



Príomhoifigeach Feidhmiúcháin
Feidhmeannacht na Seirbhíse
Sláinte
Urlár 1, Ospidéal an Dr Steevens'
Baile Átha Cliath 8, D08 W2A8

Chief Executive Officer
Health Service Executive
1st Floor, Dr Steevens'
Hospital
Dublin 8, D08 W2A8

www.hse.ie
[@hselive](https://twitter.com/hselive)
T: 01 635 2000
E: ceo.office@hse.ie

**FOR THE ATTENTION OF ALL EMPLOYEES
ACROSS ALL GRADE CATEGORIES
WHERE THE MINIMUM SALARY POINT IS
EQUAL TO OR ABOVE THE MINIMUM POINT
(i.e. €76,551)
OF THE
GRADE VIII SALARY SCALE,**

ANNUAL STATEMENT OF INTERESTS

Ethics in Public Office Acts 1995 and 2001 (the “Ethics Acts”)

1. ELECTRONIC FILING

- 1.1 The HSE has a **digital system** in place in respect of the annual Statements of Interests and also in respect of Nil Statements.
- 1.2 Employees are able to complete their annual Statement of Interest / Nil Statement forms electronically, (to sign the forms electronically using digital signature technology, (DocuSign) and to file/submit their statement thereafter.
- 1.3 The electronic filing system utilises encryption software to ensure confidentiality. It is user-friendly, and it supports employees and the HSE’s **mutual legal obligations** to comply with the Ethics Acts.

2. THE ETHICS ACTS: WHAT IS A STATEMENT OF INTEREST?

- 2.1 A Statement of Interest is a statement, which outlines:
- (a) the interests of the employee; and / or
 - (b) the interests of which the employee has actual knowledge of his or her spouse or civil partner or a child of the employee or of his or her spouse,

which could materially influence an employee in, or in relation to, the performance of the employee’s official functions by reason of the fact that such performance could so affect those interests as to confer on, or withhold from, the person, or the spouse or civil partner or child, a substantial benefit.

3. WHAT DOES THIS MEAN FOR ME?

- 3.1 The Standards in Public Office Commission has provided guidelines for employees in relation to



interests that must be disclosed, these are in relation to the Ethics in Public Office Acts, 1995 and 2001. You should read the guidelines carefully, which may be accessed here:

<https://www.sipo.ie/acts-and-codes/guidelines/public-servants/index.xml>

3.2 Having read the guidelines as they relate to your own circumstances you must come to a decision about whether you need to file a Statement of Interest or alternatively file a Nil Statement.

4. **DO I HAVE AN INTEREST THAT COULD MATERIALLY INFLUENCE ME IN THE PERFORMANCE OF MY OFFICIAL FUNCTIONS?**

4.1 In order to come to arrive at an answer to this question you must think carefully about your official role and responsibilities and consider whether any private interests that you have (or those of your spouse, civil partner, or child) have the potential to “materially influence” you in the way that you perform your official functions.

4.2 If you are unsure, you are also entitled to seek advice from the SIPO Commission in relation to any provision of the Ethics Acts as they relate to you, or in relation to the guidelines published by the SIPO Commission. Any such queries can be emailed to: info@sipo.ie

4.3 By way of example, if an employee¹ provides goods or services (whether on their own account, or as an employee of a third-party organisation or through a company structure) to clients of the HSE,² (e.g. patients) or intends to sell goods and/or services directly to the HSE, then any such interest(s) may be disclosable, and that employee may need to disclose this interest on his or her Annual Statement of Interest.

5. **WHAT IS A STATEMENT OF NIL INTEREST?**

5.1 A statement of Nil interest is a statement either that (a) the employee has no interests to disclose; or (b) the employee is satisfied that any interests he or she may have **could not** materially influence him or her in the performance of their functions.

5.2 For example, if an employee,³ outside of his or her employment relationship with the HSE, provides goods or services (whether on their own account, or as an employee of a third-party organisation or through a company structure) but is not and will not be selling to the HSE, and this commitment will not otherwise influence the employee in the performance of their official functions, then the

¹ Employees must, in the example above also assess the potential for “material influence” in the context of any goods and services provided by their spouse, civil partner, child and/or child of their spouse or civil partner of which they have actual knowledge

² HSE in this context would include any organisation that is directly funded to provide services on behalf of the HSE under Section 38 and Section 39 of the Health Act 2004 (as amended).

³ As above, 1



Employee may not be required to file an annual statement in respect of that interest. The employee may instead decide to file a Nil return.

5.3 In summary, where either of the scenarios outlined at paragraph 5.1 above applies, employees are required by the HSE to file a Nil statement of interest.

6. **BY WHEN SHOULD THE STATEMENT OF INTEREST / NIL STATEMENT BE FILED AND IN RESPECT OF WHAT PERIOD OF TIME?**

6.1 The Statement of Interest / Nil Statement relates to the period **1 January 2023** (or date upon which employment commenced if later) up to and including **31 December 2023**.

6.2 Employees will not, therefore be in a position to complete the Annual Statement of Interest for the year 2023 in the current year. They must wait until after 1 January 2024.

6.3 The SIPO Commission has advised that the latest date for the filing of completed Statements of Interests / Nil Statements in respect of 2023 is **31 January 2024**. Employees should prioritise the return of statements during the month of January. We will continue to issue reminders to employees who have not submitted a return beyond that date. Returns filed after 31 January 2024 will be marked as "**late filings**".

7. **OTHER OBLIGATIONS UNDER THE ETHICS ACTS OF WHICH EMPLOYEES MUST BE AWARE**

7.1 The obligations on Employees under the Ethics Acts continue throughout the year, and employees' obligations are not met solely by filing a Statement of Interest and/or a Nil Statement. Some important further obligations are outlined below:

7.2 **MATERIAL INTEREST IN RELATION TO ANY PARTICULAR FUNCTION**

7.2.1 In any case where a function of your position as an employee of the HSE falls to be performed and you have **actual knowledge** that you, or a connected person, have a material interest in a matter to which the function relates, **you must, as soon as may be, prepare and furnish a statement in writing of those facts** to the Chief Executive Officer / Chief Officer of the Hospital Group / Community Healthcare Organisation where you work, or if you work in a national service, to the relevant National Director with responsibility for your area of work.

7.2.2 You should not perform the function unless there are compelling reasons requiring you to do so. If you propose to perform the function you should, before doing so or, if that is not reasonably practicable, as soon as possible afterwards, **prepare and furnish a statement in writing of the compelling reasons** to the person referred to in paragraph 8.2.1.



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These requirements apply regardless of whether you have previously disclosed this interest in an annual Statement of Interest.

7.3 STATEMENT ON LEAVING

7.3.1 If your appointment ended during 2023, you must nevertheless, furnish a statement covering the period from 1 January 2023, or the date of your appointment in 2023, if later, up to the date on which your appointment ended. This statement should be furnished after your employment has ended and no later than 31 January 2024. Please note the obligation this is both a statutory and a contractual requirement, that continues beyond the end of your employment relationship with the HSE.

8. WHAT HAPPENS NEXT?

- On 4th January 2024 every employee occupying a “Designated Position of Employment” will receive a link from which they can access the online form together with explanatory documentation. It is strongly recommended that you complete the form and submit it very soon after receipt of the link.
- By 31 January 2024 all employees occupying “Designated Positions of Employment” must file either a Statement of Interest or a Nil Statement.
- Between 1 January and 31 January 2024 periodic reminders will issue to employees requesting them to comply with the Ethics Acts by filing a Statement of Interest or a Nil Statement.
- Once an employee has filed a return no further reminders will be sent.
- After 31 January 2024 reminders will continue to issue to employees who have not complied with the obligations under the Ethics Acts to file either a Statement of Interest or a Nil Statement within the timelines provided by the SIPO Commission.
- Returns received after 31 January 2024 will be marked as “late filings”.
- The HSE will prepare a report for the SIPO Commission in respect of compliance with the Ethics Acts in 2023 during 2024.

Signed: 

Brian Murphy
Head of Corporate Affairs
Health Service Executive
Dated: 19 December 2023