

Ministerial Private and Constituency Office Staffing

Private and Constituency Office Staffing

The guidelines on staff numbers for the Private and Constituency Offices of a Minister, as set out in the *Instructions to Personnel Officers - Ministerial Appointments for the 31st Dáil*, are as follows:

- The number of staff in the Private Office of a Minister or a Minister of State may not exceed 8 or 5 respectively.
- The number of staff in the Constituency Office of a Minister or a Minister of State may not exceed 4 or 3 respectively.
- Where a Minister of State is assigned to more than one Department, the total number of staff between all Private Offices may not exceed 7. There should only be one constituency office, with a maximum of 3 staff.
- A Minister or Minister of State may appoint one Personal Secretary and one Personal Assistant. A Minister or Minister of State may appoint 2 Civilian Drivers (not included in the limits outlined above).
- Within the staffing limits indicated above a Minister, or a Minister of State who regularly attends Cabinet, may appoint 2 Special Advisers. The appointment of Special Advisers requires the approval of Government in accordance with Section 11 of the Public Service Management Act 1997.

Civil Servants currently assigned to Ministerial Offices

Minister's Office	Private Office: Private Secretary (Third Secretary) Executive Officer (2) Clerical Officers (3) Constituency Office: Clerical Officers (2)
Minister of State	Private Office: Private Secretary (Third Secretary) Executive Officer (1) Clerical Officer (2) Constituency Office: Clerical Officers (1)
Minister of State (based in Department of the Taoiseach)	Private Office: Private Secretary (Third Secretary) * Executive Officer (0.5) * Clerical Officer (1) * Constituency Office: Clerical Officers (2) *paid by Department of the Taoiseach