



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

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MEMORANDUM

To: Chief Executive Officer
Executive Management Team
Each National Director
Each National HR Lead

From: Anne Marie Hoey, National Director of Human Resources

Date: 9th October 2021

Re: HR Memo – Process for the Primary Notification for all National Service Plan (NSP)/Winter Plan Positions

Dear Colleagues

As you will be aware, consequent to the significant investment in our workforce under the National Service Plan of 2021, the HR Memo issued on 12th February 2021, outlined an updated process for the issuing of Primary Notifications for all National Service Plan (NSP) and Winter Plan Positions. The approach outlined in the memo, removed the requirement for the completion of a Form A for all NSP and Winter Plan posts, in an effort to streamline the recruitment process.

Subsequent to the above updated process, our Strategic Workforce Planning and Intelligence team have also undertaken a parallel pilot of a further streamlined process alongside a review of the approach set out in the memo of the 12th February 2021. The outcomes of the pilot and review of the approach has resulted in an update to the Primary Notification process in an effort to further streamline and enable greater reporting capability and accuracy, both in the process itself and in regard to the reporting and monitoring of posts via the SharePoint recruitment Database.

The updated arrangements to comply with the Primary Notifications Process for all new service development posts / new posts ^{1/} (both NSP and Winter Plan) is set out below. The

¹ New Service Development Post / New Post – are defined as either approved and funded as provided for in the current National Service Plan and the HSE Pay and Numbers Strategy (i.e. For the current year), or where the development has

key change is the movement from the individual services (i.e. Hospital Groups and CHOs) subsequently completing an application for a Primary Notification on receipt of funding / WTE approval from their relevant National Director. In this way the process is further streamlined into a one-step approach, with funding allocation and primary notifications issued simultaneously. .

Application and Approval Process for New Positions funded by the National Service Plan & Winter Plan

1. All HSE and Section 38 posts are identified by each National Director as part of the National Service Planning Process; *(It should be noted that in the main, this detail has already been identified by National Directors / National Functions under the relevant national initiatives funded under NSP and Winter Plan);*
2. Prior to the communication from the National Director/ National Service of the funding and associated posts for recruitment by the relevant service (e.g. Hospital Group/ CHO), the Primary Notification for the posts **must** be sought **in advance** from National HR. The **Primary Notification Application Template** accompanying this memo, is to be completed by the relevant National Director and sent to Strategic Workforce Planning and Intelligence (SWPI) at workforcedata@hse.ie.
3. On receipt of this data, SWPI will expedite return of the template, complete with the Primary Notifications and associated post Log Numbers, that are to be included as part of the communication from the National Director/ National Service.
4. It is requested that SWPI is copied on the above communication, as this will then trigger SWPI engagement with the relevant service to co-ordinate the loading of this detail onto the SharePoint recruitment Database, to support an end to end commissioning and reporting of posts funded under the National Service and Winter Plans.
5. SWPI will provide both scheduled and as required updated progress reports on the posts approved by the relevant National Director/ National Service for the relevant National Director/ National Service.

The above approach applies, whether National Directors/ National Services are commissioning posts either to local services (i.e. Hospital Groups/ CHOs) or within National Functions / National Services themselves.

It is expected that there will be a transition period in early 2022 whereby in particular local services, yet to apply for Primary Notifications for posts notified by the relevant National Director /National Service will apply directly to SWPI. In this instance the process for 2021 will apply, noting that SWPI will notify the relevant commissioning National Director/ National Service.

In addition, it is expected that there may be exceptional cases whereby there is an agreed change between the National and Local Service on the WTE that is approved. In the majority of cases this is generally a change of grade. In this instance, the agreed change should be set out by the National Director in the 'change section' of the **Primary Notification Application Template**, that is then sent to SWPI. This information will be used to maintain a Master Dataset from which the changes will be reflected on the SharePoint recruitment Database.

An updated memo to all services at Hospital Group and CHO level, will issue shortly advising the revised arrangements in regard to the issuing of Primary Notifications in 2022.

Should you require further information and or support in regard to the application process, please contact the Strategic Workforce Planning and Intelligence Team at workforcedata@hse.ie who are available to support you and your teams in this process.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources