

Office of the National Director of Human Resources Health Service Executive Dr. Steevens' Hospital Dublin 8

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# Feidhmeannacht na Seirbhíse Sláinte Health Service Executive

# HSE HR Circular 16/2008

To: Each National Director HSE and Assistant National Director HSE, Each Hospital Network Manager and Local Health Office Manager HSE, Each CEO direct funded Voluntary Hospital/Voluntary Agency.

## 03<sup>rd</sup> June 2008

#### 2008 HSE Employment Control Framework – Allocation of approved employment ceilings as at the start of 2008

Dear Colleague,

#### 1. Introduction

- 1.1. This circular sets out revised employment ceilings for the health service, Directorates, Administrative Areas and individual service locations. It should be read in association with HSE HR Circular 01/2008, the provisions of which continue to have application, unless specifically amended by this Circular.
- 1.2. Department of Finance sanction for HSE expenditure in 2008, dated 4<sup>th</sup> March 2008, provides for an overall approved employment ceiling of 111,505 Whole Time Equivalents (WTEs) for the health services. This approved employment ceiling has to be discounted to take account of changes in student nurse placements. The sub-allocation of the overall ceiling to Local Health Office/Hospital level has been applied using the figure of 111,505 WTEs. This requires an additional compliance, in the cases of specific agencies, with this discounted effect of student nurse placements as set out in the table attached to this circular see appendix 2.
- 1.3. The expenditure sanction also sets out reconfiguration targets to be achieved by the health services by the end of 2009, reflecting a changed focus from hospital services to community based services. Specific targets to be achieved by Hospital Networks are set out later the Circular.
- 1.4. Any increase in employment levels over the national approved ceiling will only arise to deliver Government/Ministerial approved service developments provided for in the 2008 National Service Plan and will require prior approval of the Department of Finance.
- 1.5. Delegated sanction has been granted in the case of new approved and funded 2008 service developments as set out in the HSE's National Service Plan 2008 and the approved employment ceiling will only be adjusted after such posts are put into effect.

#### 2. Scope and application

- 2.1. This circular has application across the Health Service Executive, Voluntary Hospitals and Voluntary Agencies encompassed by the national approved employment ceiling. The ceiling does not include home helps.
- 2.2. The processes outlined have specific application to direct employment within the HSE. In the case of Voluntary Hospitals and Voluntary Agencies funded by the HSE, each organisation should have/or introduce similar internal processes for the filling of vacancies and new service development posts in order to adhere to the National Service Plan, budget allocation and the employment control framework, as it impacts on their agency.

#### 3. Context and Approach

- 3.1. The sub-allocation of the national approved employment ceiling to Local Health Offices, Hospitals and Voluntary Agencies is based on the requirement of alignment of employment ceilings with financial resource allocation. Ceilings have been allocated on the basis of budgets, pay expenditure and other relevant data and can only be adjusted internally, through reallocation of appropriate budgets and service delivery functions. There is a requirement for adherence to employment ceilings at all levels in the health services, be it within and between NHO Networks, PCCC Areas, Population Health and Corporate/other functions.
- 3.2. Area Employment Monitoring Groups set up in accordance with HSE HR Circular 01/2008 will continue to operate. Decisions at local, Area and functional level on employment matters are required to ensure compliance with approved employment ceilings. Area Employment Monitoring Groups are empowered to consider the filling of any front-line vacancy arising (including vacancies which arose prior to January 2008). Such decisions must consider the effect within/or between Networks, PCCC Areas, to ensure no growth in employment beyond approved employment ceiling and within available financial resources. This requires employment decisions to be taken in an integrated fashion having due regard to overall compliance with employment ceilings at National, Area, functional and Agency level. Previously notified provisions regarding corporate posts remain in place.
- 3.3. Decisions to employ replacement or new staff must have due regard to the current budget allocation, the need to deliver services within budget and within the approved employment ceiling. In no instance can decisions be made to increase employment levels to the approved ceiling if this results in a breach of the allocated budget for 2008 or causes a breach of the Network/Area/National Function/National approved employment ceiling.
- 3.4. Network Managers and Area Assistant National Directors, PCCC, have delegated authority to adjust internal sub-allocations of their ceilings to hospitals and Local Health Offices to meet service pressures or priorities These adjustments must be approved by the appropriate National Director, and in the case of adjustments between functions by both respective National Directors. In making such adjustments, changes to budgets should be effected in consultation with the Finance Directorate. The adjustments to internal ceilings must be notified through the Area Assistant National Director of Human Resources to the National Employment Monitoring Unit.

#### 4. Sub-allocation of National Approved Employment Ceiling

4.1. The sub-allocation of the national approved employment ceilings by service/ functions is as follows:

а	Primary, Community and Continuing Care		54,677
b	National Hospitals Office	100	52,818
С	Population Health	-	533
d	Corporate/Others (incls Subsumed agencies)	-	3,477
	Total	-	111,505

4.2. The sub-allocation of the national approved employment ceiling by HSE Area at the start of 2008 is as follows:

а	HSE Dublin Mid Leinster	6 <del>7</del> -3	34,230
b	HSE Dublin North East	(37)	24,380
С	HSE South	iπ;	25,337
d	HSE West	(77)	27,559
			<u>111,505</u>

#### 5. Student Nurse Placement

5.1. From end Quarter 1, 2007, student nurses undergoing the general degree programme, are returned in the health service personnel census. A replacement ratio of 3.5:1 applies when student nurses are not on placement. The overall approved employment ceiling has to take account of student nurses and the replacement ratio. Accordingly the ceiling of 111,505 has to be discounted to 110,600 to take account of student nurses placements.

5.2. There is an impact on employment levels in 2008 due to the move to the standardisation of the starting date for rostered placements to the 1<sup>st</sup> of January annually. This results in reduced employment numbers in agencies who provide placements. However full placements will recommence in January 2009 and these agencies must provide scope within their approved employment ceiling to place their funded level of student nurse placements, without a resulting breach of their employment ceiling. Appendix 2 to this Circular, sets out the requirements for each hospital/agency.

#### 6. Other Student Posts

The health services fulfil a key role in the training and support of undergraduate and pre registration academic requirements across a broad range of disciplines. Posts to teach, manage and support such training and academic activity are fully funded, either directly through the HSE Vote or through some other exchequer funding stream and it is essential that both the funded posts and student placements are maintained as sanctioned. Managers and CEOs of Agencies providing such training and academic functions should ensure these posts and placements are fully honoured in the context of the HSE's Employment Control Framework.

#### 7. Maternity leave cover and Summer Locum cover

Maternity and annual leave replacements/locum cover result in increased reported employment levels and if not robustly managed can lead to breaches of approved employment ceilings. Staff complements in many instances provide sufficient staffing levels to adequately address service delivery requirements without having to resort to the employment of additional staff. Managers should ensure effective staff rostering and annual leave planning to maintain appropriate staffing levels. Decisions to replace staff on maternity leave must in the first instance be within budget allocations and due regard be taken as to its impact on employment ceiling compliance. Where the decision to provide maternity leave cover does not impact on either the approved employment ceiling or on the budget allocation, this can be taken at budget holder level. Maternity leave cover where approved must be recorded as a locum contract to allow for effective monitoring of such an impact on employment reporting.

#### 8. Reconfiguration of Services by end 2009

8.1. The letter of sanction sets out reconfiguration targets to reconfigure employment as soon as possible towards achieving the model of integrated health service in line with the targets as set out below:

Service Function	December 2007 outturn	2008-2009 Reconfiguration
		Target
National Hospitals Off	ice 53,726	51,000
PCCC	53,769	55,850
Population Health	533	550
HSE Corporate	3,477	3,200

8.2 To achieve the reconfiguration of services targets as set out will require moving significant employment levels and budgets in the main from NHO to PCCC. The NHO will be required to operate within an initial approved employment ceiling of 52,818 WTEs from the start of 2008 to one of 51,000 WTEs at the end of 2009. Target reductions/transfers to PCCC for each Network is set out below. The achievement of these targets will require significant engagement with PCCC, HR and Finance.

Network	% of total WTE	Reduction by 31/12/08	Reduction by 30/06/09	Reduction by 31/12/09
Southern Hospitals Group Network	13.06%	79.15	158.31	237.46
South Eastern Hospitals Group Network	8.47%	51.33	102.67	154.00
<b>Dublin North Hospitals Group Network</b>	16.92%	102.54	205.08	307.61
Mid Western Hospitals Group Network	6.14%	37.23	74.45	111.68
West/North West Hospitals Group Network	15.24%	92.37	184.73	277.10
Dublin Midlands Hospitals Group Network	15.17%	91.92	183.85	275.77
<b>Dublin South Hospitals Group Network</b>	16.25%	98.49	196.97	295.46
North Eastern Hospitals Group Network	5.96%	36.11	72.22	108.33
Office of the National Hospitals Office	0.31%	1.89	3.77	5.66
National Ambulance Service	2.47%	14.98	29.96	44.94
Total National Hospitals Office	100.00%	606.00	1,212.00	1,818.00

#### 9. 2008 New Service Developments

9.1. In respect of planned service developments during 2008, the following is the position:

Service	2008 Development Budget €m	No of Development posts to be filled in 2008
Older People	€25	100
Palliative Care	€3	50
Disability	€49.96	710
Cancer	€29	90
Population Health	€17.96	100
Total	€125	1,050 WTEs

- 9.2. Primary notifications as issued by the NEMU will continue to be the approval system for the commencement of the filling of such posts. Request to hire forms A, where appropriate, will continue to be the process to be applied with regard to 2008 service developments.
- 9.3. The primary notification will allow the building of position numbers where appropriate and the commencement of the recruitment process, through the request to hire process. Each Local Health Office/Hospital/Voluntary Agency/Functional Unit, granted approval to fill a service development post through a primary notification, will inform NEMU when the post is filled and placed on the service unit pay roll. It has been directed by the Department of Finance that only upon receipt of confirmation that the post has been activated/filled will an employment ceiling adjustment be granted.

#### 10. Monthly Reporting, Monitoring and Control process

10.1. Employment Monitoring Reports and Personnel Census Reports are to be submitted to NEMU by the 15<sup>th</sup> of the following month. Changes to employment levels should be explained when submitting monthly reports.

10.2. Adherence to approved employment ceilings is a critical feature of the HSE's Employment Control Framework and the overall HSE Control processes for 2008. Where non-compliance is reported, it must be accompanied by an action plan by the relevant Service Manager/CEO Voluntary Hospital/Voluntary Agency to achieve ceiling compliance. Managers and CEOs of Voluntary Agencies should forward such reports to the National Hospitals Office or P.C.C.C. Directorate, as appropriate, and a copy should be sent to NEMU.

Please ensure that all appropriate personnel are advised and familiar with the requirements placed upon them arising from this Circular.

Queries in relation to this Circular should be directed to Mr Frank O'Leary, Head of the National Employment Monitoring Unit (email <u>Frank.OLeary@hse.ie</u>) phone 045 880454 or Ms Eibhlin Smith (email <u>Eibhlin.Smith@hse.ie</u> phone 045 882522.

Yours sincerely,

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Martin McDonald National Director of Human Resources

Attachments

- Appendix 1 Sub-allocation of National Approved employment ceiling as at the start of 2008.
- Appendix 2 The required level of WTEs necessary by agency to provide for full student nurse placement at the start of 2009 without breaching approved employment ceiling.

		Appendix 1 to HSE HIC circu	10/2000
Area/Network/Hospital/Local Health Office/Voluntary Agency	Ceiling at 01/01/08.	Area/Network/Hospital/Local Health Office/Voluntary Agency	Ceiling at 01/01/08.
	Vational Hos	pitals Office	
HSE Dublin Mid Leinster		HSE Dublin North East	
Dublin Midlands Hospital Group		North East Hospitals Group	
Network Manager's Office	5.19	Network Manager's Office	12.98
Midland Regional Hospital Tullamore	1,005.37	Cavan General Hospital	710.00
Midland Regional Hospital Portlaoise	607.86	Monaghan General Hospital	236.10
Midland Regional Hospital Mullingar	777.59	Our Lady's Hospital, Navan	500.00
Acute Hospital Services MHB	37.00	Our Lady of Lourdes, Drogheda	1,290.00
Naas General Hospital	717.00	Louth County Hospital, Dundalk	398.12
AMNCH – Tallaght	2,621.00	Total NEHG	3,147.19
Our Lady's Hospital for Sick Children	1,550.00	Dublin North Hospitals Group	0,147.10
Coombe Women's Hospital	691.00	Network Manager's Office	0.00
Total DMHG	8,012.01	Connolly Hospital Blanchardstown	1,256.17
Dublin South Hospitals Group	0,012.01	Beaumont Hospital	3,069.00
Network Manager's Office	2.08	Mater Hospital	2,623.89
St Colmcille's Hospital	502.00	National Orthopaedic Hospital	328.00
St Vincent's University Hospital	2,400.00	Children's University Hospital	940.00
St James's Hospital	3,751.00	Rotunda Hospital	720.00
St Michael's Hospital	434.83	Total DNHG	8,937.06
St Luke's Hospital, Rathgar	495.00	Ambulance NE	138.77
Royal Eye and Ear Hospital	285.00	Total Ambulance Service DNE	138.77
	714.00	Total NHO DNE	
National Maternity Hospital Total DSHG	8,583.91	HSE West	12,223.02
Ambulance MHB	195.57	West/North West Hospitals Group	
Ambulance ECAHB	219.14	Network Manager's Office	6.70
	414.71	Unallocated WHG	
Total Ambulance DML			0.00
Total NHO DML	17,010.63	Letterkenny General Hospital	1,435.18
South		Sligo General Hospital	1,431.10
South Eastern Hospitals Group	40.00	University Hospital Galway	2,456.55
Network Manager's Office	18.08	Merlin Park University Hospital	672.03
St Luke's Hospital, Kilkenny	875.04	Orthodontic Service	12.55
Orthopaedic Hospital, Kilcreene	96.88	Diploma in Nursing	8.01
South Tipperary General Hospital	785.95	Mayo General Hospital	1,020.63
Our Lady's Hospital, Cashel	14.23	Roscommon General Hospital	328.70
Waterford Regional Hospital	1,760.49	Portiuncula Hospital, Ballinasloe	678.99
Ely Hospital	43.17	Total W/NWHG	8,050.44
Wexford General Hospital	880.26	Mid Western Hospitals Group	10.17
Total SEHG	4,474.10	Network Manager's Office	16.47
Southern Hospitals Group		MWRH – Dooradoyle	1,847.45
Network Manager's Office	6.23	MWRH - Maternity St Munchins	179.42
Cork Univeristy Hospital incls St Mary's Orthopaedic Hospital	3,620.65	MWRH Orthopaedics - Croom	313.66
Cork University Hospital	3,357.67	MWRH - Ennis	283.95
CUH Group Other I – NMPDU	11.53	MWRH - Nenagh	277.94
CUH Group Other II - incls Laundry	26.02	St John's Hospital	325.66
St Mary's Orthopaedic Hospital	225.44	Total MWHG	3,244.55
Mallow General Hospital	243.96	Ambulance NW	141.23
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Kerry General Hospital	995.00	Ambulance W	126.71

# Appendix 1 to HSE HR Circular 16/2008

Mercy University Hospital	1,003.00	Total Ambulance Service West	402.97
South Infirmary-Victoria Hospital	770.00	Total NHO WEST	11,697.96
Total SHG	6,898.84		
Ambulance SE	165.21	Office of the National Director	164.4
Ambulance SHB	183.83	National Ambulance Service	1,305.4
Total Ambulance Service South	349.04	Network Total	51,348.0
Total NHO South	11,721.98	NHO National Total	52,818.0
Primary C	ommunioty	and Continuing Care	
National Director's Office	1		
HSE Dublin Mid Leinster		HSE West	
Office of the AND PCCC	45.90	AND's Office incls National Posts	15.4
Dun Laoghaire – Statutories	907.07	Galway - Statutories	2,041.0
Children's Sunshine Home	59.27	Brothers of Charity (Galway)	811.7
Dublin Drug Treatment Board	105.28	Total Galway	2,852.8
Total Dun Laoghaire	1,071.62	Total Mayo	1,602.1
Dublin South East – Statutories	689.47	Roscommon – Statutories	765.7
Royal Hospital Donnybrook	299.95	Brothers of Charity (Roscommon)	252.8
Leopardstown Park Hospital	218.47	Total Roscommon	1,018.5
Total Dublin South East	1,207.89	Sligo/Leitrim – Statutories	1,848.1
Wicklow – Statutories	857.71	Cregg House	341.0
Sunbeam House Services	323.53	Total Sligo/Leitrim	2,189.1
Dublin Dental Hospital Board	88.06	Total Donegal	2,210.4
National Rehabilitation Hospital	370.79	Limerick – Statutories	1,522.3
St. John of God's - Eastern Region	1,408.75	Brothers of Charity (Limerick)	471.9
Total Wicklow	3,048.84	Daughters of Charity (Limerick)	506.8
Dublin South City – Statutories	758.94	Total Limerick	2,501.1
Our Ladys Hospice (Harolds Cross)	507.53	Clare – Statutories	1,087.4
Total Dublin South City	1,266.47	Brothers of Charity (Clare)	156.8
Dublin South West – Statutories	887.55	Total Clare	1,244.3
Cheeverstown House	378.34	North Tipperary – Statutories	665.6
Total Dublin South West	1,265.89	St. Anne's Roscrea	281.0
Dublin West – Statutories	688.47	Total North Tipperary	946.7
Peamount Hospital (Newcastle)	405.80	Portion of ceiling to be allocated	222.0
Stewarts Hospital (Palmerstown)	734.34	Total - West	14,802.7
Total Dublin West	1,828.61	HSE South	14,002.7
Kildare/West Wicklow-Statutories	1,099.33	Office of the AND, PCCC	0.0
KARE	251.02	Total Kerry	1,192.1
Total Kildare West Wicklow	1,350.35	Total South Lee	1,270.3
Laois/Offaly – Statutories	1,763.91	Total North Lee	1,155.5
Sisters of Charity (Laois/Offaly)	212.67	North Cork – Statutories	891.6
Sisters of Charity (Moore Abbey)	302.29	Cork Dental Hospital	86.6
Total Laois/Offaly	2,278.87	Total North Cork	978.2
Longford/Westmeath	1,606.21	West Cork – Statutories	920.0
Sisters of Charity (Lngfrd/Wst Mth)	219.16	Cope Foundation	782.7
Total Longford/Westmeath	1,825.37	Brothers of Charity, Lota	744.7
Portion of ceiling to be allocated	283.00	SJOGTralee/ Beaufort-St.Marys	
Total Dublin Mid Leinster		Total West Cork	271.0
	15,472.81		2,718.5
HSE Dublin North East	0.00	Carlow/Kilkenny – Statutories	1,261.5
Office of the AND, PCCC	0.00	St. Patrick's, Kilkenny	219.8
Louth Ctotutories	1/04 63	Total Carlow/Kilkenny	1,481.3
Louth – Statutories			10110
Louth – Statutories St John of Gods (Drumcar) Total Louth	590.08 1,794.71	South Tipperary Regional Posts former SEA	1,041.8 77.1

Total Meath	998.32	Waterford – Statutories	950.26
Dublin North West – Statutories	1,730.40	Brothers of Charity (Waterford)	427.31
Daughters of Charity (Dublin Area)	1,035.60	Carriglea Cairde Services	164.33
Total Dublin North West	2,766.00	Total Waterford	1,541.90
Dublin North Central – Statutories	1,247.60	Total Wexford	1,014.42
Central Remedial Clinic	241.86	PCCC National	2.00
Incorporated Orthopaedic Hospital	117.58	Portion of ceiling to be allocated	203.00
St. Michael's House	1,291.17	Total - South	12,676.56
St. Vincent's Hospital, Fairview	210.41		
Total Dublin North Central	3,108.62		
Total Dublin North	1,571.40		
Portion of ceiling to be allocated	199.00		
Total – Dublin North East	11,723.74	PCCC National Total	54,676.84
	Populatio	on Health	
National Director's Office	3.00	Former North West Area	54.00
Former ER (Palmerstown)	43.00	Former Western Area	43.00
Former Northern Area	17.00	Former Mid Western Area	43.00
Former North East Area	66.00	HSE West	140.00
HSE Dublin North East	83.00	Former South East Area	52.00
Former South West Area	27.00	Former Southern Area	81.00
Former East Coast Area	62.00	HSE South	133.00
Former Midland Area	42.00		
HSE Dublin Mid Leinster	131.00	Population Health National Total	533.00
	Corporate	Functions	
Office of CEO		HSE Northern Area	115
HSE Palmerstown		HSE North East Area	235
Shared Services functions	625	HSE Dublin North East	350
National Corporate Agencies	211	HSE North West Area	437
HSE Corporate/Shared Services	836	HSE Western Area	244
HSE South West Area	138	HSE Mid Western Area	237
HSE East Coast Area	120	HSE West	918
HSE Midland Area	310	HSE South East Area	246
HSE Dublin Mid Leinster	568	HSE Southern Area	559
Corporate National Total	3,477	HSE South	805

# **Ceiling Allocations by Function and by Areas**

	Dublin Mid Leinster	Dublin North East	West	South	Total
National Hospitals Office	17,175	12,223	11,698	11,722	52,818
Primary Community and Continuing Care	15,474	11,724	14,803	12,677	54,677
Population Health	177	83	140	133	533
Corporate/Others	1,404	350	918	805	3,477
Overall Total	34,230	24,380	27,559	25,337	111,505

## Appendix 2 to Circular 16/2008

Function	Area	Network/ LHO	Hospital/Agency	Required ceiling allowance
NHO	DML	DSHG	St James's Hospital	34
NHO	DNE	DNHG	Beaumont Hospital	47
NHO	DML	DSHG	St Vincent's University Hospital	45
NHO	DNE	DNHG	Mater Misericordiae University Hospital	53
NHO	DML	DMHG	AMNCH – Tallaght	33
NHO	DML	DSHG	St Michael's Hospital, Dun Laoghaire	29
PCCC	DNE	Dublin North Central	St Vincent's Hospital, Fairview	10
PCCC	DML	Laois/Offaly	Sisters Of Charity of Jesus and Mary	3
PCCC	DNE	Dublin North West	Daughters of Charity of St Vincent de Paul	13
PCCC	DML	Wicklow	St John of God's	16
PCCC	DML	Dublin West	Stewarts Hospital Services Ltd	8
PCCC	West	Mayo	WHB Psych, Mayo	6
PCCC	West	Galway	WHB Psycy, Galway	11
PCCC	West	PCCC West	NWHB Psych	18
PCCC	West	PCCC West	NWHB (ID)	14
PCCC	West	PCCC West	MWHB Psych	14
PCCC	West	Limerick	Daughters of Charity Limerick	15
PCCC	West	Sligo/Leitrim	Cregg House	15
NHO	West	W/NWHG	Mayo General Hospital	17
NHO	West	W/NWHG	Portiuncula Hospital	16
NHO	West	W/NWHG	UCHG – NHO	54
NHO	West	W/NWHG	Letterkenny General Hospital	21
NHO	West	W/NWHG	Sligo General Hospital	31
NHO	West	MWHG	Mid West Regional Hospital	46
NHO	DNE	NEHG	Drogheda, Navan, Dundalk, Cavan	41
PCCC	DNE	DNE PCCC	NAHB Psychiatric Services	22
PCCC	DNE	Dublin North	St Joseph's Portrane	10
PCCC	DNE	DNE PCCC	NEHB Psych	16
PCCC	DNE	Louth	St John of God's Drumcar	24
NHO	DNE	DNEHG	Connolly Hospital	16
NHO	South	SEHG	Waterford Regional Hospital, St Luke's Hospital, Kilkenny	35
PCCC	South	South PCCC	SHB Psych Nursing Services, Cork	6
PCCC	South	West Cork	COPE	14
PCCC	South	South PCCC	SHB Psych – PCCC	18
PCCC	South	Waterford	SEHB Psych, St. Otteran's	33
PCCC	South	South PCCC	SEHB Mental Health	16
NHO	South	SHG	Cork University Hospital	47
NHO	South	SHG	Mercy University Hospital	9
NHO	South	SHG	Kerry General Hospital	53
NHO	DML	DMHG	MHB General Nursing Services	30
PCCC	DML	DML PCCC	MHB Psychiatric Nursing Services	14
NHO	South	SHG	South Infirmary - Victoria University Hospital	12
Total			,	985

# Table showing requirement to manage allocated approved employment ceilings to allow for full student nurse placement at the start of 2009

Source: HSE Nursing Services Director/Department of Health and Children - Nursing Division