

IAASA report re: Action Plan under the Public Service Agreement 2010-2014

1. Better human resource management			
Terms of the Public Service Agreement 2010 – 2014	Action	Timeframe	Benefits Arising 2010 - 2014
Mobility	IAASA is a small organisation, with a current complement of 13 staff. Moreover, IAASA's work is highly specialised in nature. As a consequence, scope for mobility within the organisation is very limited.	n/a	n/a
Work practices	Removal of Bank Time and Privilege Days	Upon confirmation by the Department of Finance.	Contingent upon timing of any Department of Finance directive. It should be noted that 'bank time' is not currently availed of by any IAASA staff. Elimination of privilege days would result in increased productivity.
Attendance Patterns	Reduced carry-over of annual leave per year.	To the extent practicable within employees' contracts of employment, when agreed centrally between the Department of Finance and employee representative bodies.	Unclear as to whether the step of amending carry over of leave would result in the generation of savings.
	Deductions of pay for all days of absence will be standardised at a 1/5 of weekly pay.	Already in place.	n/a.

Flexible working arrangements	E working is currently available to a small number of senior professional staff.	Already in place.	Gives rise to enhanced work life balance and efficiencies as opposed to monetary savings.
Promotion Policies	All positions are filled by way of open public competition	Done	n/a
Better Business Processes	<p>IAASA's main interaction with the public is accepting complaints and IAASA's website has a facility to submit complaints. Moreover, in the interest of excellent customer service IAASA also accepts complaints by telephone, in person and by post. In addition, most of IAASA's publications are published electronically only.</p> <p>IAASA already facilitates payment of fees and levies by electronic transfer and IBAN.</p>	<p>Done</p> <p>Done</p>	<p>Enhanced customer service.</p> <p>n/a</p>
Risk Management	IAASA has had in place for some considerable time a Risk Management Policy, which formalises risk management procedures at senior management level. IAASA has also entered into a 3 year contract with a firm of accountants or the provision of internal audit services and has an Audit Committee in place which meets periodically.	Done	
Shared Services	<p>The administrative functions within IAASA (including finance, administration, IT, facilities) are delivered by a small number of staff (i.e. 1.5 WTE). IAASA currently has in place an arrangement with the Department whereby the latter administers IAASA's payroll.</p> <p>IAASA is also open to any opportunities that might arise regarding further scope for savings as a result of the use of shared services.</p>	Already in place (payroll)	Significant savings arise as a consequence of the arrangements referred to across.
Procurement	<p>In accordance with IAASA's procurement policy, all goods and services are tendered for irrespective of cost. Moreover, significant lines of expenditure (e.g. third party providers of legal and other professional services) are periodically retendered with a view to benefitting from any prevailing reductions in market rates.</p> <p>IAASA is currently participating in the Department's Cross Agency Procurement Group and is open to any opportunities to secure savings and enhanced efficiencies arising therefrom.</p>	Contingent upon the Group's outputs.	Not possible to quantify at this time.