

## **CPSMA GUIDANCE IN REGARD TO PAYMENTS TO INDEPENDENT ASSESSORS**

### **AUGUST 2017**

**Galatians 6 – 10 states** *'So then as we have time, let us work what is good toward all, and especially toward those belonging to a household of the faith.'*

*The appointment of a teacher or principal to a school is a significant moment in the development of that school. Independent assessors have a very important role to play in ensuring that the spirit of independence and honest decision making is maintained. The CPSMA have a guideline in regard to payments for assessors. These should be adhered to. Assessors are encouraged to consider the spiritual basis for the Catholic enterprise. It is open to any assessors to give the service voluntarily towards the appointment of teachers. (Kildare & Leighlin Diocese 2018)*

The following guidance is issued by CPSMA in regard to payments to Independent Assessors by Boards of Management of Schools.

#### **Any Independent Assessor is to be paid two separate amounts:**

1. Daily Fee
2. Travel & Subsistence

#### **1. Any Independent Assessor is to be paid as a self employed individual.**

The individual will sign and complete **Daily Fee Invoice Form** for services provided, which will furnish the following details to the Board of Management:

- Invoice Date
- Full Name and address of the person who supplied the services
- PPS number of the person who supplied the services
- Full Name and address of the School to whom the services were supplied (School should print this on the form)
- Description of the service supplied
- Daily Fee Rate, which should not exceed €127 but may be less.

#### **2. Travel & Subsistence is to be paid in line with the rates shown below**

The individual will sign and complete **Travel & Subsistence Form** for services provided which will furnish the following details to the Board of Management:

- Full Name and address of the person who supplied the services
- Full Name and address of the School to whom the services were supplied (School should print this on the form)
- Kilometres travelled to and from the School/Venue
- Subsistence claim
- Miscellaneous claim
- Total claim.

**Expenses Rates: From Income Tax, Statement of Practice SP – IT / 2 / 07 (revised April 2017)**  
**Maximum Rates set out by the TES, Department of Education & Skills**

The following schedule of rates has been agreed under the Scheme of Conciliation and Arbitration for the Civil Service.

Table of Domestic Subsistence Rates effective from 1 April 2017				
Overnight Allowances			Day Allowances	
Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours but less than 10 hours
€133.73	€120.36	€66.87	€33.61	€14.01

Effective from 1<sup>st</sup> April 2017

**Motor Travel Rates per kilometre**

Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent