



Memo

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, National HR

Date: 4th April 2022

Subject: HR Memo re - Updates to Business Case, Form A1 and Form B1 Including EMT meeting dates for 2022, for the Recruitment/Filling of New and Replacement Senior Level Posts at Grade VIII and above in the Staff Category of Management/ Administration

Introduction

All applications for **new senior management and administration posts** continue to require **formal sanction** by the Department of Health. The Department of Health will **only** accept applications, submitted by the National Director of Human Resources (HR) on behalf of the relevant Executive Team Member/ National Director, as approved through the EMT process. All applications are routed through Strategic Workforce Planning and Intelligence, National HR division (seniormanagers@hse.ie), on behalf of the National Director HR.

Further to the memo circulated on 4th February 2021, this memo sets out updates to the application documentation required (Form A1 & Form B1) along with EMT meeting dates for 2022 to further streamline the application process.

This memo applies to all HSE Statutory, Voluntary Hospitals and Voluntary Agencies.

Summary of Revised Arrangements

1 New Post

- i. In overall terms a new post is defined as an **NSP New Service Development** post, both approved and funded, as provided for in the current National Service Plan (NSP) and the HSE Pay and Numbers Strategy (i.e. current year).
- ii. A **New Development Post** - includes developments that have been the subject of a specific business case outside of the NSP approved by the Department of Health with associated funding, or posts specifically identified and communicated by the Department of Health, both approved and with associated funding, outside of the NSP. In either case above, confirmation of the associated approval, initiative and funding is required by the relevant National Director.
- iii. New posts created to address changes to service delivery may be the subject of an application with specific detail to determine the funding. Funding allocated either through suppression or reassignment of an existing vacancy, requires validation of same by the relevant National Director with no additional consequent growth in WTE.

1.1 Application and Approval Process Update

The following sets out the document and updates to same, required to complete the application process:

- i. An **Approval to Hire Form A1** and associated **Business Case** have been integrated into a single document to streamline the application process ([click here for updated version](#)) and provide for an end to end application and approvals process. This document must be completed in full and, where the application proceeds to the EMT with subsequent EMT and DoH approval, this single document will provide the relevant approvals confirmation, inclusive of the Primary Notification Number, necessary for recruitment commencement.
- ii. **Confirmation of funding and funding source** by the relevant local Finance Manager in the first instance, followed by confirmation by the relevant National Director is a newly added requirement to the process.
- iii. As is standard, the above application continues to require an accompanying Job Description/s relevant to the application.
- iv. The approvals process remains as before, with the requirement for approval and recommendation by the relevant National Director, followed by the relevant EMT member with their assessment and subsequent recommendation or otherwise to proceed to the EMT and CEO for decision as appropriate.
- v. All application documentation reviewed and endorsed by the relevant EMT member is then submitted to National HR (via seniormanagers@hse.ie). On review by National HR a file is then prepared by the National Director of HR for submission of the application for consideration by the EMT and decision by the CEO on a monthly basis.
- vi. The outcomes from the EMT meetings, will be communicated back to the relevant EMT member and National Director for their communication to the relevant applicant. Approvals, by the EMT and CEO, will automatically be processed by the Strategic Workforce Planning and Intelligence Unit on behalf of the National Director HR to the Department of Health to ensure no undue delays.
- vii. Outcomes from the Department of Health will be communicated by the National Director of HR to the relevant National Director.
- viii. Applications approved by the Department of Health, will automatically be issued a Primary Notification Number by the Strategic Workforce Planning and Intelligence Unit of National HR provided that a relevant position number has been provided.

- ix. Applications for new posts, will be accepted on a **monthly basis only** with the timelines set out below:

EMT Meeting Month	Last date to be submitted to National HR	EMT Meeting Date
April	4 th April 2022	26 th April 2022
May	29 th April 2022	24 th May 2022
June	3 rd June 2022	28 th June 2022
July	4 th July 2022	26 th July 2022
September	22 nd August 2022	13 th September 2022
October	19 th September 2022	11 th October 2022
November	17 th October 2022	8 th November 2022
December	21 st November 2022	14 th December 2022

Applications will only be accepted on an **exceptional basis** outside of the monthly timelines. Applications must be **fully** complete on the last day of the submission deadline to National HR in order to be included for EMT consideration.

2. Replacement Post

- i. A replacement post, is defined as an **already approved and funded** senior management/administration post, that has become vacant for which the service is seeking to replace and for which the post continues to have the required funding in place;

2.1 Application and Approval Process

The following documentation is required to complete the application process:

- i. An **Approval to Hire Form B1 – Senior Management and Administration Replacement Posts** must be completed. ([click here](#));

The above documentation is required to be submitted to the relevant National Director for their review and approval, with onward submission to Strategic Workforce Planning and Intelligence National HR Division (email seniormangers@hse.ie) for monitoring and validation purposes.

Any queries relating to this process please contact via email seniormangers@hse.ie.

Yours Sincerely



Anne Marie Hoey
National Director, Human Resources