

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
856	Acting Up Allowance		

2. Description: Allowance in respect of taking on additional duties of a higher nature
3. Number on Spreadsheet - 95

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain x
Modify

In both instances, please provide a through 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?

It is the nature of the prison system that certain positions cannot be allowed to fall vacant for even a short period of time. The continuation of catering and training services as they relate to prisoners is essential. It is also important that gaps do not occur in the strictly hierarchical management structure necessary for the operation of prisons and similar institutions. Short-term vacancies will normally arise where an officer is absent on leave, or has transferred to another institution, or retired, and an immediate replacement is not available.

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

The allowance is paid to Officers acting-up instead of to the previous recipient of the allowance. The payment is therefore cost-neutral from the perspective of overall payroll cost.

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

Consideration is only given to filling these vacancies where the role of the office-holder is essential to the maintenance of the chain of command in a prison, or essential to the care and management of prisoners, or essential to the security of the prison. It is also the case that certain posts in the prison system are required by Statute.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
3804	Baker PPC		

2. Description: This allowance is paid to the ACO in charge of the Bakery.
3. Number on Spreadsheet 81

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

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

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

It is recommended that this allowance be discontinued.

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

No.

(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?

These duties have been subsumed within the general work/training regime and this allowance is no longer required to be paid.

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

€1,700

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
866	BSD Dep Gov Duty All (Mod)	3866	BSD Dep Gov Duty All (PPC)
867	BSD Ass Gov Duty All (Mod)	3867	BSD Ass Gov Duty All (PPC)

2. Description: This is an allowance of 60% of the amount currently received by the Deputy and Assistant Governors under the agreed Proposals for Organisational Change to cover all liability for work outside normal hours and to cover the 'on call' factor.

3. Number on Spreadsheet 71,72,74 &75

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?

Attendance of senior management outside of normal hours and in recognition of availability for 'on-call' duties.

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

Yes.

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

The extent to which senior grades are required to attend outside of normal working hours is being examined in the context of a review of the senior management structure in prisons under the PSA 2010 – 2014. The payment of these allowances will fall for further consideration as part of that process.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
801	Clerk Review Allowance		

2. Description: Allowance in respect of attendance at a Sentence Review forum
3. Number on Spreadsheet 127

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Attendance as Clerk to the Sentence Review Committee, which is outside of and in addition to normal duties.

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

No

- (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?

Removal of the allowance, in conjunction with the internal redeployment of the Clerical grades currently in receipt of the allowance

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

€6,850

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
834	Clrk Secur PL		

2. Description: Allowance in respect of duties as Clerk to Security Committee Portlaoise

3. Number on Spreadsheet 129

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Attendance as Clerk to the Security Committee, Portlaoise, which is outside of and in addition to normal duties.

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

No

- (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?

Removal of the allowance, in conjunction with the internal redeployment of the Clerical grades currently in receipt of the allowance

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

€305

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
802	Clerk Suicide Allowance		

2. Description: Allowance in respect of duties as Clerk to Suicide Review forum
3. Number on Spreadsheet 128

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Attendance as Clerk to the Suicide Review Committee, which is outside of and in addition to normal duties.

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

No

- (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?

Removal of the allowance, in conjunction with the internal redeployment of the Clerical grades currently in receipt of the allowance

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

€880

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance: Clerk Visit Allowance

Code	Name	Code	Name
129	Clerk Visit	3129	Clerk Visit PPC

2. Description: Allowance in respect of duties as Clerk to Prison Visiting Committee
3. Number on Spreadsheet 117&118

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Attendance as Clerk to the Prison Visiting Committee, which is outside of and in addition to normal duties.

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

No

- (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?

Removal of the allowance, in conjunction with the internal redeployment of the Clerical grades currently in receipt of the allowance

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

€11,500

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
128	Court Escort	3128	Court Escort PPC

2. Description: Allowance in respect of taking charge of an Escort of prisoners to and from Court

3. Number on Spreadsheet 115 & 116

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Oversight and management of all persons and duties forming part of the escort of prisoners to and from court.

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

No

(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?

Removal of the allowance, as the administrative duties involved have largely been subsumed by the Prison Service Escort Corps since the date of the relevant Agreed Report (20/1990).

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

€115,000

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
122	Detail Asst	3122	Detail Asst PPC

2. Description: Allowance in respect of duties assisting prison Detail Officers
3. Number on Spreadsheet 107 & 108

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

The carrying out of duties associated with higher grade Detail Officers as required.

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

The allowance is currently being reviewed – see 3 below.

- (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?

This allowance is currently undergoing review under the auspices of the implementation body set up under the PSA 2010-2014 to facilitate a cost neutral reallocation of

allowances within the prison service. Pending the outcome of this review this allowance will remain in place.

(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))

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
24	Driving	3024	Driving PPC

2. Description: Allowance for driving official IPS vehicles, including prisoner transport.

3. Number on Spreadsheet 103 & 104

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

The carrying out of specialist driver duties, including the driving of cellular prisoner transport vehicles, and large goods vehicles.

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

The duties carried out by drivers are mainly carried out in the normal course of their employment. The payment of a premium for carrying out these duties does not 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?

The payment of this allowance should not continue as a feature for Officers whose main duties include driving.

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

€100,000

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

The daily allowance should be maintained for Officers who are required to carry out driving as an exception in addition to their normal duties.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
136	Environment	3136	Environment PPC

2. Description: Allowance for Officers working in Portlaoise prison, due to the specific high security environment

3. Number on Spreadsheet 124 & 125

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

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

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

The willingness of Officers to serve in the particular high security environment of Portlaoise prison.

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

This allowance is currently undergoing review – see 3 below.

- (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?

This allowance is currently undergoing review as the circumstances in the prison have changed following the Good Friday Agreement. Pending the outcome of this review this allowance will remain in place.

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

€398,000

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
126	Governor 1	139	Governor (PCW) 1
140	Governor (PCW) 2	141	Governor (PCW) 3

2. Description: The allowance is paid to Governors to cover all liability for work outside normal hours, including actual attendance at prisons.

3. Number on Spreadsheet 65, 66, 67 & 68

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain

Modify

In both instances, please provide a through 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?

Continued liability for senior prison management to be available for attendance outside normal hours on a 24 hour, 7 days a week basis.

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

Yes.

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

Attendance outside normal hours (e.g. weekends, nights) in the event of a disturbance or other incident in a prison is a requirement for Governors. As these grades are outside of the Additional Hours rostering arrangement there is no other way in which they are or can be remunerated for this extra attendance. The extent to which senior grades are

required to attend outside of normal working hours is being examined in the context of a review of the senior management structure in prisons under the PSA 2010 – 2014. The payment of these allowances will fall for further consideration as part of that process.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
211	Additional Hours Band 1 (W)	807	Saturday All
1211	Retro Additional Hrs Band 1 (W)	3807	Saturday All PPC
212	Additional Hours Band 2 (W)	808	Sunday All
1212	Retro Additional Hrs Band 2 (W)	1808	Retro Sun All
213	Additional Hours Band 3 (W)	3808	Sunday All PPC
1213	Retro Additional Hrs Band 3 (W)	4808	Retro Sunday All
221	Bonus Hours Band 1 (Q)	809	Night 8-8 All
1221	Retro Bonus Hours Band 1 (Q)	1809	Retro Ngt 8-8 All
223	Bonus Hours Band 2 (Q)	3809	Night 8-8 All PPC
1223	Retro Bonus Hours Band 2 (Q)	4809	Retro Night 8-8 All
224	Bonus Hours Band 3 (Q)	810	Night 6-8 All
1224	Retro Bonus Hours Band 3 (Q)	1810	Retro Ngt 6-8 All
230	Pooled Hours Band 0 (W)	3810	Night 6-8 All PPC
1230	Retro Pooled Hours Band 0 (W)	4810	Retro Night 6-8 All
231	Pooled Hours Band 1 (W)	811	Publ Hol All
232	Pooled Hours Band 2 (W)	1811	Retro Pub Hol All
1232	Retro Pooled Hours Band 2 (W)	3811	Publ Hol All PPC
233	Pooled Hours Band 3 (W)	4811	Retro Public Holiday All
1233	Retro Pooled Hours Band 3 (W)	826	Arr Sun All
818	NT 8-8 AL/OT	3826	Arr Sun All PPC
1818	Retro NT 8-8 AL/OT	827	Arr Night All
819	NT 6-8 AL/OT	3827	Arr Night All PPC
1819	Retro NT 6-8 AL/OT	828	Arr PH All
863	Premium Payment	3828	Arr PH All PPC
3863	Premium Payment PPC	842	Xmas Day All
243	Emergency Hours Band 3 (W)	1842	Retro Xmas Day All
1243	Retro Emergency Hrs Band 3 (W)	3842	Xmas Day All PPC
215	Christmas Day Payt (Non Rost)	4842	Retro Xmas Day Allowance
216	Christmas Day Resched Rest Day		

2. Description: Payments in respect of attendance for core hours of duty.

3. Number on Spreadsheet __1 – 57 (Inclusive)_____

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?

Attendance of staff for core hours of duty

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

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

The payments made under the headings referred to in Part 1 above are not allowances. Rather they are payments in respect of attendance for core hours of duty. The Prison Service operates on a 24/7 basis and some element of staffing is required on nights, Saturdays, Sundays, and public holidays. The task review process being carried out under the Croke Park agreement is actively seeking to identify areas within the Prison Service where attendance levels can be reduced and minimized at times that attract a premium rate in respect of unsocial hours. It is expected that this process will result in savings in the amounts paid for the 'allowances' referred to above.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
112	Laundress		

2. Description: This allowance is paid to officers in charge of work/training in the Laundry area.

3. Number on Spreadsheet 94

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

It is recommended that this allowance be discontinued.

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

No.

- (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?

These duties have been subsumed within the general work/training regime and this allowance is no longer required to be paid.

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

Negligible

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
130	Gate MJ	3130	Gate MJ PPC

2. Description: Allowance in respect of duties at prison Main Gates
3. Number on Spreadsheet 119 & 120

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

The carrying out of duties associated with operating at the prison Main Gate.

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

The allowance is currently being reviewed – see 3 below.

- (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?

This allowance is currently undergoing review under the auspices of the implementation body set up under the PSA 2010-2014 to facilitate a cost neutral reallocation of

allowances within the prison service. Pending the outcome of this review this allowance will remain in place.

(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))

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
146	Nurse Officer Allowance	646	Nurse Officer Allowance PPC

2. Description: Allowance in respect of medical duties carried out by nurses
3. Number on Spreadsheet 99 & 100

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify x

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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

The carrying out of duties associated with the special care of persons in custody requiring medical care short of hospitalisation.

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

The allowance was originally payable under Agreed Reports to Hospital and Medical Orderlies, being Prison Officers with special responsibility for the medical care of prisoners. This responsibility was regarded as being an exceptional duty for Prison Officers. The Prison Service now directly recruits qualified nurses. The medical care of prisoners cannot be regarded as an exceptional duty for a nurse. Therefore, the payment of a Nurse Officer Allowance in these circumstances does not 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?

Discontinuance of the payment of this allowance is appropriate.

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

€680,000

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name
251	Operational Allowance
3251	Operational Allowance PPC

2. Description: Payment in respect of cooperation with the introduction and operation of the additional hours system and other necessary measures involved.
3. Number on Spreadsheet 63 & 64

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?

Full co-operation of staff with the with the measures contained within the 2005 agreement - "Proposal for Organisational Change in the Irish Prison Service".

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

Yes

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

The Operational Allowance (a pensionable operational allowance of 8% of basic pay payable to all grades) was an amount agreed at arbitration as payable in consideration of the introduction and operation of the additional hours system and associated efficiency

measures set out in the 2005 PFOC agreement in the Prison Service. This agreement introduced significant changes in working conditions and practices and was directly responsible for the annual saving of €30M in the cost of overtime in the IPS.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
803	PL CL Gov	134	PL CL High
135	Plain Clothes	3134	PL CL High
3135	Plain Clothes	29	Footwear Allowance

2. Description: This allowance is payable to all officers who are required to wear plain clothes in the performance of their duties.
3. Number on Spreadsheet 130, 131, 132, 133, 134 & 135

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify X

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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Non uniform staff adopt a dress code that is appropriate to the prison environment.

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

No.

- (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?

It is recommended that the plain clothes allowance be abolished except in the case of basic grade officers who are required to wear plain clothes in carrying out certain duties only.

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

To be verified – not more than €130,000

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
137	Rent Single	3138	Rent Married
3137	Rent Single – Full PRSI	142	Rent Allowance Governors
138	Rent Married		

2. Description: Allowance in the nature of pay.

3. Number on Spreadsheet 58, 59, 60, 61 & 62

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain X

Modify

In both instances, please provide a through 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?

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

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

The payments made under the headings referred to in Part 1 above are allowances which are payable on a cross-sectoral basis. The Rent Allowance has long been accepted as part of basic pay. It owes its continued existence to this, rather than to any outdated practices. The justification for its payment has not been overtaken by any developments in the qualifications, duties, skills and normal flexibilities now expected or required in Public Service employment.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
121	School	3121	School PPC

2. Description: An allowance paid to the officer appointed in charge of the school. The officer is required to maintain attendance records, to ensure that prisoners get access to the school when required and to facilitate all new committals who wish to consider engagement in education through arranging interviews. The officer is also responsible for all aspects of security within the area.

3. Number on Spreadsheet 105 & 106

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify X

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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Provision and support of a range of services in co-operation with professional and specialist service providers.

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

This allowance is currently being reviewed. Please see below.

- (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?

This allowance is currently undergoing review under the auspices of the Implementation Body set up under the PSA 2010-2014 to facilitate a cost neutral re-allocation of allowances within the Prison Service. Pending this outcome of this review, this allowance will remain in place.

(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))

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
132	Search PL/LM		

2. Description: This allowance was initially paid to officers responsible for the stripping, examination and restoration of shoes on the basis that the duties involved were comparable to shoemaking duties which had been performed by an officer in receipt of an allowance. The responsibilities were expanded to include officers permanently assigned to searching duties in charge of explosives detectors and detector identifiers. The equipment was used to check all persons, goods, mail, parcels, cells, recreation halls, workshops and all other areas within the prison frequented by prisoners. The allowance is paid to Officers responsible for searching visitors to subversive prisoners.

3. Number on Spreadsheet 123

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify X

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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

(1) What does the employer receive in return for the allowance?
Expertise in searching and associated activities.

(2) Is the allowance cost effective/represent value for money?
This allowance is currently being reviewed. Please see below.

(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?

This allowance is currently undergoing review under the auspices of the Implementation Body set up under the PSA 2010-2014 to facilitate a cost neutral re-allocation of allowances within the Prison Service. Pending this outcome of this review, this allowance will remain in place.

(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))

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
824	Substitution	3824	Substitution PPC

2. Description: This allowance is paid to officers who substitute in a higher grade for a minimum of 5 days and up to a maximum of 30 days.
3. Number on Spreadsheet 96 & 97

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain X
Modify

In both instances, please provide a through 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?

It is the nature of the prison system that certain positions cannot be allowed to fall vacant for even a short period of time. The continuation of catering and training services as they relate to prisoners is essential. It is also important that gaps do not occur in the strictly hierarchical management structure necessary for the operation of prisons and similar institutions. Short-term vacancies will normally arise where an officer is absent on leave, or has transferred to another institution, or retired, and an immediate replacement is not available.

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

The allowance is paid to Officers substituting instead of to the previous recipient of the allowance. The payment is therefore cost-neutral from the perspective of overall payroll cost.

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

Consideration is only given to filling these vacancies where the role of the office-holder is essential to the maintenance of the chain of command in a prison, or essential to the care and management of prisoners, or essential to the security of the prison. It is also the case that certain posts in the prison system are required by Statute.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
125	Tuck Shop	3125	Tuck Shop PPC

2. Description: This allowance is paid to officers who are in charge of the Tuck Shop. The responsibilities of the post include ordering and checking-in stock, stock control and maintenance of records, maintaining supplier's accounts, issuing payments, operation of the point of sale including taking cash in respect of sales to prisoners, preparation of all accounts and their submission to the Governor and the Accountant, Department of Justice & Law Reform.

3. Number on Spreadsheet 113 & 114

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

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

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

Carrying out of specialist duties in relation to the Tuck Shop area.

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

This allowance is currently being reviewed. Please see below.

(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?

A new policy being developed for this area as part of the transformation process under the Croke Park agreement will reduce the need for this allowance to zero over a limited period of time.

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

€33,000 p.a.

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
110	Ind Man	111	A Ind Super
3110	Ind. Man PPC	3111	A Ind Super PPC
250	Ind Super (Kit & Baker) Duty All	873	Gym Officer Mod
805	Ind Super	3873	Gym Officer PPC
3805	Ind Super PPC		

2. Description: Allowances paid to staff working in specialist areas where constructive activity and accredited training is provided to prisoners.

3. Number on Spreadsheet _79, 80, 81, 82, 84, 85, 91 & 92_____

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?

Provision and support of a wide range of prisoner training services in co-operation with professional and specialist service providers.

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

Yes

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

The provision of Work Training services to prisoners is an integral part of the transformation process in the Prison Service, generating a more efficient staffing model to produce the required savings. Work Training provision is central to the introduction of the Earned Privileges programme, which is founded in large part on the delivery of the accredited training and structured activity essential to the rehabilitative process for prisoners. The requirements of these work training posts generally include a Monday to Friday attendance pattern to facilitate continuity of training delivery. The allowances payable are therefore offset by a reduction for these Officers in the payment for attendance for unsocial hours such as weekend and nights.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
420	Dog Handling Allowance Mod	3420	Dog Handling Allowance PPC

2. Description: Allowance for duties in the Canine Unit
3. Number on Spreadsheet 101 & 102

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify x

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

The carrying out of specialist duties associated with the use of passive and active drug dogs, and conflict resolution dogs.

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

The allowance is currently being reviewed – see 3 below.

- (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?

This allowance is currently undergoing review under the auspices of the implementation body set up under the PSA 2010-2014 to facilitate a cost neutral reallocation of allowances within the prison service. Pending the outcome of this review this allowance will remain in place. This allowance is also paid across more than one of the Justice sectors, and there may be implications across the sectors of any change.

(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))

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
200	Locking Area		

2. Description: This allowance is paid to officers assigned to the lockings area in the Building Services Division of the Irish Prison Service. This area is a highly specialised one where reliability, expertise in electrical and mechanical lockings and discretion are paramount. The officers in this area are responsible for all lockings matters, including carry through of proposals for modernisation (e.g. evaluating proposals from the commercial sector for automation of gates and driving forward proposals for computerising management of locks and keys etc.). Officers are required to give a 5 year commitment to the area and the allowance is also paid in recognition of their commitment to working in a non overtime environment. Applicants are also required to have a recognised trades qualification (fitter or plumber with specialised skill in Tig Welding, Mij Welding, Arc Welding and Gas Welding).

3. Number on Spreadsheet 126

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify

In both instances, please provide a through 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 (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?

No.

(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?

It is recommended that this allowance be abolished on the basis that the discrepancies in pay on which the allowance is paid, no longer exist.

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

€9,300

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
123	Train Unit A	3123	Train Unit A PPC
124	Train Unit B	3124	Train Unit B PPC

2. Description: These allowances are paid to officers who plan and co-ordinate training courses for the Irish Prison Service (to include induction training). These officers must have the ability to monitor such courses from a budgetary aspect. They must have an in depth knowledge of all daily operational procedures within the Irish Prison Service. They must also keep abreast of recent developments and policy developments on issues such as Health and Safety, Control and Restraint, Hostage Negotiations etc. Officers in this grade must also have the ability to organise, teach and communicate information effectively and possess the ability to monitor trainee's performance and prepare reports as required
3. Number on Spreadsheet __109, 110, 111 & 112_____

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain X
Modify □

In both instances, please provide a through 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?
Higher calibre of dedicated training staff and greater continuity of service.
- (2) Is the allowance cost effective/represent value for money?
Yes.

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
897	Call Out Availability All		

2. Description: Allowance in respect of availability for call-out as keyholder outside of normal working hours.

3. Number on Spreadsheet 98

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

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

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

The availability of staff to respond as keyholders in the event of an out-of-hours event at certain premises

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

No

- (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?

The allowance is payable to Clerk grades who will be redeployed internally. Following this redeployment the duties will be reassigned.

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

€3,500

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

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
117	Hosp Orderly		

2. Description: This allowance is paid to Officers in the Hospital or Medical Orderly roles for the execution of specialist duties involved in the delivery of medical support to offenders and specialist providers.

3. Number on Spreadsheet 93

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?

The delivery of medical support to offenders and specialist providers.

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

Yes.

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

Medical/Hospital Orderlies are Prison Officers who undertake a certain level of medical training and duties as a support to nursing and other medical staff. It is not envisaged that further assignments will be made at this grade, and the allowance will be phased out with the retirement/reversion of the relevant staff.

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
3114	Instr 1 C PPC	115	Instr 1 B
800	Instructor 2	3800	Instructor 2 PPC

2. Description: Allowance in respect of various instruction and other duties

3. Number on Spreadsheet 86, 87, 88 & 89

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify x

In both instances, please provide a through 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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

The carrying out of duties associated with prisoner work training and other and similar duties..

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

The allowance is currently being reviewed – see 3 below.

(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?

This allowance is currently undergoing review under the auspices of the implementation body set up under the PSA 2010-2014 to facilitate a cost neutral reallocation of allowances within the prison service. Pending the outcome of this review this allowance will remain in place.

(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))

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
131	Reception MJ	3131	Reception MJ PPC

2. Description: This allowance is paid to officers who work in the reception areas of prisons. On admission of an offender to prison, reception officers record details of the offender's clothing and property. The list is read to the offender who certifies that the list is in order. The offender is examined by the Reception Officer for any distinctive marks. After bathing, the offender is weighed, his/her height taken and s/he is issued with fresh clothing. The procedure on discharge of an offender are on similar lines in that the Reception Officer has to ensure that personal clothing and property is returned to the offender and that the items are again certified by him/her.

3. Number on Spreadsheet 121 & 122

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain
Modify X

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 (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

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

Carrying out of specialist duties in relation to the reception area.

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

This allowance is currently being reviewed. Please see below.

(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?

This allowance is currently undergoing review under the auspices of the Implementation Body set up under the PSA 2010-2014 to facilitate a cost neutral re-allocation of allowances within the Prison Service. Pending this outcome of this review, this allowance will remain in place.

(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)

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance:

Code	Name	Code	Name
247	Chief Off 1 Duty All Mod	248	Chief Off 2 Duty All Mod

2. Description: The allowance is paid to Chief Officers to cover all liability for work outside normal hours, including actual attendance at prisons.

3. Number on Spreadsheet 76 & 77

PART 2 BUSINESS CASE PROPOSAL

Please tick relevant box:

Maintain X
Modify

In both instances, please provide a through 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?

Continued liability for senior prison management to be available for attendance outside normal hours on a 24 hour, 7 days a week basis.

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

Yes.

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

Attendance outside normal hours (e.g. weekends, nights) in the event of a disturbance or other incident in a prison is a requirement for Chief Officers. The extent to which senior grades are required to attend outside of normal working hours is being examined in the context of a review of the senior management structure in prisons under the PSA 2010 –

2014. The payment of these allowances will fall for further consideration as part of that process.