34,580

General Operatives and Related Grades (outside Dublin)

Labourer

€550.15 €553.21 €556.15 €557.82 €559.52 €561.18

€562.83 €564.57 €566.32 €568.16 €569.95 €571.81

€573.58

Driver Plant Operator A

€578.04 €581.38 €584.29 €586.03 €587.75 €589.50

€591.11 €592.95 €594.70 €596.53 €598.41 €594.38

€596.22

Driver Plant Operator B

€591.60 €594.81 €598.05 €599.81 €595.59 €597.35

€599.06 €600.87 €602.72 €604.63 €605.55 €608.46

€610.39

Foreman

€590.32 €593.72 €596.82 €598.59 €594.42 €596.14

€597.80 €599.75 €601.52 €603.41 €605.42 €607.27
€609.13

Light Equipment Operator

€560.35 €563.47 €566.44 €568.07 €569.73 €571.42
€573.06 €574.75 €576.49 €578.27 €580.19 €582.02
€583.75 7

Ganger

€569.79 €573.08 €576.02 €577.87 €579.50 €581.22
€583.03 €584.71 €586.54 €588.52 €590.25 €592.21
€594.03

Refuse Collector

€564.98 €568.07 €571.07 €572.07 €574.29 €575.95
€577.61 €579.36 €581.08 €582.82 €584.71 €586.55
€588.30

Part Time Fire Service Personnel – Inclusive Annual (No Increase)

0 - 2 Years - €7,562

2 - 5 Years - €8,402

5 - 10 Years - €9,439

10 Years + - €10,383

Drill Rate

€19.86 (No increase)