

Meeting of the Public Service Pay Commission
3rd October 2017 at 8.30am, St. Stephen's Green House.

In attendance

Mr. Kevin Duffy (Chair)
Ms. Marian Corcoran
Mr. Ultan Courtney
Ms. Ruth Curran
Mr. Noel Dowling
Mr. Michael Kelly
Mr. Seán Lyons
Mr. Peter McLoone

Ms. Aine Stapleton (Secretary)
Mr. Paul Carroll (Secretariat)
Mr. Tony Cleary (Secretariat)
Mr. Evan Coady (Secretariat)
Ms. Angelena Hollingsworth (Secretariat)
Mr. James Maher (Secretariat)
Ms. Susan McKiernan (Secretariat)
Ms. Karen Murphy (Secretariat)

The Chair welcomed the new Commission member, Mr Michael Kelly, and two new members of the Secretariat, Mr Tony Cleary and Mr Paul Carroll. The minutes of the previous meeting were agreed. The Secretary updated the Commission on the actions taken since the last meeting.

The draft terms of reference were discussed, particularly the requirement to determine if a recruitment and retention problem exists. The Commission recognised the need to initially focus on those grades already identified in Chapter 6 of their report. The Commission discussed the difficulties with identifying a full range of causal factors for recruitment and retention issues and providing a range of costed options for resolving such issues. The Secretariat agreed to draft a statement setting out their approach to the work.

The Commission discussed the modular approach to Phase 2, with an interim report due for end June 2018 focusing on nurses/midwives, consultants, and non-consultant hospital doctors (psychiatry). The Secretary described the intended methodology for phase 2, including: a request for employer data, survey and structured interviews with a sample population of staff in the relevant grades, and a report on international pay comparisons. The Secretary spoke about the risk to the timeline if a full request for tender was required to engage consultants, rather than the framework contract in place. The Commission approved the draft roadmap and requested a schedule of meeting dates for module 1.

The Secretariat presented the draft consultation templates. The Commission requested that consideration be given to including questions regarding hospital occupancy rates in the employer template. A precise definition of terms should also be included. The Commission also requested that disaggregated data be sought in respect of individual hospitals. The Commission advised that a requirement for evidence-based submissions needed to be emphasised in the staff representative template.

The Secretariat updated the Commission on the procurement process for engaging consultants to carry out research on international pay data and to survey/interview staff in the identified grades. The Secretary outlined the particular areas which the Public Appointments Service are responsible for. It was agreed that the next meeting would take place when the Minister and Secretary General were available to attend.

Action points

- Secretariat to draft statement on terms of reference for Phase 2.
- Secretariat to update employer and staff representative templates.
- Secretariat to circulate draft schedule of meetings up to June 2018.
- Secretariat to confirm meeting date with Minister Donohoe and Secretary General Watt.

A handwritten signature in black ink, appearing to be 'L. Watt', is centered on the page below the list of action points.