



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

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**HSE HR Circular 016 /2015**

**To:** Each Member of the Directorate and Leadership Team  
Each Assistant National Directors of HR  
Each Hospital Group Chief Executive  
Each Community Healthcare Organisations, Chief Officers  
Each Section 38 Chief Executive Officer  
Each Section 38 HR Director

**From:** Ian Tegerdine, Interim National Director of Human Resources, HSE

**Date:** 1<sup>st</sup> July 2015

**Re:** Procedure for the approval for remuneration and allowances in line with Health Sector Pay Policy

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Dear Colleagues,

The Health Sector Pay Policy issued by way of HSE HR Circular 016/2013 sets out that all public health service staff must be paid in accordance with the Department of Health Consolidated Salary Scales. The policy states that these salary scales must be strictly adhered to and in no circumstances should an employee receive remuneration in the nature of pay and allowances of an amount greater than the amount prescribed.

Only allowances included in the Department of Health Consolidated Salary Scales may be paid and these may be paid only in respect of those duties and grades specified in the Scales and at the approved rate.

Section 3 of the pay policy states that where, as an exception, it is proposed to pay an allowance which is not encompassed by, or in line with, the Department of Health Consolidated Salary Scales, a business case must be submitted to the HSE outlining the rationale for the payment of the allowance, the length of time for which it is proposed to pay the allowance and whether it is pensionable or not. Where appropriate, the HSE will seek the approval of the Department of Health who will consider all such requests and where appropriate, seek the consent of the Department of Public Expenditure and Reform.

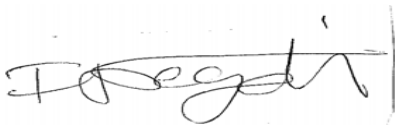
The purpose of this circular is to set out the procedure to be followed when seeking approval for such remuneration and allowances.

1. A business case should be submitted to the National Director of the relevant Division
2. Having reviewed the business case and where it is believed that there is a case for the payment of the allowance, the National Director will forward the business case together with their recommendation to the National Director of Human Resources for consideration.

3. The National Director of Human Resources will review the submission and where appropriate will make an application to the Department of Health seeking approval for the payment of the allowance.
4. On receipt of a decision from the Department of Health, the National Director of Human Resources will forward this to the relevant National Director for their appropriate attention. The National Director of Human Resources will keep a record of all decisions.
5. The relevant National Director will notify the agency of the decision and will also keep a record of such decisions.

Any queries in relation to the appropriateness of a pay scale or allowance should be directed in the first instance to Corporate Employee Relations Services – email [info.t@hse.ie](mailto:info.t@hse.ie)

Yours sincerely



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**Ian Tegerdine**  
**Interim National Director of Human Resources**