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General Secretary: Seamus Cody

Mr. John Delamere
Head of CERS
HSE
63 – 64 Adelaide Road
Dublin 2

2nd December 2015

Re. Civil Registration

Dear Mr. Delamere,

I refer to your letter dated 30th November setting out proposals for moving the current dispute forward.

The Health and Welfare Divisional Executive Committee of IMPACT considered the matter at its meeting earlier and has asked me to convey to the HSE their agreement with the content of the proposal. I would just note that the clause in relation to the review of clothing allowance, which had been agreed between us, was omitted and has now been added to the document as per our phone conversation yesterday. The revised final agreed document is appended herewith.

We will need to engage very shortly on the mechanics of the review and I request that you set up an early meeting with Mr. Sean McHugh - the agreed independent facilitator - as a matter of urgency.

Finally, I will contact the Labour Court to inform them that their services are not required at this time and would ask that you would do likewise.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Robbie Ryan", written over a horizontal line.

Robbie Ryan
Assistant General Secretary

Civil Registration Service

Background

Arising from the enactment of the Civil Registration (Amendment) Act 2014 additional powers and responsibilities are delegated to registrars in the Civil Registration Service. The Act was signed into law on the 4th December 2014. Part 2, Sections 18 and 25 amend Sections 58 and 59 of the parent Act of 2004. These sections commenced on the 18th August 2015 by Ministerial sanction. The new powers and responsibilities conferred on the Civil Registration staff have been the subject of an industrial relations dispute. The matters in dispute were jointly referred to the then Workplace Relations Commission which facilitated two conciliation conferences. Following a further meeting between the principals of both sides the HSE sets out a proposal in an effort to resolve the current difficulty.

Training

Appropriate training to be developed - insofar as is possible this will be done jointly by the parties. This will include developing and refining protocols, procedures and paperwork requirements and relevant interview techniques, and will be delivered in a timely fashion to staff.

Review

The parties have agreed that a review of the service will be carried out by Sean McHugh, an agreed external independent facilitator with previous knowledge of the Civil Registration.

Terms of Reference of Review

The terms of reference will focus on the current configuration of the service to

consider if the infrastructure of offices and staff deliver the service in the most efficient way. The following issues are to be examined

- The review will be conducted by way of information/submissions from both sides.
- The union's contention that staff are carrying out duties above their grade in some locations will be examined and, should this be found to be the case, the facilitator will make recommendations as to how this should be addressed.
- Staffing analysis based on activity and work complexity - appropriate grade level for specific tasks. The facilitator will examine the union's contention that inadequate staffing and grading levels exist in some locations and, should this be found to be the case, will make recommendations as to how this should be addressed
- This analysis to include the marriage of convenience process. In this regard particular consideration to be given to the union view that there may be a necessity to conduct interviews using two registrars in some cases.
- Infrastructure requirements future proofed against additional demands on the service and consideration given to view that there should be a Head of Service post created and filled as part of recommendations on the improvement of national communications and the avoidance of the sort of industrial relations difficulties that have arisen in this case. Recommendations will be made on the creation and operation of an ongoing joint group of management and staff - dealing with operational issues and related matters - as part of this review.
- Training requirements - the facilitator will review and may make recommendations on training.
- The review will examine the position with regard to the payment of a clothing allowance in some locations and not in others and make a recommendation in the matter.

The outcomes of the review will be accepted by the parties. The review will commence immediately and will be completed by the end of January 2016. The parties will engage immediately on the implementation of the outcomes with a view to completing this

engagement by the end of February and completing implementation by the end of April 2016.

Interim period

In the interim, and without prejudice to the outcome of the review, The Marriage of Convenience functions will be carried out by the most senior available grade of Registrar. In any event no registrar below Grade 6 will be required to carry out this function pending the completion and implementation of the Review recommendations.