



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive
Dr. Steevens' Hospital
Dublin 8

Tel: 01 6352319 Email: nationalhr@hse.ie

To:

- Each Member of the Directorate and Leadership Team**
- Each Assistant National Director HR**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHO**
- Each CHO HR Manager**
- Each CEO Section 38 Agencies**
- Each HR Manager Section 38 Agencies**
- Each Employee Relations Manager**
- Each Group Director of Nursing & Midwifery**
- Each Group Director of Midwifery**
- Each Clinical Director**

10th July, 2019

Re: HSE HR Circular 016/2019 re Domestic Subsistence Allowances

Dear Colleagues,

Please find attached Department of Health Circular 9/2019 and Department of Public Expenditure and Reform Circular 13/2019 regarding Domestic Subsistence Allowances.

The standard rates of domestic subsistence allowances were reviewed and the following apply:

- The daily subsistence 5 hour rate is increased from €14.01 to €15.41
- The daily subsistence 10 hour rate is increased from €33.61 to €36.97
- There is no change to the standard overnight rate.
- Vouched Accommodation (VA) rate for Dublin. This rate applies where employees encounter difficulties sourcing suitable accommodation in Dublin with the standard overnight rate. The VA rate will remain the **vouched** costs of accommodation up to a limit of the standard overnight rate (€147) plus €36.97 for meals.

The effective date for the revised domestic subsistence arrangements is **1st July 2019**.

The revised rates are set out in Appendix 1 of DPER Circular 13/2019 (attached).

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility. In turn, line managers should bring this Circular to the attention of employees in their area of responsibility, whether in electronic format or in hard copy.

Queries

Queries from individual employees regarding the implementation of this Circular should be addressed by local management or their local HR Department.

Queries from HR Departments on this Circular may be referred to Mary Ruane, HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966; Email: mary.ruane@hse.ie

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925 or email: ask.hr@hse.ie

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rosarii Mannion', with a long horizontal flourish extending to the right.

Rosarii Mannion
National Director of Human Resources



Circular 9/2019

27th June 2019

To: Rosarii Mannion, National Director of Human Resources, HSE,
CEOs of the NCSSBs

Re: Domestic Subsistence Allowances

Dear Sir/Madam

I am directed by the Minister for Public Expenditure and Reform to inform you about a review of the standard rates of subsistence allowance in Ireland.

1. General

The Department of Public Expenditure and Reform have issued the following circular which is effective from 1 July 2019;

- i) Circular 13/2019: Domestic Subsistence Allowance

2. Queries

All employee queries should be directed to the relevant employer

3. Circulation

The contents of this circular should be brought to the attention of all HR managers, payroll staff and all employees of the HSE, Section 38 agencies and the NCSSBs

Yours sincerely


Sorcha Murray
Principal Officer
National HR Unit



Ref: DPE126/005/2015

1st July 2019

Circular 13/2019: Domestic Subsistence Allowances

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to refer to the standard rates of subsistence allowance in Ireland which have been reviewed in accordance with an agreed recommendation made by the General Council under the scheme of conciliation and arbitration for the Civil Service.

Standard Domestic Subsistence Rates

2. The Minister has agreed that the following changes will be made to the rates, with effect from 1st July 2019. The daily subsistence 5 Hour rate of €14.01 rises to €15.41 and the 10 Hour rate of €33.61 rises to €36.97. The revised rates are specified in the schedule at Appendix 1.
3. In accordance with the agreed procedures and in line with changes to the Consumer Price Index (CPI) the standard overnight rate will not be increased.

Vouched Accommodation (“VA”) Rate for Dublin

4. A Vouched Accommodation (VA) rate continues to apply where officers encounter difficulties in sourcing suitable accommodation in Dublin within the standard rate.
5. In such cases, a Vouched Accommodation Rate will remain the **vouched** costs of accommodation up to a limit of the standard overnight rate (€147.00) plus €36.97.



6. In accordance with existing policy, where an officer sources accommodation that exceeds the cost of the standard overnight rate or vouched accommodation rate as appropriate, they will be solely responsible for meeting the additional accommodation expense. Officers' attention is drawn to Paragraph 3 of Circular 11/1982: Travelling and Subsistence Regulations which states that the 'subsistence allowance payable is not intended to meet the whole cost of subsistence'.
7. The standard Overnight rate will continue to apply where officers source accommodation and meals in Dublin within the rate. Where officers cannot source accommodation within this rate, they may claim the VA rate. Accommodation costs while claiming the VA rate must be vouched.

General

8. Payment of the rates authorised in this Circular are subject to the regulations issued in Circular 11/1982 and any other instructions in force from time to time, including the distance requirements outlined in Circular 05/2015: Subsistence Allowances. These regulations apply to all civil servants including departmental grades.
9. Heads of Departments should continue to appraise, monitor and ensure that only essential travel is undertaken and that the number of officers on any official journey is kept to the absolute minimum.
10. This circular should be brought to the attention of all bodies under the aegis of your Department or Office and all officers in your Department or Office who are responsible for travel and subsistence.



11. Enquiries from individual officers in respect of this circular should be addressed to the HR Unit of the employing Department/Office in the first instance. Any enquiries about the application of this Circular from Departments should be emailed to Travel.Policy@per.gov.ie. This Circular is also available on www.circulars.gov.ie.

Mise le meas

Colin Menton

Assistant Secretary

To/All Departments etc.



Appendix 1

Standard Domestic Subsistence Rates

Effective from 1st July 2019

Overnight rates Remain		
Normal Rate	Reduced Rate	Detention Rate
€147.00	€132.30	€73.50

Day Rates	
10 hours or more	5 hours but less than 10 hours
€36.97	€15.41

Vouched Accommodation (VA) Domestic Subsistence Rates (for use in Dublin only)

Effective from 1st July 2019 will remain

Vouched Accommodation ("VA") Rate	Accommodation		Meals
VA Rate	<u>Vouched</u> cost of accommodation up to €147.00	Plus	€36.97