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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**
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- 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:** 1<sup>st</sup> June 2023

**Subject:** HR Circular 012/2023 - Application of certain pay adjustments

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Dear Colleagues

I wish to advise that the Department of Health has issued Circular 6/2023 *Application of certain pay adjustments (Appendix 1)*.

The purpose of **DoH Circular 6/2023** is to convey instructions regarding adjustments to certain rates of allowances/rates that are set out in pay scales associated with DoH Circular 3/2023 as follows:

- Revision of the rates for Breastcheck quarterly and annual allowances (as per DoH Circular 5/2023)
- Revision of rates for Community Welfare Officer, grade code 6030 (rates for both included dates are revised)

The previously published rates should be replaced by the revised rates and applied retrospectively as appropriate.

The long established and utilised grade of Ambulance Officer, grade code 6122, has been newly inserted into the salary scales.

A revised set of Department of Health Consolidated Salary Scales (**version 3 of the 1.3.2023 scales**) is attached (**Appendix 2**) which includes all the corrections to the affected allowances / grades. **All pay scales previously issued this year containing rates for the grades set out in DoH Circular 6/2023 are superseded by the attached version 3 Salary Scales document in respect of these grades.**

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility including Payroll Managers.

### **Queries**

Queries from individual employees or managers regarding these arrangements 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](mailto:ask.hr@hse.ie)

Queries from HR Departments on the contents of this Circular may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966, Email: [info.t@hse.ie](mailto:info.t@hse.ie)

Yours sincerely



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