



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

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### Memorandum

**To:** Each Member of Leadership Team, HSE  
Each Regional Director of Performance & Integration, HSE  
Each Assistant National Director of Human Resources, HSE  
Each Employee Relations Manager  
Each CEO & HR Manager, directly funded Voluntary Hospital/Agency

**From:** Barry O'Brien, National Director of Human Resources, HSE

**Date:** 11<sup>th</sup> November 2013

**Re:** HR Circular 005/2013 – Employment Control Framework and revised approval processes for 2013

Dear Colleagues

HR Circular 005/2013 provides for delegated authority to nominated managers in respect of recruitment by exception decisions, but excludes posts in the Management/Admin staff category.

Any approval to recruit by exception in the Management/Admin staff category must have the sanction of the National Director of Human Resources. In general it is anticipated that such requests will be extremely limited as Government and Health Sector Policy is to reduce numbers and costs in this staff category. However, where a request for approval for such an exception from the general moratorium on recruitment in the staff category of Management/Admin, then the process that will apply is as set out in the diagram attached.

Requests for approval will not be considered until it can be demonstrated that all steps in the process have been undertaken. Should it be necessary to seek approval by exception then each post must be supported by the relevant documentation as set out in Appendix 1 of HR Circular 005/2013 and have the approval of the relevant National Director.

Your co-operation in ensuring the appropriate management of this issue is appreciated.

**Barry O'Brien,**  
National Director of Human Resources