



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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HSE HR Circular 010/2007

To: Each National Director, HSE
Each Asst. National Director, HSE
Each Network Manager

Re: Payroll Management Control Enhancement

Dear Colleague,

In keeping with the requirement to:

- (i) regularly review and strengthen organisational control and governance in key high spend areas;
- (ii) provide the requisite organisational assurance that isolated decision making does not give rise to significant consequential costs in the unitary HSE organisation,
and
- (iii) having regard to recommendations arising from recent Internal Audit investigations, the following payroll process control enhancements are being introduced with immediate effect

Any pay adjustment decisions outside of the norm (e.g. norm being increments, incremental credit etc) must be recommended by a National Director or an Asst. National Director delegated responsibility for "HR matters" in the pillar in the first instance. Any such decision must then be forwarded to the Asst. National Director for HR for the relevant area for approval or otherwise.

Colleagues will be aware of the requirements for detailed pay cost management and the need to adhere to the pay provisions of the recently agreed Towards 2016 Agreement in respect of any claims for salary adjustments/regradings etc.

Arrangements are also being introduced to provide for a more systematic review of previously authorised payroll decisions to determine whether the circumstances which provided justification for such decisions remain applicable. Line Managers are expected to notify payroll departments of changes in this regard.

With immediate effect Payroll Departments will only action pay adjustments authorised on the basis set out above. Not commitments should be entered into with any grade/group of staff or individual member prior to such authorisation being granted.

Please ensure that the requisite controls are in place and operated in your area of responsibility.

Yours sincerely,

Martin Mc Donald,
National Director of Human Resources.