

Guidelines for the completion of Approval to Hire – Forms A, A1 and B
(Revised March 2015)

- References:
- A. Pay-bill Management and Control – HSE National Framework 2015.
 - B. HSE HR Circular 01/2006 – HSE 2006 Employment Control Framework
 - C. HSE HR Circular 06/2007 – Filling of Senior Service Level Posts.
 - D. HSE HR Circular 16/2013 – Compliance with Public Sector Pay Policy.
 - E. HR guideline – General Guidance on the Management of Payroll Envelopes and The Public Health Sector Workforce in 2015
 - F. List of National Grade Codes
 - G. Consolidated Pay Scales

Purpose of the Guideline

This guideline is designed to assist in the initiation, completion and routing of Approval to Hire Forms A, A1 and B. It is designed to take account of the revised recruitment decision-making process post general moratorium on recruitment and the compliance requirements with allocated pay envelopes. While it is comprehensive in nature, any further queries should be directed in the first instance to the Local/Area HR Department or thereafter to the National Workforce Planning, Analysis, and Informatics Unit in Naas.

General

Prior to the initiation of the filling of vacant and new posts in the Health Service Executive, irrespective of the nature of the employment contract to be subsequently used for its filling, an Approval to Hire Form must be initiated for each post and approved at the appropriate level, prior to any actions to advertise/recruit/fill the post. Order forms/pack to National Recruitment Services (NRS) or other recruitment functions' must be accompanied by the appropriate and fully completed Approval to Hire Form for the post being sought to be filled, before the recruitment process can be initiated. The above references must be complied with prior to the completion of the Approval to Hire Forms and any further documentation required to support the application must be attached to the fully-signed off Approval to Hire Form.

Audit and Review. Completed Approval to Hire Forms are a critical source of evidence of compliance or otherwise with the HSE National Accountability Framework and must be available for review as warranted. They also provide key data for reporting to Government Departments on workforce and employment control matters and therefore are central for audit trail purposes.

Section 38 Agencies. The above references have full application to Section 38 Agencies as a consequence this guideline extends to such agencies for their attention and general compliance. The only deviation is in respect of the Approval to Hire Form B – Replacement Posts, where some Section 38 agencies may substitute their own internal processes to approve, subject to their compliance with the health sector's national accountability framework and relevant HSE HR Circulars.

Approval to Hire Form A (Revised March 2015)

This form is to be completed in all cases where the post to be filled is either; a new service development post, approved and funded in a National Service Plan or, a new post arising from the reform programme or a conversion of agency and/or overtime.

In the latter case, full funding must be identified and re-allocated from suppressed approved and funded post(s). In the case of Senior Management/Admin posts, the endorsement of the National Director of Human Resources is required. Criteria to be applied, in determining when a Form A is initiated rather than a Form B are:

- It will have an upward impact on Whole Time Equivalents (WTE) reporting.
- It will require a new financial allocation,
 - If new funding, this would be in addition to the current pay envelope allocation – new approved and funded service developments as provided through National Service Plans.
 - Transfer of funding from a pre-existing funded post, but the post(s) are suppressed/dis-established in advance of the new post being filled.
 - Transfer of funding from agency and/or overtime pay allocations.
- It will result in a change in the grade code that applied to the current vacant and funded post.

Approval to Hire Form A1

A Form A1 is initiated in respect of all Senior Management posts at Grade VIII level and above. The form should also be completed in respect of the upgrading of any management/administrative post to Grade VIII level or above.

Approval to Hire Form B

A Form B is initiated in respect of all replacement posts other than those covered by Approval to Hire Forms A and A1.

Step-by Step Approach

1. Determine which Form is to be used. See above.
2. Ensure all parts of the Form are completed fully.
 - a. Title of post, as contained in the proposed contract of employment, when the post is being filled.
 - b. Cost Centre Code – Available from Finance Departments/Finance Directorate.
 - c. Purpose of Post – Give details as to the purpose of the post with focus on service delivery.
 - d. Grade Code – Must be a National Grade Code – Grade Code list available from your Area Recruitment Business Manager or on the HSE web-site.
 - e. Position Number. In the case of a replacement post, use the position number of the previous post holder. If the previous position number was deleted/suppressed, another vacant position number must be identified. In the case of a new post, a primary notification must be issued in advance to allow for a building of a new position number, or a decision by a National Director to create a new position number.
 - f. Salary scale must be in accordance with the Consolidated Pay Scales.
 - g. Costs. Source of funding must be clearly identified. If it is a new service development, the appropriate funding code must be identified.
3. The form is initiated in the first instance by the Service/Line manager in which the vacancy arises.
4. It is forwarded to the local Payroll Management Control Group (PMCG) for consideration and approval, with business case and any other material relevant to the application, other than Approval to Recruit Forms A in respect of new approved and funded service development posts as authorised by National Service Plans and Primary Notifications of Approval to Recruit. If approved it is forwarded to the relevant HG/CHO/NAS/National Corporate PMCG for their approval or otherwise.

5. If approval is NOT granted, form is returned to the initiation manager and it is either resubmitted with enhanced business case or the vacancy is dis-established.
6. If approved, the completed form is attached to the Order form/pack for the initiation of the recruitment process by either National Recruitment Services or other recruitment function.
7. A copy of the form should be kept at the office of the designated officer authorised to sanction such decisions to recruit and be available to National HR and/or Internal Audit, to audit/examine as warranted.

Failure to complete the form fully. This will result in the form being returned to the initiator of the Approval to Hire Form for the appropriate corrective action.

Routing. Forms once completed by the Service/Line Manager are routed through the appropriate service channels to the authorising/delegated officer, using the internal PMCG process for approval. In the case of a Form A for new approved and funded service developments as set out in National Service Plans, once approved by the appropriate National Director or delegated officer, the Form is sent to the National Workforce Planning, Analysis & Informatics (WFPA&I) for final approval or otherwise to initiate the recruitment and monitoring process. Once processed by WFP&I, the Form is routed to the appropriate Recruitment Business Manager/National Recruitment Service for their necessary action. A copy of the granting/non granting of approval to initiate the recruitment process is sent by the Business Recruitment Manager to the Service Manager (or initiator of the Approval) and Regional Assistant National Director of HR in the Area for their necessary information.

HSE Web-site/Electronic Version of Forms. Forms with these guidelines are available on the HSE Web site. In addition the list of National Grade Codes is also available as is the consolidated pay scale.

Any further queries re Approval to Hire Forms should be directed as appropriate to the Workforce Planning, Analysis & Informatics Unit or the Area Assistant National Director of Human Resources. Contact details for WFPA&I, are as follows:

Address: Workforce Planning, Analysis and Informatics,
National Human Resources Directorate
Health Services Executive
Oak House
Millennium Park
Naas
Co Kildare

E-mail Address: workforcedata@hse.ie
Telephone numbers: 045-880407/880439
Fax – 1890-252125