



CVSP 3/2023

19 December 2023

Clarification on authorisation of wage increases for staff

For the attention of PPN Secretariats, Resource Workers, Host Organisations and Local Authorities

The Department of Rural and Community Development wishes to clarify the authorisation process in relation to staff wage increases for PPNs hosted outside the local authority, e.g., by a third party or an independent CLG.

As set out in the PPN Financial Controls document and outlined in Circular CVSP 1/2015, it was recommended that Resource Workers would be appointed at the equivalent of Staff Officer (Grade 5) level in the local authority. However, as PPNs are independent, with control over their own budgets and work plans, staff terms and conditions are a matter for each PPN to consider and decide upon for themselves, in collaboration with their host organisations where relevant.

It is open to PPNs to decide on the salary they wish to pay staff, within the current levels of funding provided by the Department and the Local Authority. No additional funding will be made available to PPNs for this purpose beyond the current allocation.

Where a general increase in funding for PPNs has been provided by the Department, it is within the scope of the PPN to consider whether a portion of the increase should be used to increase salaries.

In situations where the Secretariat takes the decision to raise a salary level this must be ratified by the Plenary, as set out in the PPN Financial Controls document and in the PPN Handbook. The Staff Liaison sub-committee is then authorised to give instruction to the host organisation to increase staff wages accordingly.

In the case of PPNs whose staff are employed by the Local Authority, while it is open for the PPN in collaboration with the Local Authority to take the decision to appoint staff above a grade 5, the terms and conditions of employment for staff are set by the Department of Housing, Local Government and Heritage in accordance with Section 160 of the Local Government Act 2001 (as amended), and local authority operative scales apply for increments, etc.



Any queries in relation to the above should be addressed to ppn@drcd.gov.ie.

Yours sincerely,

A handwritten signature in blue ink that reads "Ciara Bates".

Ciara Bates
Principal Officer
Community & Voluntary Supports and Programme