

S24/2003

30 April, 2003

Chief Executive Officer
Each Health Board/ ERHA
Each Mental Handicap Agency

**DEPARTMENT
OF HEALTH AND
CHILDREN**
AN ROINN
SLÁINTE AGUS LEANAÍ

Quality and Fairness
A Health System for You

I refer to the attached circular of 30 April, 2003 issued by the Health Service Employers Agency regarding houseparent and assistant houseparent grades in the intellectual disability services. The sanction of the Minister for Health and Children may be assumed for the implementation of the arrangements set out in the circular.

Health boards are requested to obtain and validate costings from all relevant agencies funded by them in line with the table appended to this letter of sanction and should then submit their board's overall funding requirement to Paul Flanagan, Personnel Management and Development, Department of Health and Children, Hawkins House, Dublin, 2. The submission from each health board to Mr Flanagan should summarise the information requested in the table on a named agency by agency basis. It would be expected that staff figures and other information would coincide with census data and other surveys undertaken previously.

Health board allocations will be adjusted following receipt of the validated costings. Boards are therefore asked to arrange the collection and validation of the information required as soon as possible to facilitate the timely provision of funding.

Yours sincerely



B. Ryan
Personnel Management and Development

Agency:

A. Houseparents

| Nos. employed at 1 February 2002 | Nos. employed at 30 April 2003 | Average rate of pay | Average increase | Total cost 1 February 2002 – 30 April 2003 | Total Cost May 2003 – End 2003 | Annual Ongoing Cost |
|----------------------------------|--------------------------------|---------------------|------------------|--|--------------------------------|---------------------|
| | | | | | | |

B. Assistant Houseparents – excluding those Assistant Houseparents at C.

| Nos. employed at 1 February 2002 | Nos. employed at 30 April 2003 | Average rate of pay | Average increase | Total cost 1 February 2002 – 30 April 2003 | Total Cost May 2003 – End 2003 | Annual Ongoing Cost |
|----------------------------------|--------------------------------|---------------------|------------------|--|--------------------------------|---------------------|
| | | | | | | |

C. Assistant Houseparents – red circling arrangements

| Nos. of Assistant Houseparents in permanent employment at 31 December 2000, holding recognised qualifications and currently employed as Assistant Houseparents | Average rate of pay as Assistant Houseparent at 1 February 2002 | Average increase on transfer to Social Care Leader rate at 1 February 2002 | Total cost 1 February 2002 – 30 April 2003 | Total Cost May 2003 – End 2003 | Annual Ongoing Cost |
|--|---|--|--|--------------------------------|---------------------|
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