

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance: **IT Allowance**
2. Description: _____

3. Number on Spreadsheet **12**

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain X
Modify

In both instances, please provide a thorough and considered business case for maintaining the allowance either as is or in modified format. The modifications should also be detailed, and include information on any revisions of the headings outlined in the Allowances Template.

The Department should confirm that the allowances represent value for money and provide additional or higher value work which can not be considered as part of the normal responsibilities, flexibilities or duties expected of a person in such a post.

This information should be returned to Sighle.de.barra@per.gov.ie by 31 January, 2012.

SECTION (a) BUSINESS CASE FOR RETAINING ALLOWANCE

(Please complete headings below)

(1) What does the employer receive in return for the allowance?

Essential ICT Support at the National Museum's fourth site in Castlebar, dealing with all ICT issues including a number of software programmes eg Adlib, Apple Macs, Metrefinch Time and Attendance System, Interpretative devices in exhibitions galleries, Microsoft Office Suite, also dealing with ICT issues on Satellite Sites of Daingean and Lanesborough

(2) Is the allowance cost effective/represent value for money?

This allowance is deemed excellent value for money by NMI

(3) Other Pertinent Issues (e.g. why duties cannot form part of grade/post; impacts/risks if duties/responsibilities not undertaken)

ICT Department is based in Dublin There is a need to have a suitably qualified staff on site in Castlebar to deal with day to day ICT issues for (25 Staff). This site attracts over 100,00 visitors per year and there is a requirement to have all interactives on Exhibition Galleries in proper working order at all times.

SECTION (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

(1) What does the employer receive in return for the allowance?

(2) Is the allowance cost effective/represent value for money?

(3) What type of modification is proposed – e.g. change in rate; change in method of payment; change basis on which allowance is paid; reduce number of persons in receipt of allowance; other?

(4) What would be the estimated total savings derived from the modification?

(5) Other Pertinent Issues (e.g. why duties cannot form part of grade/post; impacts/risks if duties/responsibilities not undertaken)
