

Charter of the Advisory Committee of the Civil Service Employee Assistance Service (CSEAS)

Seirbhís Chúnaimh
d'Fhostaithe na Státseirbhíse



Civil Service Employee
Assistance Service



An Roinn Caiteachais Phoiblí
agus Athchóirithe
Department of Public
Expenditure and Reform

Charter

Civil Service Employee Assistance Service (CSEAS) Advisory Committee

Department of Public Expenditure and Reform

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Contents	Page Number
1. Role of the Advisory Committee	3
2. Duties of the Advisory Committee	3
3. Authority of the Advisory Committee	3
4. Accountability of CSEAS Manager to the Advisory Committee	4
5. Composition of Advisory Committee	4
6. Terms of Membership of the Advisory Committee	
7. Reporting of the Advisory Committee	5
8. Approval & Review of the CSEAS Advisory Committee Charter	5
Appendix 1 Standing Orders for CSEAS Advisory Committee Meetings	6
Appendix 2 list of Advisory Committee Members	7

Charter of the Advisory Committee of the Civil Service Employee Assistance Service (CSEAS)

1. Role of the CSEAS Advisory Committee

The role of the CSEAS Advisory Committee is

- To advise on and approve the overall strategy for CSEAS policy development;
- To review and advise on the operation and effectiveness of the CSEAS.

2. Duties of the CSEAS Advisory Committee

a) Strategy for CSEAS Policy development

- Advise on, approve and provide guidance on the model of service delivery for the CSEAS;
- Advise on, approve and provide guidance on the regional structure of the CSEAS.

b) Operation & Effectiveness of the operation of the CSEAS

- Review and advise on service delivery;
- Provide oversight on efficiency, costs and core CSEAS activity.

c) General

- Develop and review a Service Level Agreement for delivery of services to Government Departments and Offices.
- Keep CSEAS Protocols on service delivery under review.

3. Authority of the CSEAS Advisory Committee

The CSEAS Advisory Committee is authorised to

- Seek such information or reports which, in its opinion, are relevant to matters falling within its remit;
- Approve policy and strategy for the CSEAS;
- Maintain lines of communication with relevant stakeholders e.g. Personnel Officers Network;
- Foster development of good practice.

Charter of the Advisory Committee of the Civil Service Employee Assistance Service (CSEAS)

4. Accountability of CSEAS Manager to the Advisory Committee

The CSEAS manager will

- report to the Advisory Committee in relation to the development and strategic direction of the CSEAS;
- provide reports to the Advisory Committee as requested on matters pertaining to the CSEAS;
- be responsible for the day-to-day management of the CSEAS;
- report to a Principal Officer in the HR Directorate in the Department of Public Expenditure & Reform.

5. Composition of the CSEAS Advisory Committee

The Advisory Committee shall consist of	Rationale for Committee membership
A Chairperson who will be a representative from the Department of Public Expenditure & Reform (DPER) at Principal Officer level in the HR Directorate Division (alternate Chairperson will be from DPER if designated Chairperson is unavailable)	As the department with accountability for the CSEAS, the DPER representative assumes the Chair
Not less than 3 representatives, at Principal Officer, or other appropriate level, nominated by the HR Managers' Network on the basis of their experience in the subject area relevant to the functions of the Advisory Committee	Departmental representation through the HR Managers' network, by virtue of the synergies between HR management and Employee Assistance, plays a vital role in advising on and monitoring service delivery and provides a channel for feedback to the committee
Chief Medical Officer (CMO) for the Civil Service	The CMO is an important stakeholder in his role as adviser to the Civil Service on work and health issues
Secretary (or alternate), Civil Service General Council Staff Panel	Representing the main service users, the Staff Side plays a vital role in communicating feedback to the committee

Appendix 2 lists the Advisory Committee members.

Charter of the Advisory Committee of the Civil Service Employee Assistance Service (CSEAS)

6. Terms of Membership of the CSEAS Advisory Committee

- Rotation of Government Departments'/Offices' representatives will be on a 2-year basis, nominations to be sought through the HR Officers' Network. Rotation will commence on a phased basis to ensure continuity of experience on the Advisory Committee;
- Where a member of the Advisory Committee has an interest, whether material or professional, in any matter discussed by the Advisory Committee, he/she must make a statement of the interest to the members of the Advisory Committee;
- Confidentiality will be maintained by the Advisory Committee members as required.

Standing orders for Advisory Committee meetings are available at Appendix 1.

7. Reporting of the CSEAS Advisory Committee

- The Advisory Committee will report to the Secretary General of the Department of Public Expenditure and Reform on an annual basis;
- The report shall be in the form of a written summary position of CSEAS and Advisory Committee activities for the year;
- The Advisory Committee shall respond to any special reporting requests from the Department of Public Expenditure and Reform.

8. Approval and Review of the CSEAS Advisory Committee Charter

- The Charter will be approved by the Secretary-General of the Department of Public Expenditure & Reform;
- The Charter will be reviewed periodically by the Advisory Committee, and revised where necessary for Secretary-General approval.

9. Approval details of the CSEAS Advisory Committee

Approved by _____ Date _____

Secretary-General, Department of Public Expenditure & Reform

Charter of the Advisory Committee of the Civil Service Employee Assistance Service (CSEAS)

Appendix 1

Standing Orders for the CSEAS Advisory Committee meetings

- There will be at least 3 meetings of the CSEAS Advisory Committee in the calendar year.
- The Chairperson shall chair each meeting he/she attends, with a deputy delegated by the Chairperson should he/she not be able to attend.
- A quorum of 3 Members, including the Chair or Deputy Chair, shall be required at each Advisory Committee meeting.
- If a vote is required on any issue, a majority voting system of all members present, excluding the Chairperson shall be used. The Chairperson shall exercise a casting vote in the event of a tie.
- The Chairperson shall approve the agenda for meetings and each member shall be entitled to put forward matters for inclusion on the agenda.
- The agenda and supporting documents shall be circulated to the Advisory Committee members at least one week prior to a meeting.
- Such persons, other than Advisory Committee members, as deemed required and appropriate can be invited by the Chairperson to attend relevant meetings.
- Secretariat will be provided by the CSEAS.
- Draft minutes of Advisory Committee meetings shall be circulated to members within one week after meetings. Following formal approval of the minutes at the next Advisory Committee meeting, the minutes will be signed by the Advisory Committee Chairperson.
- Advisory Committee documents, including reports to the Advisory Committee, minutes of the Advisory Committee and any other Advisory Committee documents will be confidential to the Advisory Committee unless otherwise approved by the Advisory Committee.

Charter of the Advisory Committee of the Civil Service Employee Assistance Service (CSEAS)

Appendix 2

CSEAS Advisory Committee	Name	Organisation
	Louise McGirr (Chair)	Public Expenditure & Reform
	Susan Clarke	CSEAS
	Dr Tom O'Connell	Chief Medical Officer, Civil Service Occupational Health Department
	Barry Mulligan	Foreign Affairs
	Niall O'Ceallaigh	Finance
	Anne Marie O'Connor	Employment Affairs & Social Protection
	Eugene Dunne	Secretary, Staff Panel