**MEMORANDUM**

**HSE**

To**:** All Employees in the HSE remunerated at or above the minimum point of the Grade VIII scale *(i.e. minimum salary scale of €67,135 1/1/2019 and €68,310.00 GradeVIII as at 01/09/2019),* across all grades, categories and workstreams.

From: John Kelly, Head of Corporate Affairs, HSE, Dr Steevens’ Hospital

Re: Ethics in Public Office Act 1995 and Standards in Public Office Act 2001 – Statements of Interest under the Ethics Acts.

Date: Friday 20th December 2019

Dear Colleague,

The Ethics in Public Office Act 1995 and Standards in Public Office Act 2001 requires the HSE to ensure that all relevant employees are informed of their statutory obligations under these Acts regarding statements of a material interest and annual statements of interest.

Relevant employees in the HSE are employees across all grades (Management/Administration, Medical/Nursing, Allied Health Professional etc.) remunerated at or above the minimum point of the Grade VIII salary scale (*(i.e. minimum salary scale of €67,135 1/1/2019 and €68,310.00 Grade VIII as at 01/09/2019)* in employment during 2019. These employees must comply with the Ethics in Public Office legislation.

The Code of Standards and Behaviour for the HSE in accordance with section 25(3) of the Health Act 2004 and the Ethics in Public Office Acts 1995 to 2001 applies to all employees of the HSE.

Guidelines in relation to the legislation are available from the Standards in Public Office Commission website: <http://www.sipo.ie/acts-and-codes/guidelines/public-servants/index.xml>

In the event that you have no interests to declare please complete a nil Statement of Interest form.

Your attention and action is required prior to 31st January 2020 please.

**Procedure for Disclosing Interests/Making a Return**

In accordance with Section 18 of the Ethics in Public Office Act 1995 statements of interests must cover in writing:

1. the interests of the person, and
2. the interests, of which the person has actual knowledge, of his or her spouse or civil partner or a child of the person or of his or her spouse

which could influence the person in, or in relation to, the performance of the person’s official functions by reason of the fact that such performance could so affect those interests as to confer on, withhold from, the person, or the spouse or civil partner or child, a substantial benefit. Designated employees (Section 18) should provide their annual statement only to ethicsinpublicoffice@hse.ie.

**Disclosable Interests**

The following interests should be considered for disclosure:

* Occupational income (other than your HSE position of employment);
* Shares;
* Directorships;
* Land (excluding private home);
* Travel, accommodation, meals etc. (free of charge or at a price that was less than the commercial price);
* Other remunerated positions (held as a political or public affairs lobbyist, consultant or adviser);
* Public service contracts, and
* Gifts, property and services.

A full description of the interests that must be disclosed and the threshold and limits for interests are detailed on the Statement of Interests Form. The amount or monetary value of the interests need not be specified. Please note all Statements of interests will be subject to review by a designated decision maker as nominated by the Chief Executive Officer.

**Process for submission**

Please complete and submit an annual Statement of Interest Form (below) to:

ethicsinpublicoffice@hse.ie

**Links to forms:**

[A 'Statement of Interests' form](https://www.hse.ie/eng/staff/resources/ethics/2019-statement-of-interest-form.doc)

[A 'Statement of Nil Interests' form](https://www.hse.ie/eng/staff/resources/ethics/2019-statement-of-nil-interest-form.doc)

Or Print and Post Completed Form to:

***Ethics in Public Office***

***Health Business Services,***

***20-23 Merchants Quay***

***Dublin 8. DO8 DXW6***

Any persons who occupy more than one designated position of employment or occupy a designated position of employment in addition to holding a designated directorship are required to furnish a Statement of Interest with original signature ***separately*** in respect of each designated directorship held or designated position occupied.

If you have been appointed to a post within the HSE during 2019 or if you have left the HSE during 2019 you must furnish a statement covering the period from the date of your appointment up to the date on which your appointment ended. This statement must be furnished ***no later than 31/1/2020.***

**Further Information**

If you require general advice relating to completion of forms etc. please contact the Human Resources Department of Health Business Services at email ethicsinpublicoffice@hse.ie.

However, if you require specific advice as to your obligations under the Ethics in Public Office Act 1995 and Standards in Public Office Act 2001, that is, whether an interest could materially influence you in the performance of your functions, please contact the Standards in Public Office Commission on 01-6395666 or email info@sipo.ie.