



Tithe an
Oireachtais
Houses of the
Oireachtas

Guide to Salary and Allowances 2016



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This document does not purport to be a legal interpretation of the relevant Acts and regulations

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1. One Stop Shop Information Service



This is a guide for Members on the salary and allowance arrangements provided under the relevant Acts and Regulations. Further information and all relevant applications forms can be obtained from the One Stop Shop.

The One Stop Shop is an information service for all Members relating to salary and allowances. It is located on the **Ground Floor, Room C 2.60 of Leinster House 2000**. Office hours are 09:00 to 18:00 Monday to Thursday and 17:30 on Friday. The office is also open during lunchtimes on sitting days. The telephone numbers are 01 618 4693/4684/3729/4804.

Information and application forms relating to salary and allowances and on other services and facilities can be accessed on the internal intranet system at <http://theplinth.oireachtas.local/>. Legislation relating to the payment of salary and allowances, referred to in this booklet can be accessed at www.irishstatutebook.ie

2. Salary and Allowances to Members

2.1 Salaries paid to TDs

Salary is paid to TDs from the date of the election, subject to the TD signing the Roll of Members of Dáil Éireann within 30 days of the election.

All TDs are paid the basic salary of €87,258 with effect 1st July 2013. Salaries are subject to tax, PRSI, the Universal Social Charge, Pension Related Deduction and Pension Contribution. Payment of salary to TDs ceases on the date of the dissolution of the Dáil. A dissolution payment of one-eighteenth of the annual salary is paid to TDs for the period between the dissolution date and the general election date.

2.2 Salaries paid to Senators

Senators are paid the basic annual salary of €65,000. Salary is paid to Senators from and including the date of election to the Seanad. Members of the Seanad nominated by the Taoiseach are paid from and including their date of nomination.

2.3 Salary Allowances Paid to Office Holders in the Houses of the Oireachtas

In addition to their salaries as a TD of €87,258 per annum, the Ceann Comhairle and the Leas-Cheann Comhairle receive a salary allowance. In addition to their salaries as a Senator of €65,000 per annum, the Cathaoirleach, Leas-Chathaoirleach and Leader of the Seanad (who is the leader of the Government Senators in Seanad Éireann), receives a salary allowance. The allowances payable are detailed in Appendix A.

2.4 Salary Allowances paid to the Taoiseach, Tánaiste, Ministers and Ministers of State

In addition to their salaries as a Member, the Taoiseach, Tánaiste, Ministers and Ministers of State receive an additional salary allowance. Any such salary allowance is paid by the individual Department to which the Minister is assigned. These allowances are also detailed in Appendix A.

2.5 Salary Allowances for Specified Positions

Certain specified positions within the Houses of the Oireachtas (such as Party Whips positions, Oireachtas Committee Chairpersons and Houses of the Oireachtas Commission Members) also have an additional salary allowance. The salary allowances referred to below are treated as salary for deductions and pension entitlement purposes



Details are as follows:

Payments to Holders of Specified Positions in Dáil Éireann

Position	Rates of annual allowance
Assistant Government Whip	€13,800
Assistant Whip to the Fine Gael Party	€6,900
Assistant Whip to the Labour Party	€5,520
Whip to the Fianna Fáil Party	€17,480
Assistant Whip to the Fianna Fáil Party	€8,740
Whip to the Sinn Féin Party	€5,520
Assistant Whip to the Sinn Féin Party	€2,760
Whip to the Socialist Party	€5,520
Whip to the People Before Profit Party	€5,520

Payments to Holders of Specified Positions in Seanad Éireann

Position	Rates of annual allowance
Deputy Leader of the House	€5,989
Government Whip	€2,682
Assistant Government Whip	€792
Fianna Fáil Leader	€5,989
Independent Group of Nominee Senators' Leader	€2,682
Independent Group of University Senators' Leader	€2,682
Fianna Fáil Whip	€2,682
Independent Group of Nominee Senators' Whip	€792
Independent Group of University Senators' Whip	€792

Payment to Chairpersons of Oireachtas Committees and Commission Members

Oireachtas Committee	Rates of allowance
Chairperson of Joint Committee (TD)	€8,740
Chairperson of Joint Committee (Senator)	€5,989
British-Irish Parliamentary Assembly	€8,740
Select Committee on Members' Interests of Seanad Éireann	€0
Commission Members (TD)	€8,740
Commission Members (Senator)	€5,989

2.6 Arrangements for Payment of Salary and Salary Allowances

Salaries are paid monthly in arrears on the last Friday of each month. Payment of salary and salary allowances are made by Electronic Funds Transfer (EFT). Members must complete a *Salary EFT Form* available from the *One Stop Shop*, giving relevant details of their bank account.

2.7 Access to Payslips online

Members can access their salary information (e.g. payslips, P60s) securely on line using <http://theplinth.oireachtas.local/>. Instructions on the way in which this can be done are at Appendix B.

2.8 Deductions Made from Salaries of Members

Taxation

Salaries of Members and Office Holders are subject to the normal (PAYE) taxation rates which are applicable to private individuals. There are no special tax arrangements in respect of salaries for Members of the Houses of the Oireachtas.

PRSI (Pay Related Social Insurance)

Members of the Houses of the Oireachtas are categorised under PRSI Class K. There are no State benefits payable under a Class K contribution. Under PRSI Class K if income is less than €100 per week, no PRSI charge is applicable. PRSI is paid at the rate of **4% on all income if income exceeds the threshold amount of €100 per week**. There is no upper ceiling for payment of PRSI.

Members who have other sources of income e.g. from employment or self-employment, will continue to pay PRSI as normal on income earned in that capacity and will be covered for the benefits and pensions relevant to the Class of PRSI paid on that income. Members who qualify for any exemptions under the PRSI system should contact the One Stop Shop.

Voluntary Contributions

All Members currently pay 6% or 13%, as applicable, of salary as a contribution to their Oireachtas Members' Pension (see below for details) and will receive the benefits of this pension on reaching the applicable age and on leaving office, subject to the terms and conditions of their scheme. However, a Member who wishes, in addition to their Members' Pension, to continue their existing cover for a State Contributory pension

(i.e. to obtain a full State contributory pension on retirement at age 66) and other long term benefits can opt to pay Voluntary Social Insurance Contributions subject to certain conditions.

Voluntary contributions allow you to remain insured once you leave the compulsory PRSI system i.e. on becoming a Member and/or ceasing to have other income on which PRSI is paid. The payment of Voluntary Contributions continues cover for the pension of a person who was previously covered in compulsory insurance. Payment of Voluntary Contributions does not provide cover for short term benefits e.g. Disability Benefit or Treatment Benefits.

Members must apply to the Department of Social Protection **within 12 months after the end of the contribution year** in which they were last compulsory insured. This facility is not operated through salary and the decision to commence contributions is solely at the discretion of each individual Member. If you have any queries in relation to the Scheme you can access the relevant information at <http://www.welfare.ie/topics/prsi/volcons.html>, or contact the voluntary contributions section in Social Protection at 051-356 000 or e-mail volcons@welfare.ie.

Universal Social Charge (USC)

The Universal Social Charge (USC) is a tax payable on gross income, including notional pay, after any relief from capital allowance but before pension contribution at the following rates (from 1 January 2016):

- 1% on the first €12,012
- 3% on the next €6,656
- 5.5% on the next €51,376
- 8% on the balance

For Individuals aged 70 years and over or individuals who hold a full medical card whose aggregate income for the year is €60,000 or less, the rate of 3% applies to all income over €12,012.

The Universal Social Charge is deducted from salary on a cumulative basis, similar to PAYE.

Pension Related Deduction

The Public Service Pension Related Deduction is a deduction from the remuneration (pay) of pensionable public servants. The rates of deduction were changed on 1 January 2014 (Section 11 of the Financial Emergency Measures in the Public Interest Act 2009) and are deducted from pay as follows:

- 0% on all income up to €15,000
- 2.5% on all income between €15,000 and €20,000
- 10% on all income between €20,000 and €60,000
- 10.5% on all income exceeding €60,000

The Revenue Commissioners has instructed the Houses of the Oireachtas to act as the main employer for all T.D.s and Ministers. As a result, this deduction is made at source.

Pension Contributions

Members of the Houses of the Oireachtas are required to contribute 6% of their gross salary towards their pension, but this requirement ceases upon that member reaching 20 years of service.

With effect from 1 January 2013, any first-time Members of either House of the Oireachtas, who did not previously work in the public service within 26 weeks of their election, are required to contribute 13% of their gross salary towards their pension.

For further information on pensions, Members may contact Mr. Derek Walker in Members' Pensions at 01-618 4672.

Pension Entitlements for Members

Termination and Pension payments are payable to former Members subject to certain terms and conditions.

Termination payments are payable, upon application and after 3 years continuous service, immediately on cessation of membership of the Houses of the Oireachtas. Termination payments comprise a termination lump sum equivalent to approximately two months' salary and a series of monthly termination payments, up to a maximum of 12 payments. Termination payments are subject to tax and PRSI and current levies such as the Universal Social Charge. The termination lump sum is treated as redundancy for taxation purposes.

When Termination payments are completed or prior to that if the Member decides to apply for a pension, the Member is entitled to receive a pension lump sum and pension upon application and approval by the Trustees to the Houses of the Oireachtas (Members) Pension Scheme, subject to certain terms and conditions. Pension payments are payable monthly in arrears and are subject to tax and the USC. The pension lump sum is, generally speaking, tax free.

An information booklet entitled “Pension Entitlements for Members of the Houses of the Oireachtas” provides a detailed explanation of the pension entitlements to Members of the Houses of the Oireachtas. For a copy of the publication and further information contact Mr. Derek Walker Tel: 01 618 4672 in Members’ Pensions.



3. Salary and Allowances to Members

3.1 Parliamentary Standard Allowance (PSA)

The Oireachtas (Allowances and Facilities) Regulations, 2010 (SI 84/2010) outlines the provisions of the Parliamentary Standard Allowance (PSA). The rates payable were amended on 1 January 2013 in accordance with SI 149 of 2013.

The allowance has two elements:

- Travel and Accommodation Allowance (TAA)
- Public Representation Allowance (PRA)

Both allowances are paid in arrears as a single monthly allowance.

3.2 Travel and Accommodation Allowance (TAA)

This allowance, based on distance from the Member's normal place of residence to Leinster House, covers the costs of travel to and from Leinster House, overnights and, **for TDs only**, other travel expenses. Senators are, therefore, paid a reduced amount. Oireachtas Office Holders, excluding the Ceann Comhairle, are paid an allowance ranging from €6,300 per annum for the Dublin based Office Holders to €32,535 per annum for those 360km or more from Leinster House. The Ceann Comhairle is paid an annual overnight allowance of €14,715. Since 2011, Dublin based Ceann Comhairle have not been entitled to this allowance.

However, expenses running the car may be claimed at the current mileage rate applicable to Ministers. The Leas-Cheann Comhairle or Cathaoirleach may opt for payment of the overnight allowance only and apply for alternative travel arrangements with agreement of the Minister for Public Expenditure and Reform. Ministers, Ministers of State and the Ceann Comhairle are not entitled to claim the travel and accommodation allowance.

Distance, in this case, means distance from the Member's normal place of residence to Leinster House by the shortest practicable route. On declaring this distance, the Member is assigned to one of the bands in the following table. Members must declare their Normal Place of Residence on an annual basis for the payment of this allowance.

The allowance is calculated on the basis of 150 days attendance at Leinster House. However, Members must register their attendance in Leinster House for at least 120 days annually to retain the full allowance. A deduction of 1% of the TAA allowance is made for each day less than 120 days attended at the end of the year or relevant period.

The rates of the TAA allowance for all Members by band, as and from January 1 2013, are as follows:

Band No.	Distance	TDs Annual	Senators Annual	Office Holders Annual
Dublin	Less than 25km	€9,000	€5,250	€6,300
1	25km or more but less than 60km	€25,295	€20,795	€22,011
2	60km or more but less than 90km	€27,315	€22,815	€24,435
3	90km or more but less than 120km	€28,665	€24,165	€26,055
4	120km or more but less than 150km	€29,669	€25,169	€27,260
5	150km or more but less than 180km	€30,015	€25,515	€27,675
6	180km or more but less than 210km	€30,350	€25,849	€28,076
7	210km or more but less than 240km	€30,685	€26,184	€28,478
8	240km or more but less than 270km	€31,365	€26,865	€29,295
9	270km or more but less than 300km	€32,035	€27,534	€30,098
10	300km or more but less than 330km	€32,715	€28,215	€30,915
11	330km or more but less than 360km	€33,395	€28,895	€31,731
12	360km or more	€34,065	€29,565	€32,535

At the end of the year, each Member must certify that the amount paid to them was applied in respect of expenses incurred for the purpose specified in the regulations. A statement of attendance will issue to Members at the end of the year. Where attendance recorded is less than the required number, the Member must repay the amount to be refunded within two months of the end of the year or of the relevant period.

3.3 Verification of Attendance for the Travel and Accommodation Allowance

Members are required to record their attendance at Leinster House. Members must register their attendance once daily at any time during the day or evening when Leinster House is open. **Members can commence recording their attendance from the date of election.** Members must personally record their attendance at any time terminal or by signing the *Daily Attendance Record* in order to receive their travel and accommodation allowances.

Members who wish to sign the ***Daily Attendance Record*** must choose this option one month before the commencement of each year. These signatures will then become part of the system for recording attendance. Members who sign the Daily Attendance Record may do so in the One Stop Shop during office hours. Outside of normal office hours the Record will be held at the Reception Desk in Leinster House 2000 and the Enquiry Office in Leinster House.

Members may record their attendance on the System for Recording Attendance (SRA) using a key fob at any one of the time terminals located around Leinster House. However, those located in the areas below may prove most accessible to Members:

- LH 2000 Reception Desk
- LH 2000 One Stop Shop
- Leinster House – Enquiries Office
- Leinster House – Editors Office
- Leinster House – Self Service Restaurant/Lift to Five Story Block
- Leinster House – Taoiseach’s glass corridor

- Leinster House – Members’ Restaurant
- Leinster House and LH 2000 end of stairs

(see Appendix C for further guidance)

Administrative Reconciliation of Attendance after the day

The Oireachtas Commission agreed a policy for verification of attendance where a Member has not recorded attendance on the day. This policy provides for reconciliation of attendance following the submission of evidence by the Member or by the certification of the Party Whip as outlined at Appendix C.

3.4 Public Representation Allowance (PRA)

This allowance, which is the second element of the Parliamentary Standard Allowance is payable to all Members (including Ministers and Oireachtas Office Holders at the appropriate rates).

The PRA portion of the PSA is fully vouched.

The new maximum yearly amounts which Members may receive are as follows:

Members of Dáil Éireann (including an Office Holder but excluding a Minister of the Government or Minister of State)	€20,350
Ministers of the Government and Ministers of State	€16,000
Members of Seanad Éireann (including an Office Holder but excluding a Minister of the Government or Minister of State)	€12,225

Declaring for the PRA

All Members must, one month before the 1st of January each year, notify the One Stop Shop of the amount of PRA they wish to receive on a monthly basis. This amount is subject to the maximum yearly total specified above. There is no facility for Members to change the monthly amount during a calendar year once it is declared.

As is required by the Regulations, the PRA shall not be paid to a Member until the One Stop Shop has received the Member's fully completed declaration form on or before the 1st of January each year.

Certification of the PRA

One month after the end of the relevant (normally 31 January), Members must complete a Certification of Expenditure Form on which a Member must:

- a) certify the amount spent and that the expenditure was in accordance with requirements specified in the regulations;
- b) certify any additional expenditure more than the amount paid and apply, if the Member wishes, for such additional amounts to be paid, subject to the maximum amounts specified above;
- c) repay within two months of the end of the relevant period any unspent amounts where the amount of expenses incurred is less than the amount of the allowance received by the Member. **These repayments must be made in full within the aforementioned two month period.**

Audit of PRA

All Members are eligible for selection for audit. At least 10% of Members may be chosen for audit. Audits are conducted by an independent auditor on an annual basis.

As the expenses of any Members can be audited, Members **must** retain receipts, vouchers, proof of payment etc., for **all** expenditure under the PRA for a period of five years with the exception of the monthly amounts specified in respect of incidental expenditure. **Members are advised that all invoices should be in their own name.** To assist with the auditing process, Members are also advised to keep a schedule of expenses used under each of the allowable categories.

Allowable Expenses

The categories of allowable expenses are specified in SI 84/2010 and subsequent legislation. It is largely a matter of judgement for the Member to determine, strictly within the categories allowable, whether the expenditure they incurred can be legitimately submitted under the categories of expenses set out in the legislation. The *Guidelines on the use of the PRA 2016* provide further clarification under each of the categories designed to assist Members.

Categories of Allowable Expenses – TDs

The purposes for which this allowance may be used by TDs are as follows:

1. Rent, rates and other such charges in relation to an office or offices,
2. Utilities of an office or offices (e.g. electricity and gas bills),
3. Improvements to office accommodation,
4. Signage in respect of the constituency office,

5. Purchase or maintenance of office furniture or equipment,
6. Purchase of stationery,
7. Insurance including for office accommodation or equipment and public liability insurance,
8. Cleaning of office accommodation,
9. Telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls, relating to the performance of his/her duties as a Member,
10. Web hosting and other related computer costs,
11. Hiring rooms for clinics or other meetings relating to the performance of his or her duties as a Member of the Oireachtas,
12. Leaflet and newsletter distribution,
13. Advertising relating to the performance of his or her duties as a Member,
14. Attendance at conferences relating to the performance of his or her duties as a Member (except expenses relating to travel).
15. Expenses, including any statutory deductions, for the purchase of secretarial support, public relations, information technology (but not internet related) and training services under a contract for service from a person or service provider, other than - (I) Persons engaged or expenses incurred under Regulation 9 or the Regulations of 2013, or (II) Ministerial staff employed under the Guidelines on Staffing Ministerial Offices.

An amount of not more than €100 per month may be used for incidental expenditure without evidence in the form of vouchers or receipts for TDs and Ministers. **This is within the scope of the allowance and not in addition to the allowance.**

Categories of Allowable Expenses – Ministers

Ministers may use this allowance for the same purposes as TDs **with the exception of item 9** i.e. telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls.

Categories of Allowable Expenses – Senators

The purposes for which this allowance may be used by Senators are as follows:

1. Telephone calls, otherwise than from Leinster House, including line rental and mobile phone calls, relating to the performance of his/her duties as a Member,
2. Web hosting and other related computer costs,
3. Leaflet and newsletter distribution,
4. Advertising relating to the performance of his or her duties as a Member,
5. Hiring rooms for meetings relating to the performance of his or her duties as a Member (excluding clinics)
6. Attendance at conferences relating to the performance of his or her duties as a Member (except expenses relating to travel) and
7. Expenses, including any statutory deductions, for the purchase of secretarial support, public relations, information technology (but not internet related) and training services under a contract for service from a person or service provider, other than - (I) Persons engaged or expenses incurred under Regulation 9 or the Regulations of 2013, or (II) Ministerial staff employed under the Guidelines on Staffing Ministerial Offices.

An amount of not more than €75 per month may be used for incidental expenditure without evidence in the form of vouchers or Receipts for Senators. **This is within the scope of the allowance and not in addition to the allowance.**

3.5 Timelines for administration of the Parliamentary Standard Allowance

December	End of January	End February
Complete Normal Place of Residence Form for new year (Maintain receipts and vouchers for a period of 5 years)	Certification of Expenditure under TAA and declaration of expenditure under PRA State amount to be repaid or application for additional amount for PRA if applicable	Repay any amounts due i.e. where attendance is less than 120 annually in a full year or any PRA repayments

3.6 Waiver

There is an administrative facility to allow Members to waive any part of the amounts payable under the Parliamentary Standard Allowance.



4. Voluntary Group Schemes for Members

These are a number of group schemes for Members of the Houses of the Oireachtas. These schemes are:

- Health Insurance Scheme (VHI)
- The Automobile Association Scheme
- Public Liability Scheme
- Personal Accident Group Scheme
- Group Life Assurance Scheme
- Additional Voluntary Scheme (Pension Scheme)

Details of these schemes are contained in Appendix D.

5. Other Allowances

There are a number of other allowances, including a secretarial allowance, payable to Members of the Oireachtas. These include:

- Telephone and Postal Facilities
- Direct Purchase Scheme (for Mobile Phones)
- Constituency Office Grant (applies to TDs only)
- Once-off Payments at Elections
- Graphic Design Allowance

Details of these schemes can be found in Appendix E.

6. Secretarial Allowance



Purpose of the Scheme

The Scheme for Secretarial Assistance for Members is managed by the HR Unit for Members. Under the Scheme a Member may employ a Secretarial Assistant. Members of the Houses of the Oireachtas may also claim a Secretarial Allowance (SA) under which Members can obtain additional **secretarial services**.

The Secretarial Allowance for Members is administered by the *One Stop Shop*. Under this Allowance, Members can opt for an additional staff allocation administered by the *HR Unit for Members*, or a vouched allowance option for Temporary Vouched Employees or for contracts of service. Where the Member selects the additional staff option, the *One Stop Shop* liaises with the *HR Unit for Members* who will contact the Member directly to make arrangements. The Minister for Public Expenditure and Reform sets the rates of the Secretarial Allowance. The Secretarial Allowance is governed by *SI 84 of 2010* and *SI 149 of 2013*.

Details of the Scheme

The most recent rates and the purpose of the Secretarial Allowance is to assist towards expenses arising from the purchase of certain secretarial assistance, public relations, information technology (but not web related) and training services from a **person employed under a contract of service** or the **purchase of such services under a contract of service** including any applicable tax and social insurance costs. The allowance may also be

used for remuneration of persons providing secretarial services (i.e. **Temporary Vouched Employees or TVE**). Purchase of equipment or expenses for which the Public Representation Allowance is intended, are **not allowable** under the Secretarial Allowance scheme.

The **Member is the Employer or the Contractor** of the service subject to the terms and conditions for the scheme funded by the Houses of the Oireachtas. In respect of monies due, the Houses of the Oireachtas Service is the paying agent to the employee or the service provider as applicable on behalf of the Member. All payments are made directly to the employee/service provider.

If you are a TD who holds office (e.g. Minister, Minister of State etc.) you are entitled to a Secretarial Assistant/Personal Secretary and a Parliamentary Assistant/Personal Assistant.

The options for TDs, Ministers and Senators are as follows: -

TD Options	Minister Options	Senator Options
<p>Staff option</p> <p>Engagement of full time Parliamentary Assistant (enabling a TD to have a Parliamentary Assistant in addition to the staff allocation through HR Unit for Members of one Secretarial Assistant)</p>		<p>Staff Option</p> <p>Additional 50% Secretarial Assistant (enabling a Senator to have a 50% Secretarial Assistant in addition to the staff allocation through HR Unit for Members of 50% Secretarial Assistant)</p>
<p>Vouched Allowance Option</p> <p>An annual allowance of €41,092 fully vouched for secretarial assistance by employing a TVE or a contract for service to undertake defined work such as secretarial assistance, PR, IT (but not web related) and training.</p>	<p>Vouched Allowance Option</p> <p>An annual allowance of €41,092 fully vouched for secretarial assistance by employing a TVE or by a contract for service to undertake defined work such as secretarial assistance, PR, IT (but not web related) and training</p>	<p>Vouched Allowance Option</p> <p>An annual allowance of €20,546 fully vouched for secretarial assistant for a TVE or a contract for service to undertake defined work such as secretarial assistance, PR, IT (but not web related) and training</p>

Temporary Vouched Employees (where the Member is the employer)

The vouched allowance option (above) can be used to employ a *Temporary Vouched Employee (TVE)*. The TVE is employed by the Member (*the Employer*) on a specified purpose contract of employment under the scheme. The hours, rate of pay and tenure of employment are determined

by the Member employing the staff and must be within the terms of the Scheme and statutory requirements including the minimum wage legislation. The salary allocated to the *TVE* (full time or part time), provision for employer liabilities and any employee statutory entitlements, are met from within the allowance. It should also be noted that, as an employer, the Member is obliged to pay Employer's PRSI at a rate of 8.5% up to weekly earnings of €356 and 10.75% for weekly earnings over this amount. This amount must be taken into account when calculating the rate of pay for the employee. Temporary Vouched Employees **are not entitled to pension entitlements** under this Scheme.

Contracting a TVE

A Claim Form and a *Specified Purpose Contract of Employment* must be completed in order to place the TVE on the payroll.

Three forms must be completed and returned to the One Stop Shop so that Temporary Vouched Employees can be placed on the payroll as follows:

- Instruction form for Payment of Remuneration
- The Specified Purpose Contract of Employment
- New Staff Member Details for Payroll Form

The *TVE* will be paid through the Houses of the Oireachtas payroll on completion of all documentation. Information for Members in their role as employers can be accessed at www.workplacelrelations.ie

Contracts for Service (Member is the Contractor of the Service)

The vouched allowance option (above) can be used for contracting services in respect of expenses arising from the purchase of certain secretarial assistance, public relations, information technology (but not web related) and training services. Contracting services are the responsibility of the Member as the contractor. The Member must ensure that the service has been received and complies with the statutory requirements and must certify that:


1. the claim is in respect of expenditure wholly and exclusively incurred for the purposes of facilitating his/her parliamentary duties in accordance with SI 84/2010;
2. the work was done to a satisfactory standard and represents value for money;
3. the service provider was appropriately qualified to undertake the work;
4. the invoice submitted is an original invoice; and
5. the expenditure was incurred during the period of the secretarial allowance i.e. the current period is 1st January to 31st December 2015.

The invoices for such services are submitted by the Member to the *One Stop Shop* with a form of certification. Payments are made directly to the service provider by Electronic Funds Transfer (EFT) and not to the Member. A Member should never pay the service provider. The relevant banks details of all new service providers must be provided to the *One Stop Shop*. Invoices must include all relevant statutory information i.e. PPS number or charity number to comply with the provisions of Section 891B of the *Taxes Consolidation Act 1997*. All Public Bodies are now required to provide a report to the Revenue Commissioners at the end of

each year, in relation to all payments totalling more than €1,000 in that year. An up to date Tax Clearance Certificate will be required from all Service Providers who conduct business in excess of €10,000 in a calendar year.



7. Release of Records under the Freedom of Information Act



The Freedom of Information (FOI) Act 2014 is designed to allow public access to records held by Public Bodies that are not routinely available through other sources. The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible, consistent with the public interest and the right to privacy of individuals.

Those who request records under the Act do not have to give any reason for seeking access to a record. The provisions reflect the general principle that each person has an equal right to access records under the Act. The interests or the motives of a requester should not be taken into account under the Act in determining access to a record. Access to records under the Act is subject to certain exemptions and restrictions and involves specific procedures and time limits. The administrative records of Members' allowances and entitlements are all subject to the Freedom of Information Act. Such records include any supporting documentation including third party invoices. The One Stop Shop notifies Members whose records are due to be released to a requestor, enclosing a copy of the records it is proposed to release.

Appendix A

Salary Allowances paid to Office Holders

Salary Allowances paid to Office Holders in Dáil Éireann

Annual Salary Allowance with effect from 1 July 2013

Ceann Comhairle	€70,282
Leas-Cheann Comhairle	€34,381

Salary Allowances paid to Office Holders in Seanad Éireann

Annual Salary Allowance with effect from 1 July 2013

Cathaoirleach	€38,160
Leas-Chathaoirleach	€19,846
Leader of the Seanad	€15,255

Salary Allowances paid to the Taoiseach, Tánaiste, Ministers and Ministers of State

Annual Salary Allowance with effect from 1 July 2013

Taoiseach	€98,092
Tánaiste	€84,051
Minister	€70,282
Minister of State	€34,381

Appendix B

Access to Payslips on line

Members can access their salary information (e.g. payslips, P 60s) securely on line using the Oireachtas Plinth.

To access the Members intranet on the web type in the address. Choose which ever option you wish and documentation can be printed as required. Please be aware that access to this site is only through the secure Oireachtas network, consequently you will be unable to access this information outside of an Oireachtas approved system. As a result of this security measure and firewall, Members in Ministerial positions are unable to access the system online and will continue to be sent a hard copy of their information to a chosen dedicated postal address.

Appendix C

System for Recording Attendance and Reconciliation of Attendance

How to use the key fob

When the key fob is positioned against the time terminal the Member will see a message on the face of the terminal saying “**Member Accepted**” giving an updated number of attendances recorded

The end of the fob must be positioned within 1cm of the point on the time terminal as shown to record attendance. A message saying “Member accepted” and the total number of days recorded will appear on the display.



Diagram 1: Position key fob here to record your attendance

Recording Attendance in the event of loss of key fob

In the event of loss of a key fob, or if a Member does not have their key fob on their person, Members may record their attendance **on the day** by signing a form at the One Stop Shop during office hours or by signing the *Daily Attendance Record* outside of normal office hours at the Reception Desk in Leinster House 2000 and the Enquiry Office in Leinster House.

Evidence of the Member for Attendance Verification

- A record of the Member speaking or voting in the House or attending at a Committee meeting;
- Evidence of a room booking for a meeting where visitors have also signed in at reception.

Certification by the Whip/Assistant Whip for Attendance Verification

In exceptional circumstances, and for a maximum of 10 days instances in any calendar year, the following proof of attendance will also be accepted:

- Certification by the Whip/Assistant Whip to state that he/she personally saw the Member at Leinster House on the day to be reconciled;

or alternatively

- Certification by the Whip/Assistant Whip that the Member was on the pairing list and was in attendance in Leinster House on the day to be reconciled.

The evidence of staff at any level in the Service or of Members' staff will not be accepted as proof of attendance in any circumstances. All certification issued is subject to the Freedom of Information Act.

Foreign Travel Reconciliation – Travel not funded by the Commission

Certification by the Whip for Foreign Travel or at the Invitation of Minister

Where the travel is not funded by the Commission, the Member will have to demonstrate that the travel was undertaken in the performance of his or her duties as a Member. The Commission, in principle, will allow attendance credit for travel associated with the Member's parliamentary work. A Member will be 'credited' with such travel for attendance record purposes where there is;

1. A written application by the Member demonstrating the relevance of the travel to the performance of their parliamentary duties as a Member [not as a public representative].
2. A letter or certification by the Members Whip that travel was undertaken with his/her approval or evidence of travel such as an invitation from a Minister and a travel programme.
3. The Member must certify in the application that the travel was not for party political purposes or for the Member's private business.

The Member will have to complete an application that will demonstrate that the travel was undertaken in association with his/her parliamentary work. The Whip must then certify that he/she has reviewed an application from a Member and has approved foreign travel that is not funded by the Commission. [NOTE: As the travel is paid for by another agent or agency Members are reminded to examine, as appropriate, any obligations which may arise for ethics purposes each year.]

Reconciliation of Attendance under the Regulations

The Regulations provide for reconciliation of attendance under *SI 84/2010* where a Member can apply to reconcile their attendance for days where they can show that they could not attend Leinster House due to:

Ill Health

Ill-health certified by a medical practitioner as preventing the Member from carrying out their duties as a Member.

In this case, the Member must produce a medical certificate for the days not attended with an application to specify the dates for reconciliation in the application. The days allowed are subject to the average attendance of Members for non-sitting periods.

Foreign Travel funded by the Commission or Committee Domestic Travel

Attendance abroad in the performance of his or her duties as a Member or as an Office Holder, or in the State, (otherwise than in Leinster House) as part of or on behalf of an Oireachtas Committee.

The Member should complete the relevant section of the Travel Expenses Claim Form to state the dates for reconciliation. The Travel Unit will deduct €60 per overnight from members for each day where a Members attendance is recorded in Leinster House. This deduction only applies to Members who received an accommodation allowance i.e. excluding those in the Dublin band who do not receive accommodation allowances or where the allowance was waived for the period.

Extraordinary circumstances

These are circumstances determined by the Ceann Comhairle or Cathaoirleach, as may be appropriate, to be good and sufficient and which could not have been foreseen by the Member. An example of this would be a family bereavement. A Member must apply to the Ceann Comhairle or Cathaoirleach as appropriate. A letter of application should be provided to the One Stop Shop for submission to the Ceann Comhairle or Cathaoirleach.

Records of Attendance

Members have access to their attendance records on the web based system for recording attendance using the following link from the intranet site: <http://theplinth.oireachtas.local/members/Infopages/SRA.aspx>. Alternatively, reports of attendance are available upon request from the One Stop Shop. Members who sign the Daily Attendance Record will have their records updated monthly on the system by the One Stop Shop. Any enquiries in regard to the system, loss of fob keys etc. should be sent to oss2000@oireachtas.ie.

Appendix D

Voluntary Group Schemes for Members

A Member may choose to join and have the relevant premiums deducted from their salary. In all cases, the One Stop Shop contacts Members prior to renewal of each of the individual schemes to inform them of renewal of policies. This also affords all Members an opportunity to join the scheme each year at renewal.

Health Insurance Scheme (VHI)

The Group Scheme provides health cover for Members and the amount of the premium depends on the level of cover individual Members choose. Any cover on behalf of a Member is undertaken by the Member and the Health Insurer. Premium charges are deducted from the Member's salary on a monthly basis as advised by the Health Insurer to Salaries Section.

Automobile Association

Membership is renewed on the 1st April each year and any Member who wishes to join the Scheme may do so at any time. The annual premium payable is deducted from a Member's salary following membership. The annual amount for membership in 2015 is as follows:

- Roadside Rescue €101
- Home Start €46
- Rescue Plus €69
- Associate Membership (extends cover to family members) €51 for each associate member.

Public Liability Scheme

Members may apply for membership of a number of options under this scheme. The annual premium will be deducted from salary following membership. The Scheme is renewed annually in July each year. The policy is available in 2015/2016 for a combined cost of €164.07. The Scheme options and costs for this Scheme are as follows:

- Public Liability €65.63
- Employer's Liability €32.81
- Contents cover on constituency offices €65.63

Personal Accident Group Scheme

The personal accident policy is to cover Members for accidents which occur in their day to day life. This Scheme covers Members at all times inclusive of when they are not carrying out their parliamentary duties. This is not an insurance against illness. Membership is renewed on 1st January each year; however, Members may join this Scheme at any time during the year. Indemnity applies immediately from the time the Member joins the Group Scheme and continues up until the following 31st December. Members should read the policy in detail to check the provisions of insurance and exceptions. The annual premium for 2016 is €118.13.

Group Life Assurance Scheme

The Scheme is open to current Members of the Houses of the Oireachtas who are under the age of 70 and who have completed and returned an application form to join the Scheme. Former Members are not eligible for this Scheme and cover ceases from the date the Member ceases to be a current Member of the Houses of the Oireachtas. Members may join the

Scheme at any time during the year. The monthly deduction for Members ranges from €66.69 to €89.52.

Additional Voluntary Scheme (Pension Scheme)

This Scheme is designed to increase benefits at retirement under the main Houses of the Oireachtas scheme. Under the Additional Voluntary Scheme, a Member signs a form authorising the deduction of the appropriate premium from their salary each month. The Additional Voluntary Scheme is designed to increase benefits at retirement under the main Houses of the Oireachtas scheme.

Further details on all of the above policies are available from the One Stop Shop.

Appendix E

Other Allowances

Telephone and Postal Facilities within Leinster House

The Regulations provide for free telephone and postal facilities available from Leinster House. The postal facilities allowances of pre-paid envelopes per month are 625 for TDs and 375 for Senators, with effect from 1 January 2013. In addition, Members holding certain specified positions e.g. Chairpersons of Oireachtas committees have additional telephone allowances paid quarterly.

Mobile Phone Scheme – Direct Purchase Scheme

The current provision is a maximum of €750 every 18 months for the purchase of **one** mobile phone, car kit, installation costs and insurance subject to an application with receipts and proof of expenditure (by credit card receipt, extract from bank statement or bank processed cheque) for all the expenditure incurred. Ministers and Ministers of State are not eligible for this scheme. An application may be made every 18 months for **one mobile phone** including accessories such as a car kit and insurance costs up to the maximum amount of €750. iPhones are ‘eligible devices’ for refund claims under the Direct Purchase Scheme. You are advised to contact the ICT help desk at 01 618 4444 for up to date information on the mobile phone handsets that are compatible with the Houses of the Oireachtas network.

Constituency Office Establishment Allowance

Under Regulation 11 of *SI 84/2010* a Member of Dáil Éireann is eligible for a grant if he/she incurs expenses in establishing and equipping accommodation for his/her secretarial or parliamentary assistant elsewhere than in Leinster House for the purpose of the Member's parliamentary duties. **This allowance may not be claimed by Senators.** The sum of €8,000 is the maximum amount that may be claimed in final settlement of the expenses following submission of the completed application form detailing all the expenditure incurred for the Constituency Office Establishment Allowance.

Once off Payment at Elections

1. Members are entitled to claim a once-off payment in respect of travel costs incurred in travelling to Dublin to sign the Roll of Members.
2. For TDs, on dissolution, a once-off payment in respect of travel costs to return to the constituency within three days. The rate of the payment of travelling facilities for these purposes is based on the actual mileage at the prevailing lower rate (currently 28.46 cents per km) as stipulated by the Department of Finance.

Graphic Design Allowance

The current annual provision for the outsourcing of graphic design work, as agreed by the Commission, is €398.23 per Member. An allocation is made to each party/group based on the number of members. Expenditure is considered on a party/group basis i.e., each member does not have to spend €398.23, but rather the overall amount spent must not exceed the total party/group allocation in any given year (1 October to 30 September). Guidelines in relation to the printing of appropriate material apply and are available from One Stop Shop, LH2000 or on 01-618 4693.

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