



**Oifig an Stiúirthóra 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  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officers  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Head of HR, PCRS  
Director National Ambulance Service  
Each CHO HR Manager  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director

**From:** Anne Marie Hoey, National Director of Human Resources

**Date:** 12<sup>th</sup> February 2021

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

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Dear Colleagues,

The HSE's Winter Plan and the subsequent National Service Plan 2021 sets out one of the most ambitious resourcing requirements, with significant increases projected for our workforce.

A programme of work has been established to enable the services to deliver the resourcing requirements through the creation of a joint strategic workforce planning and resourcing taskforce. A critical component of this programme of work is the Primary Notification process.

The purpose of this memo is to outline the Primary Notification process which is a key element required to the recruitment process for new posts under the Winter Plan and National Service Plan as approved. Changes have been applied to the existing process in order expedite recruitment commencement via a streamlined process.

A key change to the primary notifications process is the requirement for a request to Hire Form A, which will not be required as part of the new process for all National Service Plan and Winter Plan posts.

This memo applies to the Health Service Executive and Section 38 Voluntary agencies. Of note, the new Senior Manager approvals process for positions within Management & Administrative staff category is **excluded** from this process and is managed separately through memo issued on 4<sup>th</sup> February 2021.

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

The following documentation is required to complete the Primary Notification process and initiate recruitment:

1. Letter from the relevant National Director or delegated sanction (as formally notified to SWPI Office National HR) providing the following relevant information;
  - Confirmation of NSP Year and/ or Confirmation of posts encompassed by Winter Plan
  - Funding description / initiative – the initiative allied to the Winter Plan or NSP must be clearly identified
  - Grade & Grade Code (Sourced directly from National Grade Code List) for each post
  - Whole Time Equivalent (WTE) for each post
  - Location/s for each post/ group of posts to lowest level
2. All of the above detail in point 1 is required to be sent to the Strategic Workforce Planning & Intelligence (SWP&I), National HR email [workforcedata@hse.ie](mailto:workforcedata@hse.ie). This detail will be used to issue the Primary Notification and log number for all individual positions.
3. All of the above detail is required in order for a Primary Notification letter to issue without delay.
4. On issue, the letter will be sent to the applicant and a copy to HBS recruit to streamline the recruitment process for those positions being recruited via HBS with subsequent contact by services to HBS to request the commencement of recruitment as required.

### **Summary of Revised Arrangements**

#### **1 New Post (National Service Plan/Winter Plan)**

- i. In overall terms a new post is defined as an **NSP New Service Development** post, both approved and funded, as provided for in the current National Service Plan (NSP) and the HSE Pay and Numbers Strategy (i.e. current year).
- ii. A **New Development Post** - includes developments that have been the subject of a specific business case outside of the NSP approved by the Department of Health with associated funding, or posts specifically identified and communicated by the Department of Health, both approved and with associated funding, outside of the NSP for example Winter Plan positions. In either case, confirmation of the associated approval, the associated initiative and funding are required to be confirmed in the primary notification process.

- iii. A request to hire form A is **no longer required** for such positions, however as outlined above details relating to these positions should be sent directly to Strategic Workforce Planning & Intelligence, National HR for a Primary Notification to issue to initiate the recruitment process.
- iv. The Primary Notification letter is sent to all relevant stakeholders including HBS Recruit. In order to expatiate recruitment the following documentation must be provided to HBS Recruit: Job Order form, Pre-placement form and Job description. The Primary Notification reference number must be provided on all documentation submitted to HBS recruit.

### **1.2 New Post (Suppression/Reconfiguration within current budget)**

- i. New posts created to address changes to service delivery, may be the subject of approval, with specific detail to determine the funding, allocated either through suppression or reassignment of an existing vacancy.
- ii. An Approval to Hire Form A must be completed in this instance. Of note this form has been revised (**See Appendix 1**). **A primary Notification is not required for these type of positions therefore do not need to be submitted to Strategic Workforce Planning & Intelligence, National HR.**
- iii. These applications can be forwarded directly to HBS recruit or the local recruitment service area using the Form A. In order to commence recruitment, the additional relevant documentation is required (Job Order Form, Pre-Placement Form and Job description).

The HSE CEO, NDHR and DOH require monthly progress report on the recruitment of these posts for monitoring and audit purposes. Therefore, Strategic Workforce Planning & Intelligence, National HR Division, will request a monthly progress update on the posts approved by the Department of Health.

Any queries relating to this process please contact via email [Workforcedata@hse.ie](mailto:Workforcedata@hse.ie).

Yours sincerely



**Anne Marie Hoey**  
**National Director of Human Resources**