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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 CHOs
Each Head of HR CHOs
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 Director of Human Resources

Date: 6th April 2023

Subject: HR Circular 010/2023 - Revised HSE Secondment Policy and Procedure

Dear Colleagues

Please find attached a copy of the revised *HSE Secondment Policy and Procedure* which comes into effect from **31 March 2023**. This Policy covers all employees in the HSE who have completed their probationary period. This policy also applies to HSE managers and HR staff who are involved in managing external secondment arrangements of HSE staff and inward secondment arrangements with individuals from external organisations.

The revised policy, informed by internal audit report recommendations, strengthens the governance and administration arrangements around secondments. To this end a revised secondment recoument form has been developed and is available [here](#).

The revised policy and procedure also updates the duration for which secondments may be granted in line with the arrangements that apply elsewhere in the public service.

SAP HR will be configured with the new requirements and further communication will issue to the system when this configuration is complete.

Managers should ensure that this policy and procedure is adhered to for all future secondments. Managers should also review current secondment agreements to ensure that necessary documentation is in place and that the relevant stakeholders, including local HR and Finance, are informed so the necessary payments can be recouped. Details of all current and future secondments should be forwarded to the Office of AND HR, Corporate Compliance & Resource Optimisation (email: secondments@hse.ie) where a National Register of Secondments is being maintained.

Please ensure that this Circular is brought to the attention of all relevant managers and employees in your area of responsibility.

Queries

Queries from individual employees or managers in relation to this policy and related matters should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Help Desk is also available to take queries on 1850 444 925 or email: ask.hr@hse.ie

Queries from HR/Employee Relations Departments only in relation to this Circular and policy may be referred to Aoife O Riordan, National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966, Email: aoife.oriordan@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources