



**Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive

Dr. Steevens' Hospital

Dublin 8

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**To:**

**Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officers  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each CHO Heads of HR  
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**

**From: Anne Marie Hoey, National Director of Human Resources  
Stephen Mulvany, Chief Financial Officer**

**Date: 13<sup>th</sup> March, 2020**

**Re: Joint HR and Finance Circular 011/2020: Clarification on recruitment derogation – COVID 19 Response**

Dear Colleagues,

Our response to increase the capacity of our health workforce is multipronged, using a range of approaches that include the optimisation of our existing resources through redeployment within the health family and across the wider public and civil service, alongside recruitment. The extraordinary efforts that our staff are making to maximise our workforce as part of our response to COVID-19 is acknowledge and appreciated.



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“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

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A National HR memo on the *Policy on Redeployment of Staff during COVID-19 Infection* has already issued (6<sup>th</sup> March 2020). In the context of our multipronged efforts to enable the health service's response to COVID 19, and in consultation with the HSE Chief Operations Officer, we wish to provide the following clarifications to ensure that there are no barriers to the necessary recruitment of the health workforce that is required to support our services during the COVID-19 response.

The following is applicable with immediate effect;

- I. The affordability measures outlined in the Memo of 20<sup>th</sup> June 2019 are paused until further notice.
- II. Consequently, this reinstates National Director authority to delegate the decisions and accountability for same, with the following exceptions:
  - a. Consultant posts will continue to require submission nationally;
  - b. New Senior Management and Administration posts continue to require submission nationally in line with the National HR memo of 28<sup>th</sup> February 2020;
- III. As deemed appropriate, each National Director, in delegating these functions, is required to formally set out individual arrangements for their areas of responsibility, to provide for the necessary governance and oversight of same, including those specifically in respect of the drawdown of the COVID-19 funding. These arrangements should issue without undue delay to provide clarity of arrangements.
- IV. These arrangements are required to support the minimum data requirements for the overall management of our response to COVID-19 which will include weekly and monthly updates. This will include recruitment activity by each National Director for their areas of responsibility. Required data fields will include at a minimum; WTE, Grade, Location and 'in-post' recruitment date.

## Queries

Queries from HR Departments on the contents of this Circular may be referred in the first instance to each relevant National Director. Please note that [nationalhr@hse.ie](mailto:nationalhr@hse.ie) is also available to take queries on same.

Yours sincerely,



**Anne Marie Hoey**  
National Director of Human Resources.



**Stephen Mulvany**  
Chief Financial Officer



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