



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **Procedure for HSE Approval for Property Acquisitions**

### **Procedure No. 417**

	<b>Print Name</b>	<b>Title</b>	<b>Date</b>
<b>Prepared by</b>	<b>Jacqueline Kenny</b>	<b>Property Manager</b>	<b>20/06/05</b>
<b>Reviewed by</b>	<b>J.G. MacNamara</b>	<b>T.S.O.</b>	<b>20/06/05</b>
<b>Corporate Authorisation</b>	<b>J.G. MacNamara</b>	<b>T.S.O.</b>	<b>20/06/05</b>

## **INTRODUCTION**

This document must be completed and provided to the HSE when a request for the acquisition of a property is made. This document is not completed and submitted to the HSE until internal approval is granted. (See Procedure 420)

## **Scope**

This procedure applies to the Health Service Executive.

## **Definitions**

WTE – Whole Time Equivalent

## **Responsibility**

It is the responsibility of the Property Manager and General Manager for the service area to ensure that the document is completed satisfactorily.

## **PROCEDURE**

**1.0** Proposals for acquisition of property must be submitted by filling out the template document. (See Appendix 1)

**2.0** When seeking approval for the acquisition of property, the service(s) requiring the property should be identified, and the HSE area in which they operate.

**3.0** The title and vendor of the property should be stated along with the acquisition method and purchase price.

**4.0** Any relevant background information should be included to assist in the approval decision e.g. information about the service, the purpose of the purchase, whether legal advice had been sought, description of the property, maps, valuation report, detailed information about the source of the funding and any other information deemed relevant.

**5.0** A Costs section must be completed which includes information on the amount, source and date of approval for approved capital funding and approved revenue funding. Any additional capital funding, revenue funding and WTE's required for the current and next full year must be disclosed.

**6.0** The document must then be signed off by the Property Manager and approved by the Chief Officer and National Director.

**References:** Appendix 1 – Acquisition of Property

**Appendices**  
**Appendix 1:**



### Acquisition of Property

<b>Property:</b>	
<b>Title:</b>	
<b>Vendor:</b>	
<b>HSE area:</b>	<b>Service Area:</b>

<b>Acquisition Method:</b>	<b>Amount:</b>
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**Background Information:**

COSTS			
	Amount	Source	Date of Approval
Approved Capital Funding:			
Approved Revenue Funding:			
	Current year	Next Full Year	
Additional Capital Funding Required:			
Additional Revenue Funding Required:			
Additional WTEs Required:			

Date: \_\_\_\_\_

Decision Ref. \_\_\_\_\_

Office Use:

HSE Ref. No. \_\_\_\_\_

**Date approved by HSE Board member :**\_\_\_\_\_ **Decision Ref.**\_\_\_\_\_