



B-7

PROPERTY AND EQUIPMENT



NATIONAL FINANCIAL REGULATIONS

Version 2023.1
Effective 31 January 2023

This policy covers:

- guidance in relation to how the HSE’s assets are managed and accounted for in accordance with best practice and relevant laws
- guidance to ensure staff are aware of the key processes concerning acquisition and disposal of assets
- guidance in relation to the reporting procedure for expenditure on Capital and Revenue assets

Ideally, you should read this document online, as we link to other guidelines you also need to know. Additional accessibility functions are also available such as the interactive Table of Contents where you can click on any section of the table and be brought directly to that content. While browsing the document, you can click the button at the bottom of the page at any time to return to the Table of Contents.

To help you take note of these links and other features of this policy, we use the icons below.

B-7 ICON SET

	Highlighting Important Information
 <small>DOWNLOAD FORM</small>	Download Form
 <small>MAKE CONTACT</small>	Contact Details or Connection Point
	Legal Reference

Who needs to read this policy?

The National Financial Regulations (NFRs) apply to all staff in all divisions, Community Health Organisations (CHOs) and Hospital Groups (HGs) where services are provided on behalf of the HSE. This includes permanent, temporary and agency staff. Equivalent controls should also be implemented by Section 38 and Section 39 providers where services are being provided on behalf of the HSE or where HSE grant aid funding is being received.

How we keep the policy up to date – and how you can help

There is a change control process in place for the NFR documents to ensure they are kept up to date with current practice and guidelines. All change control requests, and feedback should be submitted using the [change control form](#).

If you have to create a local procedure document

If you are responsible for developing a local procedure document, you might find the following resources useful:

- the [key control checklist](#) on [page 40](#) as it lists required key controls which you must have in place
- a [sample local procedures template](#)

Frequently Asked Questions (FAQs)

You can find answers to some of the most common queries related to the NFRs on our [FAQs page](#) on the HSE website.

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At a glance

Document at a glance	
<ul style="list-style-type: none"> To ensure all HSE's assets are managed and accounted for in accordance with best practice and with the relevant laws. To set out the reporting requirements in relation to capital and revenue expenditure on Information, Communication and Technology (ICT). To facilitate management in purchasing and disposing of assets. To set out the approach for the management of lease and rental arrangements. To set out the policies and procedures in relation to the use of mobile phones. 	
Key users	Key concepts
<ul style="list-style-type: none"> All HSE staff. All staff involved in the preparation of the Annual Financial Statements (AFS). 	<ul style="list-style-type: none"> How to deal with Acquisitions and Disposals. Lease types and agreements.
Key objectives of this document	Key relevant links
<ul style="list-style-type: none"> To set out the controls required to safeguard and account for assets that are required to be met by all staff. To ensure all staff are aware of the key processes in relation to purchasing and disposing of assets. To establish policies and procedures for the correct and proper use of mobile devices. To set acceptable, safe, and secure standards for the use and management of mobile devices within the HSE. 	<ul style="list-style-type: none"> FAS-1 Fixed Asset Addition Form FAS-2 Fixed Asset Disposal Form FAS-3 Fixed Asset Transfer Form FAS-4 Fixed Asset Check out Authorisation Form Department of Public Expenditure and Reform Circular 14/2021 Protected Disclosures HSE Corporate Safety Statement Department of Public Expenditure and Reform Circular 21/2020 Data Breach Process Guidance
Key contacts	
<ul style="list-style-type: none"> Property and Estates Queries – Contact property@hse.ie Tax Queries – Contact Tax Queries – taxqueries@hse.ie Control Queries – Contact Governance and Compliance - govn.compliance@hse.ie Financial Statement Queries – Contact AFS team – AFS-Team@hse.ie Information, Communication and Technology Queries (ICT) – Contact your local ICT department. Capital Queries – Contact Treasury team - treasuryrevenue@hse.ie 	

1. Introduction

This document sets out guidance in relation to how the HSE's assets are managed and accounted for in accordance with best practice and in line with relevant laws. Outlined in this document are the controls required to safeguard and account for assets that are required to be met by all staff.

It is important that you are aware of the key controls and procedures relevant to you and the support materials and contacts that are available to help you in your work.

We have included a [glossary of terms](#) and a [list of acronyms and abbreviations](#) on pages 35 and 38 respectively. You may find it helpful to refer to it as you read.

2. Fixed Assets

2.1 General guidelines

The HSE invests significantly in Fixed **Assets** such as land, buildings, equipment, licenses, and motor vehicles. As a receiver of public funds, the HSE, must safeguard, protect and account for its assets in line with best practice and governance standards.

The main objectives of this document are to:

- ensure the efficient use of all Fixed Assets
- ensure effective planning and budgeting for routine and emergency maintenance and replacement of HSE land, buildings, equipment, and vehicles
- disclose information in the financial statements to allow users to understand the impact of the HSE policies regarding initial measurement, valuation, and depreciation of Fixed Assets

2.2 Acquisition criteria, recording, valuation and funding



A key control is to ensure assets are recognised when they are acquired and to ensure that they are included on the Fixed Asset register and a maintenance schedule.

2.2.1 Criteria for acquisition

The table below outlines the criteria for the acquisition of the following asset types.

Only assets with an acquisition cost of more than €10,000 (Inclusive of VAT) for individual assets can be capitalised and no grouping of assets is permitted as per [Department of Public Expenditure and Reform Circular 21/2020](#). This applies to all asset types whether revenue or capital funded and is effective from 1 January 2022. Please refer to [NFR D – Financial Reporting](#).

Asset type	Treatment
Land	<p>The cost of land should include:</p> <ul style="list-style-type: none"> ▪ acquisition costs ▪ additional costs such as legal and title fees ▪ surveying and recording fees ▪ appraisal and negotiation fees ▪ site preparation costs ▪ the cost of land does not include expenditure in connection with land improvements or as part of an infrastructure asset. <p>The acquisition of land must be completed in accordance with the HSE Property Protocol. The HSE Property Protocol can be found on the HSE Website.</p>
Buildings	<p>This represents capital expenditure on additional buildings whether by purchase, building projects or extensions to existing buildings.</p> <p>The acquisition of buildings must be completed in accordance with the HSE Property Protocol.</p>
Modular Buildings such as Prefabricated buildings	<p>This represents capital expenditure on additional prefabricated, portable, or modular buildings whether by acquisition, building projects or extensions to existing buildings.</p>
Assets Under Construction (AUC)	<p>This represents capital expenditure incurred during construction.</p> <p>Amounts related to equipment or motor vehicles are recorded as an AUC until the equipment or vehicle is placed in service. Upon completion, the total cost is transferred to the appropriate Fixed Asset class.</p> <p>If a project is ended, the notification will state that no further funding will be received to fund the project. The AUC for the</p>



Asset type	Treatment
	<p>respective project must be written off in the year that such notification is received.</p> <p>Current year AUC</p> <p>If expenditure on the AUC takes place in the current year and that is the only spend to date, the expenditure should not be capitalised as an AUC but should be recorded as a non-addition on Form N1(ii).</p> <p>Previous year AUC</p> <p>If the expenditure on an AUC was incurred in previous years, it should be written off as a disposal in the year in which the project completed for whatever reason.</p> <p>Abandoned projects</p> <p>Any capital expenditure on design and planning should be treated as an AUC in the first instance. However, if the project is abandoned, then the expenditure incurred should be removed from the AUC account.</p>
<p>Motor Vehicles</p>	<p>All motor vehicles greater than €10,000 (inclusive of VAT) to be capitalised in accordance with the funding source.</p> <p>Items acquired from non-capital sources should be charged to the Revenue Income and Expenditure Account. Items acquired from capital sources should be charged to the Capital Income and Expenditure Account.</p>
<p>Equipment (Computer, ICT and Other)</p>	<p>This represents all equipment Computer, ICT and Other equipment. All equipment exceeding the €10,000 threshold (inclusive of VAT) should be capitalised regardless of whether the source of funding is capital or revenue income.</p> <p>Items acquired from non-capital sources should be charged to the Revenue Income and Expenditure Account. Items acquired from capital sources should be charged to the Capital Income and Expenditure Account.</p>

For more information on purchasing, refer to [NFR B1 – Procurement](#).

2.2.2 Recording acquisitions

A property acquisition or disposal will be considered successfully completed when the [Contract for Sale](#) (or the [Deed of Transfer or Conveyance](#), whichever is signed first) is signed by both parties to the transaction.

Funds for a property purchase should only be accessed once the contract has been signed by both parties. Process for recording acquisitions:

Step	Action
1	Invoices must be accompanied by a FAS-1: Fixed Asset Addition Form , or a Fixed Asset Notice Form - Acquisition for land and buildings. The form must contain all required information to facilitate the asset being recorded in the local Fixed Asset Register and financial systems.
2	When completing the FAS-1: Fixed Asset Addition Form , the revenue or capital cost centre code where the asset is located must also be shown. In addition, the Fixed Asset equipment classification codes such as the cost element must also be shown.
3	Where applicable, the estimated useful life of the asset should be entered onto the form. This is determined by the accounting policy as set out in NFR D - Financial Reporting . The asset will then be depreciated over this period in accordance with the accounting standards.
4	All additions are recognised as an asset if the cost exceeds €10,000 as per Department of Public Expenditure and Reform Circular 21/2020 . For more information, see NFR D – Financial Reporting .
5	FAS-1: Fixed Asset Addition Form , must be signed off and approved in the purchasing location and forwarded to the relevant HSE officer in the region with responsibility for Fixed Assets. The asset should be recorded in the Fixed Asset Register no later than the month end following the month in which the expenditure incurred. For example, an asset purchased in May must be recorded by the end of June. Where local systems do not readily capture this data, the assets should be recorded in the register in an efficient and timely manner.
6	A copy of the FAS-1: Fixed Asset Addition Form , must be forwarded to the local Finance section to facilitate recording on the local financial system no later than the month end following the month in which the expenditure incurred.
7	The Budget Holder is also responsible for the physical safeguarding and control of the asset.



Funds for a property purchase should only be accessed once the contract has been signed by both parties. Process for recording acquisitions:

Step	Action
8	Liaise with the local insurance officer.

2.2.3 Asset valuation

The following table outlines the asset valuation treatment for the types of assets shown below.

Asset valuation	
Asset type	Treatment
Purchased Assets	Recorded at invoice or contract price (such as acquisition cost) plus all other additional costs incurred to place an asset in its intended location and in an operable condition .
Donation or Bequest	Recorded at the fair market value at time of receipt.
Transfers from other state agencies	If handled as a purchase, the purchase price of the transferred item is recorded. If handled as a transfer between related agencies, it is recorded at its Net Book Value (NBV) at acquisition date.
Trade-ins	The cost of the new asset is the sum of the cash spent plus the cash equivalent value of the old asset given in exchange. Value placed on the old asset may be NBV, trade-in allowance or estimated fair value at the time of trade-in.

2.2.4 Funding

The table below outlines the approach to be followed to fund the type of asset shown.

Funding Checklist	
<p>Construction Project:</p> <p>Must be pre-approved by the National Director of Capital and Estates and a copy of the approval must be sent to the Assistant National Director of Capital and Estates and relevant service personnel.</p>	<input type="checkbox"/>
<p>Equipment:</p> <p>The Purchase Order (PO) must be approved in writing by one of the following: the General Manager, Finance Specialists (Region), Head of Service or the Assistant National Director (Services).</p>	<input type="checkbox"/>

Note that the Revenue funding used to meet the repayment of monies borrowed by predecessor agencies and fund capital expenditure is accounted for in the Capital Income and Expenditure Account under the heading Revenue Funding Applied to Capital Projects. For more, see [NFR D – Financial Reporting](#).

2.3 Tagging and transfers of assets

2.3.1 Tagging

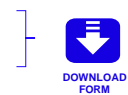
All HSE equipment meeting the Fixed Asset definition must be tracked in the Fixed Asset system. A HSE Fixed Asset tag number should be attached or assigned to this equipment for inventory and identification purposes. This excludes ‘Land and Buildings’ assets along with motor vehicles which are not required to be tagged.

All tags will be printed and distributed to local locations when an asset is acquired.

2.3.2 Transfers

Between two HSE departments:

If an asset is being transferred between two statutory entities within the HSE, a [FAS-3 Fixed Asset Transfer Form](#) must be completed.



There is a requirement to update the local insurance officer on all transfers.

2.4 Maintenance and depreciation policies

All assets, except Land, have a limited useful life. HSE assets are depreciated down to [residual values](#) as detailed in [NFR D Financial Reporting](#).

2.4.1 Maintenance policies

Ordinary maintenance and repairs of Fixed Assets are activities that the HSE are obliged to undertake at regular intervals in order to be able to utilise assets over their expected service lives. They are current costs and should not be capitalised.

2.4.2 Depreciation

Depreciation is calculated to expense the cost of the asset to the Capitalisation account over the assets estimated economic useful life.

Depreciation is calculated at the following rates:

Depreciation rates for different asset types	
Land.	Not Depreciated.
Buildings.	2.5%.
Modular Buildings such as Prefabs or Other Equipment.	10%.
Assets Under Construction.	Not Depreciated.
Motor Vehicles.	20%.
Equipment – Computers or Information, Communication and Technology (ICT)	33.33%.

2.4.3 Fixed Asset Register

Each HSE area has a responsibility to maintain a Fixed Asset Register. The register should include fixed assets such as land, buildings, equipment (for example multi-use medical equipment), fixtures and fittings, computer equipment and motor vehicles. Assets should be valued as per the asset valuation table in [Section 2.2.3](#) above.

For an asset to be capitalised it must be ensured that:

- there is a probable (more likely than not) [future economic benefits](#) associated with the asset
- the expected life of the asset is more than 12 months
- the cost of the asset can be measured reliably

The current threshold for individual asset inclusion is €10,000 as per the [Department of Public Expenditure and Reform Circular 21/2020](#)

It is important to note that some assets may be defined as 'high risk'. This includes any assets which are critical to the HSE's provision of service and performance.

High risk also includes assets with an increased likelihood of theft, misuse, or breakdown.

The minimum detail to be held within the register includes:

You must include the following information in the Fixed Asset Register – checklist	
Asset identification and description.	<input type="checkbox"/>
Asset number.	<input type="checkbox"/>
Vehicle registration number (where applicable).	<input type="checkbox"/>
Asset location.	<input type="checkbox"/>
Asset class.	<input type="checkbox"/>
Date of acquisition or disposal.	<input type="checkbox"/>
Date of first use (if new, and other than date of acquisition).	<input type="checkbox"/>
Method of acquisition or disposal.	<input type="checkbox"/>
Funding type capital or revenue.	<input type="checkbox"/>
Company code.	<input type="checkbox"/>
Cost (including installation, and so on).	<input type="checkbox"/>
Cost centre.	<input type="checkbox"/>
Cumulative depreciation charged (including buildings since date of acquisition).	<input type="checkbox"/>
Estimated useful life.	<input type="checkbox"/>
Residual value at date of disposal.	<input type="checkbox"/>

You must include the following information in the Fixed Asset Register – checklist

Disposal costs (if any).

- Additions to the Fixed Asset Register must be clearly linked to an appropriate revenue or capital cost centre. They must be validated by reference to properly authorised and approved forms and relevant documents and invoices.
- Where capital assets are sold, scrapped, lost, or otherwise disposed of, their value must be removed from the accounting records. Each disposal must be validated by reference to properly authorised and approved forms and relevant documents and invoices.
- Unit Equipping: This represents capitalised expenditure on the equipping of, for example, a kitchen, office, theatre and so on, which would comprise of several items where the individual items cost less than €10,000 each. In this situation, a heading should be opened in the register of equipment for each location.
- As part of the responsibility for safeguarding departmental assets, departments are advised to maintain a local fixed asset register of all revenue asset purchases which are **under the value threshold** including portable and readily resalable assets.

2.4.4 Capital and Estates

[HSE Capital and Estates](#) also records properties (land holdings, sites, buildings) on the [HSE’s Property Database \(NEIS Real Estate\)](#).

The data recorded is structured differently to the Fixed Asset Register. It does not deal with financial based records but physical property information.

You must include the following information in the Physical Property Database – checklist

Address.

Status.

[Tenure](#).

Floor area.

You must include the following information in the Physical Property Database – checklist

Land area.	<input type="checkbox"/>
Co-ordinates.	<input type="checkbox"/>
Eircode.	<input type="checkbox"/>
Relevant local authority.	<input type="checkbox"/>
Contact phone number.	<input type="checkbox"/>

The information for new property interests should be completed on a Property Addition Request template.

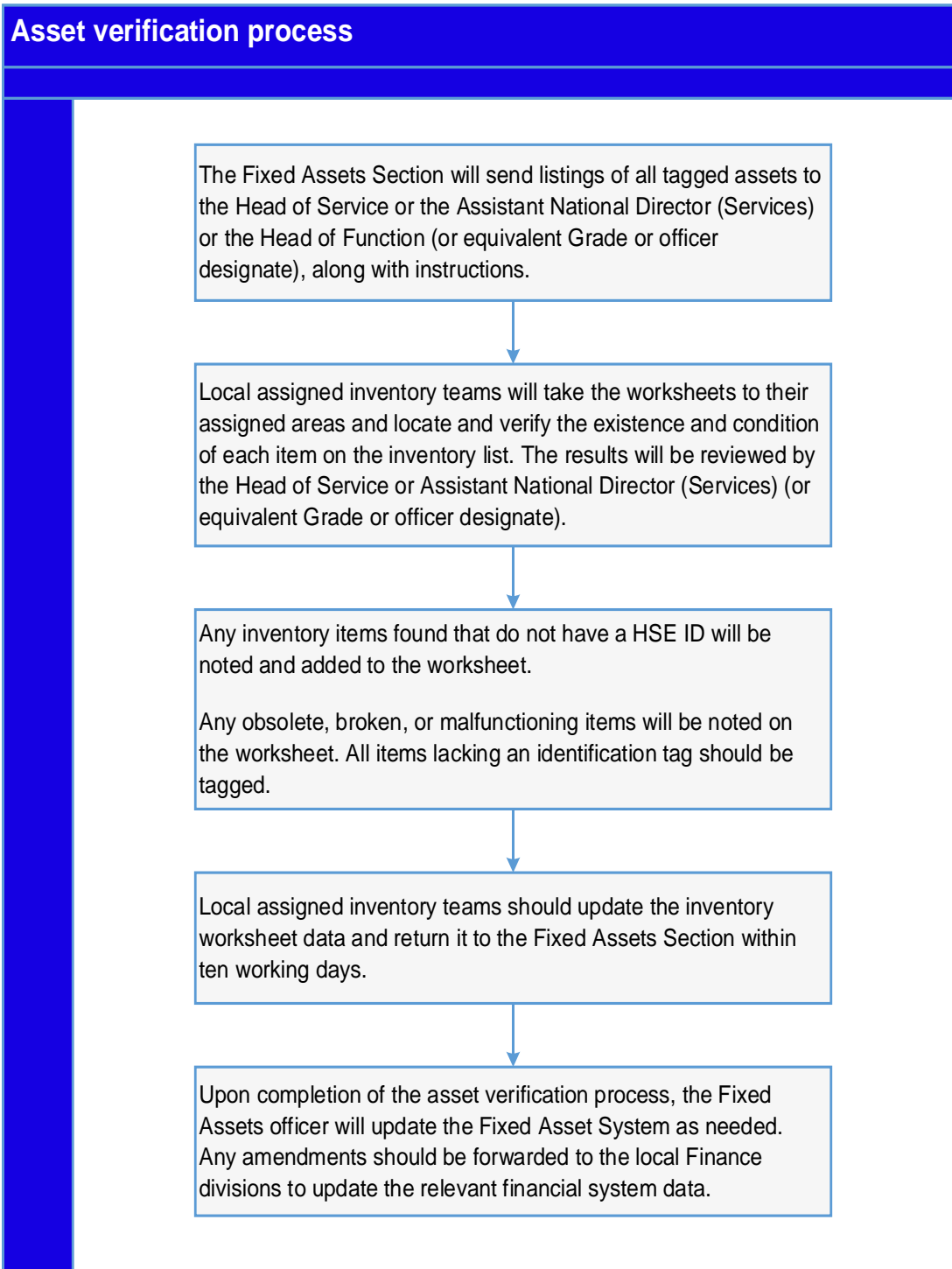
Insurance reinstatement costs are not recorded on the property database. These are recorded on a separate insurance schedule held by Finance.

2.5 Revaluation

Revaluation is used to adjust the NBV of an asset, aligning it to the current market value. Revaluations can be either up or down. Any asset revaluation must be approved at a board level and be backed up by a certified asset valuation report.

2.6 Asset verification

A physical inventory check must be conducted annually to verify the existence and condition of all items in the Fixed Asset records.



2.7 Using HSE equipment at private residences

Employees may get authorisation from Line Management in their area to take HSE property to their personal residences in order to facilitate completion of HSE business activities.

A [FAS-4 Fixed Asset Check-Out Authorisation Form](#) must be completed and signed by the employee and prior approval sought from the Line Manager before the asset is removed from the premises.



2.8 Disposals

Equipment cannot be sold, loaned, given away, scrapped or disposed of by any department without prior written authorisation and approval from one of the following: the Head of Service or the Assistant National Director (Services) (or equivalent grade).

A submission is forwarded to the General Manager, Finance Specialists (Region) or officer designate for sign-off before recording on the local financial system and local Fixed Asset Register.

There are possible tax implications in relation to disposals and responsible staff members should refer to the HSE Tax Department. For any tax queries, contact taxqueries@hse.ie.

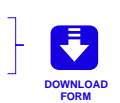


A key control is that disposals are recognised and taken off the Fixed Asset Register, property database, insurance schedule and maintenance schedule.

Disposal of equipment	
Step	Action
1	A FAS-2 Fixed Asset Disposal Form or a Fixed Asset Notice - Disposal in the case of land or buildings is required to manage the disposal through the relevant Fixed Asset Section in the HSE area. The FAS-2 Fixed Asset Disposal Form is also required to facilitate the update of the Fixed Asset data on the local financial systems.
2	The following methods of disposals are approved by the HSE: <ul style="list-style-type: none"> ▪ interdepartmental transfers ▪ trade-ins



Disposal of equipment	
Step	Action
	<ul style="list-style-type: none"> ▪ sales ▪ transfers to other state agencies ▪ donated to charitable organisations ▪ recycled
3	<p>The responsible office in the section must obtain approval from one of the following: the Head of Services or the Assistant National Director (Services).</p> <p>A submission is forwarded to the General Manager, Finance Specialists for the region or officer designate for sign-off prior to recording on the local financial system and local Fixed Asset Register.</p>
4	<p>When equipment items are returned to the vendor for repair or replacement, departments should not apply the above disposal procedures. Instead, the designated officer in the location should be given responsibility for the tracking of these assets up to the return to their original location in the HSE.</p>
5	<p>Assets which have been approved for disposal under the FAS-2 Fixed Asset Disposal Form process may be recycled or discarded appropriately in an approved waste disposal site.</p> <p>Extreme caution must be exercised with the disposal of computer and ICT equipment. Any devices containing electronic data must be securely disposed of by the HSE Technology Office, eHealth and Disruptive Technologies (eHDT) who must ensure that all data has been deleted prior to disposal and certified destruction. Users must notify eHDT of any old I.T. devices and equipment and they will facilitate the collection and secure disposal of the devices and equipment. Staff can do this by logging a request on IVANTI, or by contacting TODeviceRequests@hse.ie, stating the Asset Tag on the obsolete equipment. No computer or ICT equipment should be reused or disposed of except via this process.</p>
6	<p>A FAS-3 Fixed Asset Transfer Form should be completed by the transferring location once the asset physically leaves the site, department or directorate.</p>



Disposal of equipment	
Step	Action
	The form must be signed by the receiving location to confirm ownership of the transferring asset, and then immediately returned to the Fixed Asset Section.
7	<p>When an equipment item is traded in, the department must notify the Fixed Assets Section on a FAS-1: Fixed Asset Addition Form if either the cost of the old item or the cost of the new item (including the trade-in allowance) meets the Fixed Asset threshold in order for the Fixed Asset record to be adjusted.</p> <p>Where equipment and vehicles are being disposed of on a trade in basis, the full cost of acquisition of the new equipment should be charged appropriately. The trade in allowance should be separately recorded as income.</p> <p>Setting off (netting) the trade in allowance against the cost of the new asset is not allowed. This is the case regardless of whether the asset is funded through capital or revenue.</p>
8	<p>Departments are required to maintain a current record of any relocation, replacement, transfer, trade in or disposal regardless of whether the equipment meets the Fixed Asset definition.</p> <p>Equipment cannot be sold, loaned, given away, scrapped or disposed by any Department without prior written authorisation and approval from one of the following: the Head of Services or the Assistant National Director (Services).</p>
9	Liaise with local insurance managers and notify relevant parties to update property database and maintenance schedule.



2.8.1 Disposal of motor vehicles

All procedures outlined above for the disposal of equipment also apply to the disposal of motor vehicles.

Where HSE vehicles are no longer required following replacement, the relevant Line Manager will decide on the method of disposal as allowed in the above table.

Disposal of vehicles before the end of their life require additional sign off by the relevant Assistant Chief Financial Officer (ACFO).

Any disposal of end-of life motor vehicles must comply with the legislation set out in [‘End of Life Vehicles Regulations’ \(SI 282 of 2006\)](#).



2.8.2 Disposal of Property, Plant and Equipment

On disposal of Property, Plant and Equipment (PPE), both the PPE and Capitalisation Accounts are reduced by the NBV of the asset disposal.

Proceeds on disposals of Land and Buildings are considered as an Exchequer Extra Receipt under the [Department of Finance’s Public Financial Procedures](#). The HSE is not entitled to retain these sale proceeds for its own use and must surrender them to the [Exchequer](#), excluding costs incurred in the disposal of the Land and Buildings such as solicitors and auctioneers’ fees. For more information, refer to [NFR D – Financial Reporting](#). For information on the disposal of property, please refer to the [HSE Property Protocol](#) or contact property@hse.ie.



2.8.3 Disposal of computer equipment

The local ICT department should be notified of any disposal of computer equipment. Refer to the above table in [Section 2.8](#) in relation to the disposal of computer equipment.

2.8.4 Lost or stolen equipment

All HSE staff are responsible for notifying Line Management immediately if equipment is lost or stolen.



Line Management will discuss with either the Head of Service or the Assistant National Director (Services) (or equivalent grade) and decide whether an internal investigation should be carried out.

All theft must be notified to An Garda Síochána and a copy of the Garda incident report must be obtained and retained on file for insurance reasons. Loss or theft of devices containing personal data must be notified using the Data Protection Officer. (DPO)



[FAS-2 Fixed Asset Disposal Form](#) must be prepared and forwarded to Fixed Asset Section, with the official Garda Incident Report attached (where applicable). A list of all missing equipment should be circulated in conjunction with the physical inventory of Fixed Assets.



The Fixed Assets Section should be notified if missing equipment is found. If the asset is not found within a reasonable period and after all effort to recover, the asset is declared permanently lost and where applicable, reflected as a disposal from the fixed asset inventory.

Fixed Assets reported as stolen are immediately removed from the department's Fixed Asset inventory unless there is reason to presume that full recovery of the asset is probable.

For information on asset verification, see [Section 2.6](#).

There is management oversight of regular training on regional and local policies regarding assets such as safeguarding, maintaining, and reporting on lost or stolen assets.

Refer to [NFR A - Internal Controls Framework and Principles](#) and the controls that should be in place for physical security of assets.

2.9 Retention policy

For details relating to the retention policy, see the [Retention Policy](#).

2.10 Asset accounting policy

For further information on the asset accounting policy, refer to [NFR D– Financial Reporting](#).

3. Leasing and renting

3.1 Types of lease agreements

There are two main types of leases or rental contracts:

Leases	
Operating Lease	Finance Lease
<p>An operating lease is used where the asset is leased by the HSE for a relatively short period.</p> <p>The payment made over the term of an operating lease will be substantially less than the full cost of the asset.</p> <p>Assets leased under an operating lease remain the property of the leasing company.</p>	<p>A finance lease is used where the HSE leases an asset for most of its useful economic life and over the term of the lease pays a total amount equal to or in excess of the full cost of the asset.</p> <p>A finance lease may provide for the transfer of ownership of the asset to the HSE during or at the end of the lease term.</p> <p>In effect, a finance lease is a form of loan where the principle and interest are repaid to the lessor with each repayment.</p>

The accounting treatment of these leases is set out in [NFR D – Financial Reporting](#).



Before undertaking a lease, the [leasehold acquisition form](#) must be completed and sent to the local finance office and a copy sent to property@hse.ie

Public Private Partnerships involve collaboration between a government agency and a private-sector company that can be used to finance, build, and operate projects. It is another form of leasing model which is used more commonly when it comes to building Primary Care centres. Refer to [NFR D – Financial Reporting \(section 1.8\)](#) for more information.

For additional information on projects that involve joint funding or co-funding, or projects which relate to the partial ownership of an asset, refer to the [HSE Property Protocol](#).

3.2 Authorisation

The HSE cannot enter into a finance lease without the sanction of the Minister for Finance.

The approval of an operating lease requires sign-off by a manager who is authorised to approve expenditure equal to the total value of all payments under the lease contract over its full term. Approval requires a written decision which is to be copied to the Executive Management Team (EMT) and the Assistant Chief Financial Officer, Finance Specialists.

In addition to the normal requirements to be incorporated into a written decision, it must also include the following:

- the term of the operating lease
- the payment schedule setting out the full amount to be paid over the term of the lease
- details of any final or [balloon payments](#)
- confirmation that the lease is an operating lease and the basis for that confirmation

All lease or rental contracts must be reviewed by the HSE Legal Department before being finalised.

The approval process for property operational leases is set out in the [HSE Property Protocol](#) and is different to the above. For more information, contact property@hse.ie.



3.3 Monitoring and reporting

Budget Holders must ensure that the creation and ongoing management of leases is properly managed and controlled within their area.

A list must be kept by each Budget Holder (in electronic format) of all lease contracts under their control. They must review and sign off on the accuracy of the list monthly and forward it to the National Director of Capital and Estates and copied to the relevant Assistant Chief Financial Officer.

4. Liens

4.1 Grant agreements and deeds of charge

Capital [funding categories](#) administered by Estates to Third Party Organisations are namely:

- purchase of land or buildings
- grants for the upgrading, refurbishment or constructions of land or buildings
- equipment

Where Capital funding is made available to third party organisations and is equal to or greater than €100,000, a grant agreement must be entered into.

A [deed of charge](#) must be put in place before the Capital funding is drawn down by the third party organisation.

The HSE must register the set of lien documents against a property owned by a third party organisation. This ensures that if funding is advanced by the HSE and is not used for the agreed purpose or is not compliant with HSE requirements, the HSE is entitled to take steps to enforce the sale of the third party property to recoup its capital investment.

This allows the HSE to recoup the value of the initial grant in the event of disposal of the property and if the property ceases to be used for the agreed purpose. It can also allow for a repayment of the grant amount in the event of disposal of the property while the lien is still in place.

The HSE may consider acquiring the land, buildings or facilities of a third party and retain the title in the HSE's name. The use of the assets could be provided to the third party organisation on the basis of a long-term lease.

This lease arrangement may include regular rent reviews along with the necessary protection linked to the organisations [service level agreement](#) with the HSE. On expiry of the lease arrangement, the HSE will resume full responsibility for the assets.

The HSE's position is, that where possible, assets would be under HSE ownership and provided to 3rd parties under lease or license. Where this is not possible Grants provided to 3rd parties would be covered by way of suitable Grant Agreements and associated Mortgages and Charges.

For information on liens, please refer to the [HSE Property Protocol](#) or contact property@hse.ie

5. ICT Projects

5.1 Procedures and authorisation

There are particular provisions in place relating to digital, IT and telecommunications projects, initiatives, systems, and infrastructures.

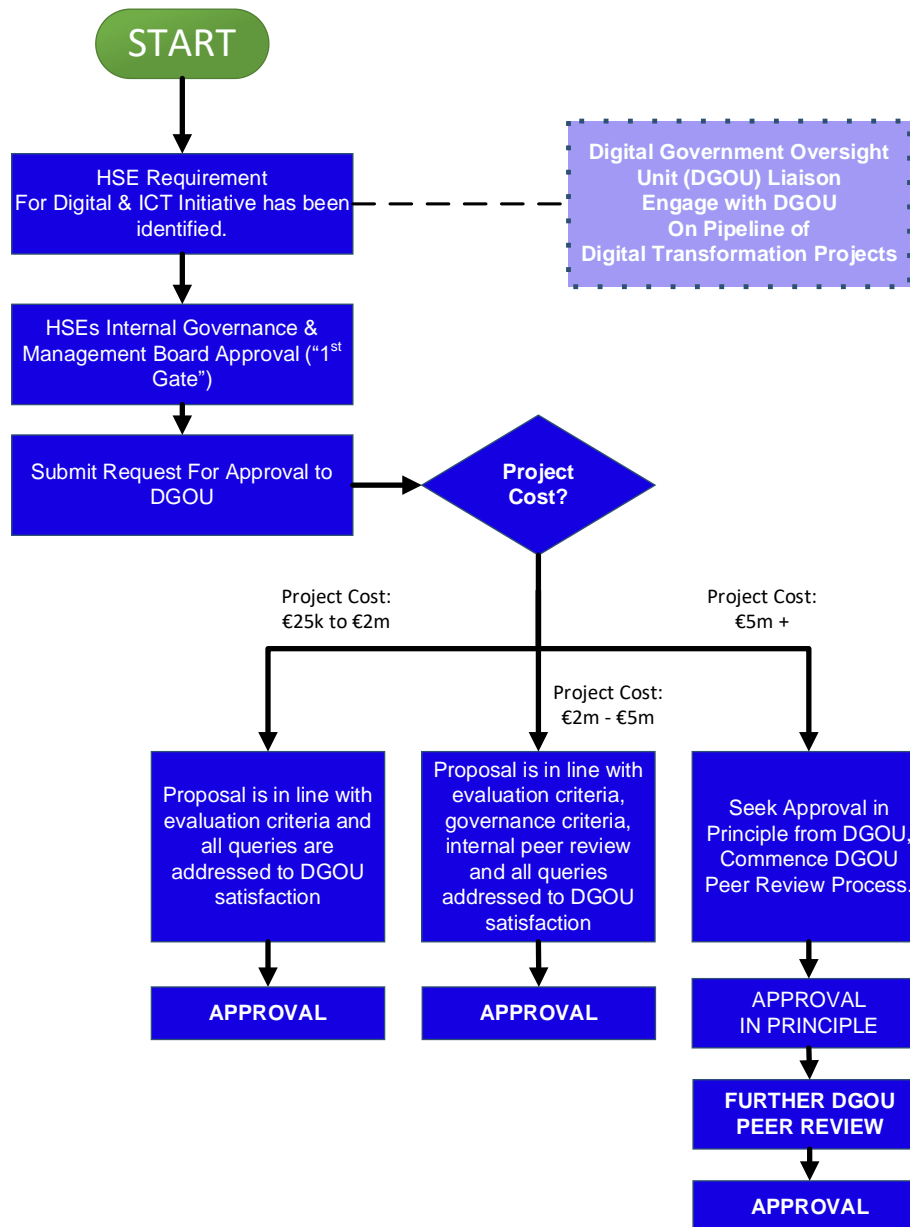
ICT projects are projects to acquire, develop or improve ICT infrastructure or systems.

All expenditure of the HSE which is met out of funds voted by Dáil Éireann requires the sanction of the [Digital Government Oversight Unit \(DGOU\)](#). This is a unit within the [Office of the Government Chief Information Officer \(OGCIO\)](#), which is a part of the [Department of Public Expenditure and Reform \(DPER\)](#).

Organisations seeking funding are obliged to comply with the requirements as set out so that the Digital and ICT initiatives can be effectively evaluated for approval by the DGOU.

There are different approval processes for different types of ICT projects.

- Refer to the [Department of Public Expenditure and Reform Circular 14/2021](#) for more information on ICT funding.
- See the decision tree illustrated below for a high-level view of the process.



Refer to [High level process for Project Approval infographic](#) for additional understanding of the ICT Project Approval journey together with the expected delivery timelines.

5.2 Project drift

The progress of ICT Projects and expenditure must be continuously monitored.

Particular attention must be paid to the on-going cost effectiveness of the selected approach and solution.

5.2.1 Dealing with cost effectiveness issues

Where there is a persistent or serious lessening of the cost effectiveness of the approach and solution, the Project Board must develop a proposal to fix the situation as quickly as possible. This proposed solution must be agreed with the

HSE Office of the Chief Information Officer (OoCIO) with respect to availability of resources, and approved by the HSE CEO or officer designate.

The ICT Liaison must then submit the proposed solution with certification of the internal agreements and approval to [Department of Public Expenditure and Reform \(DEPR\)](#). DPER may require the proposed remedy to be varied.

5.2.2 Peer review overview

For certain significant ICT projects, a 'Peer Review Overview' process will be carried out by an independent team known as the Peer Review Group (PRG) to assess if the governance arrangements related to initiatives of scale, risk or strategic importance are appropriately established and operated to provide maximum assurance of successful delivery.

The PRG examines project documentation and consults with the project management team, stakeholders, and any other relevant parties. PRG acts as a "critical friend" to the Project Team, providing advice and support as well as raising concerns in relation to emerging risk and issues to the Project Team and DGOU.

Refer to the [Department of Public Expenditure and Reform Circular 14/2021](#) for more information.

6. Mobile Devices

6.1 Introduction

In the performance of their duties, HSE staff may be required to hold mobile phone or smartphone devices (together referred to as 'mobile devices'). The inappropriate use of mobile devices could expose the HSE to risks including, theft, data protection breach, disruption of services, fraud, or litigation.

6.2 Control objectives

- To establish policies and procedures for the correct and proper use of mobile devices.
- To set acceptable, safe, and secure standards for the use and management of mobile devices within the HSE.
- Mobile devices which are owned by the HSE are used in a manner consistent with these policies.
- To ensure that only mobile devices purchased through the relevant mobile device's administrators can be used on the HSE account.

6.3 Criteria for assigning a mobile device

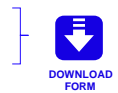
A HSE mobile device must only be issued to employees who meet at least one of the following criteria:

- the employee has been identified as a key member of staff and needs to be contactable at any time
- the employee’s duties require them to spend time out of the office or normal place of work
- the employee’s duties are such that the mobile phone device is needed for health and safety reasons
- the employee is on an official on-call rota

6.4 Process for assigning, upgrading and replacing a mobile device

The individual must complete a mobile phone device application form and have it approved by a Grade 8 or equivalent in the same service area.

Regional mobile device administrators can access forms in relation to [devices and software](#). These forms contains all the necessary instructions on how to complete the process.



6.5 Procurement of a mobile device

The Information Communication Technology (ICT) E-Health Directorate is responsible for managing and logging the procurement of mobile devices on behalf of the HSE.

The procurement will follow the procedures set out in [NFR B1 – Procurement](#).

6.6 Usage requirements and restrictions

Mobile usage requirements and restrictions
Only mobile devices purchased through the relevant mobile device administrators can be used on the HSE account.
To be used for HSE work-related purposes only. Excessive personal use will be treated as benefit in kind .
The mobile device is assigned to an individual.
Subject to withdrawal by the HSE if misuse occurs.
Provided on the basis that you: <ul style="list-style-type: none"> ▪ will always use them in a manner which is lawful, ethical, and efficient

Mobile usage requirements and restrictions
<ul style="list-style-type: none"> ▪ will keep the device secure
<p>Mobile devices will be restricted to local and national phone numbers only (such as Republic of Ireland and Northern Ireland).</p>
<p>International calls or roaming on mobile devices are prohibited except in the following limited circumstances on approval by minimum Assistant National Director and Line Manager or above thereafter:</p> <ul style="list-style-type: none"> ▪ you are out of the country on official HSE business ▪ you need to contact an external service provider who is based abroad ▪ you need to be contactable while abroad for work purposes
<p>Mobile devices must not be used to dial or text premium rate numbers.</p>
<p>Mobile devices must not be used to access the Google Play Store or Apple Store for digital content other than work related apps. The employee will be responsible for any charges that arise from subscriptions they enter into using their HSE device.</p>

6.7 Security, confidentiality and privacy

You must be vigilant when using your HSE mobile phone device in public places in order to avoid unintentionally disclosing confidential information.

You must respect the privacy of others at all times.

Mobile device cameras must not be used inappropriately within the HSE in a manner that might infringe the rights to the privacy or dignity of others. The device and any images on it are the property of the HSE.

6.8 Lost or stolen mobile devices

You must report lost or stolen mobile devices immediately to the local Garda Síochána, your local mobile administrator and contact the service provider.

Incidents where a lost or stolen HSE mobile phone device contained confidential or personal information must be reported and managed in accordance with the [HSE Data Protection Breach Management Policy](#)

6.9 Transferring or leaving employees

Employees transferring internally within the HSE can on agreement take their mobile device with them to their new position. Their Line Manager must notify the

Local Device Administrator in the area they are leaving so that appropriate change-over and billing arrangements are correctly referenced.

Leaving and retiring employees must return their HSE mobile devices and associated equipment (such as car kit, chargers) to their Line Manager who in turn must report it to their local mobile administrator.

6.10 Disposal of mobile devices

ICT E-Health have processes in place to ensure that all HSE mobile devices are disposed of in the correct fashion. Contact your local mobile phone administrator or mobile carrier for more instructions.



6.11 Monitoring

The HSE reserves the right to monitor, capture and inspect any phone call information made on a HSE mobile phone device or on a HSE mobile phone account, in order to:

- investigate system problems
- investigate potential security violations
- maintain system security and integrity
- prevent and detect misuse
- review expenditure charged to a mobile phone device telephone account with a view to seeking reimbursement from HSE employees in respect of all costs relating to the personal usage of their HSE mobile phone device
- ensure compliance with HSE policies, current legislation, and applicable regulations

While the HSE does not routinely monitor an individual user's mobile phone device activity, it reserves the right to do so when a breach of its policies or illegal activity is suspected.

6.12 Mobile device billing and analytics review

Reports shall be generated by mobile carriers and distributed within the HSE for ongoing review and monitoring.

- ICT need to ensure on a regular basis that service provider invoice values are audited by exception and benchmarked against average monthly expenditure.
- Monthly spend per region shall be notified to each regional mobile administrator and any large-scale discrepancies are flagged and explanations sought from device users where required.

- All mobile phone device invoices are charged to the designated central ICT cost centre.
- Any changes should be notified (such as employee leaving) immediately to regional mobile device administration section.

6.13 Health and Safety

- For legal reasons and in the interest of public and personal safety, the use of HSE mobile phone devices within a vehicle must be in accordance with the relevant legislation below.
- The [Road Traffic Act 2006](#) makes it an offence for a driver of a vehicle to hold a mobile phone device while driving the vehicle. The offence is 'holding' a mobile phone device and does not require the driver to be making or receiving a call but merely holding the phone. The Act defines 'holding' as holding the mobile phone device by the hand or supporting or cradling it with another part of the body. The HSE will not be held liable for any breaches of this legislation.
- The use of hands-free phone kits or Bluetooth technology is not an offence under the Act. The HSE is not obliged to provide Bluetooth or hands-free car kits to an employee.
- The use of a mobile phone device within HSE premises and other clinical and medical facilities should be checked before use for fear of interference with sensitive electronic medical equipment.



7. Roles and responsibilities

Each Budget Holder is responsible for the acquisition and disposal, stewardship, and verification of assets in their care.

7.1 All staff

All employees are personally responsible for protecting HSE property or property entrusted to them and for helping to protect all assets in general. This includes the proper care and reasonable safeguards to prevent loss, damage or theft of such equipment and other Fixed Assets.

Individuals are responsible for stewardship of items purchased or used by them. This includes, but is not limited to:

- using assets only for the purpose for which they are intended with care and consideration
- using assets in support of HSE service delivery
- using HSE assets in support of a personal business or commercial enterprise is expressly forbidden

- reporting to Line Managers immediately on the discovery of lost, stolen, missing, malfunctioning assets
- receiving appropriate approvals before acquiring or disposing of HSE assets

7.2 Line Managers

Line Managers are responsible for ensuring the appropriate care of assets they approve for purchase and used by their department. This includes, but is not limited to:

- providing training as necessary regarding asset use, storage, and maintenance, and communicating the importance of compliance
- seeking the appropriate approval regarding asset transfer, donation, disposal, trade-in, and sale and notify Fixed Assets Section Manager if approved. The Fixed Assets Section Manager should also be notified regarding assets that are lost, damaged, destroyed, disposed or no longer of value
- notifying the Assistant National Director, Office of the Chief Information Officer or officer designate of the purchase and disposal of IT equipment
- developing and implementing local monitoring and tracking systems as appropriate to ensure departmental assets are appropriately safeguarded and controlled
- ensuring appropriate controls are in place to secure and protect high-risk assets
- assigning roles within the processes outlined above to assist them with the stewardship and record maintenance responsibilities

7.3 Fixed Assets Administrator

The Fixed Assets Administrator is responsible for:

- maintaining the Fixed Asset Register and reporting changes to the Finance Division Manager and one of the following: the Head of Service or the Assistant National Director (Services) (or equivalent grade). In addition, it must include regular reconciliation of the HSE general ledger to the asset ledger
- preparing a cyclical listing of assets described in the potential high-risk categories. High risk assets are defined as assets critical to the HSE's service provision and performance, increased likelihood of theft, misuse or breakdown
- maintaining a complete and accurate listing of assets and reporting changes associated with these assets to one of the following: the Head of Service or the Assistant National Director (Services) (or equivalent grade)
- developing schedules to ensure all assets are inspected regularly. They must notify appropriate administrators regarding scheduled inspections, providing

inspection inventories to appropriate administrators, and receiving completed inspection reports

- conducting post inspection audits to validate inventory reports and reporting discrepancies of potential concern to the HSE Chief Financial Officer and the National Director of Audit
- updating the fixed assets inventory listing based on inspection reports and notifying finance divisions regarding inventory changes as previously described
- providing asset inventories as requested to appropriate Line Managers, conducting change of custody inventories, and updating inventory records as appropriate to reflect asset custody changes
- evaluating loss, damage, destruction, disposal, theft, trade-ins, sale, and transfer of HSE assets valued and providing recommendations regarding the disposal of these assets when required
- verifying that all asset tag numbers are attached or assigned to a designated asset class
- classifying assets as high risk on an annual basis after considering costs associated with this classification (tagging, periodic physical inspections for example), potential impact of information technology advances, and whether the potential for loss sufficiently merits high-risk classification

7.4 Assistant Chief Financial Officer responsibilities

Assistant Chief Financial Officers are responsible for:

- financial statement capitalisation and depreciation schedule of HSE assets
- providing prescribed reports and analysis as requested to appropriate Line Managers
- completing HSE financial reports including those reports required for the Annual Report and Financial Statements
- ensuring a system of random checking is in place for the relevant Fixed Asset Record
- certification of the completeness and accuracy of Fixed Asset transactions and schedules in the area's Annual Financial Statements

The National Director of Capital and Estates is responsible for the management of the organisation's properties and the annual capital plan.

7.5 Segregation of duties and security

Segregation of duties is a key concept within internal control which aims to prevent fraud, theft, and error by requiring more than one member of staff or department to approve or participate in various steps in a process. Clear segregation of duties

must be in place for funding approval, asset acquisitions, asset disposal and leasing new assets. For more on segregation of duties, refer to in [NFR A - Internal Controls Framework and Principles](#).

Security arrangements must be in place to minimise the risk of loss or damage to assets. The location administrator or manager is responsible for ensuring that all staff in their area receive adequate training, have familiarity with relevant policies and procedures, and for ensuring appropriate security procedures are implemented effectively by all staff members.

8. Irregularities, whistleblowing and fraud

Staff must not engage in or be in any way associated with fraudulent or unlawful behaviour.

Any member of staff who considers that there may have been an irregularity that could lead to a misappropriation of funds or fraud should refer to the Whistleblowing and Fraud section of [NFR A - Internal Controls Framework and Principles](#) to report serious matters under the [Protected Disclosures Act 2014](#). This act aims to protect staff who raise concerns about possible wrongdoing in the workplace such as financial fraud.



Refer to the [HSE Fraud Policy](#) for additional information.

9. Glossary of Terms

Term	Meaning
Acquisition	An asset or object bought or obtained.
Asset	An asset is a resource with economic value that an individual, corporation, or country owns or controls with the expectation that it will provide a future economic benefit.
Balloon Payment	A balloon payment is a larger than usual one-time payment at the end of the lease.
Benefit in Kind	A benefit in kind is any non-cash benefit of monetary value that you provide to your employee.
Bequest	A bequest describes the act of leaving a gift to a person through a will.
Capital Expenditure	Capital expenditure is expenditure spent by an entity to acquire assets for which, it will be used for more than one year. Capital expenditure is recorded as an asset in financial reporting, rather than charging it immediately as an expense. The intention is for these assets to be used for productive purposes for at least one year such as an extension to a hospital.
Contract For Sale	A contract of sale is a legal contract for the purchase of assets by a buyer from a seller for an agreed upon value.
Current Asset	An asset that an entity uses which is expected to be consumed, sold or exhausted within one year.
Deed of charge	A deed of charge is a document which typically records an arrangement between two companies, where one business lending money to another receives a security interest in the borrower's assets

Term	Meaning
Deed of Transfer or Conveyance	It is a legal document which transfers legal property rights from the seller to the buyer.
Depreciate	The monetary value of an asset decreases over time due to use, wear and tear or obsolesce. This decrease is known as depreciation.
Estimated Useful Life	An estimate of the average number of years an asset is considered useable before its value is depreciated.
Exchequer	The Exchequer comprises of the Central Fund, which is the Irish central government’s main treasury account. It is held at the Central Bank of Ireland and is recorded on a cash basis. Unless otherwise provided for by law, all government receipts and expenditure are accounted for by the Central Fund. Receipts into the Central Fund consist of Exchequer tax and non-tax revenues, EU receipts and other capital receipts, while expenditure out of the Central Fund include departmental or office spending, wages and pensions of the President, the C&AG and so on.
Fair Market Value	<p>The fair market value is the price an asset would sell for on the open market when the following conditions are met:</p> <ul style="list-style-type: none"> ▪ The parties involved are aware of all the facts and are acting in their own best interest ▪ The parties are free of any pressure to buy or sell and have sufficient time to make the decision
Fixed Asset	A tangible asset which is purchased for long-term use (more than one year) such as land, buildings and so on.
Future Economic Benefit	The future economic benefit of an asset relates to the asset’s potential to contribute either directly or indirectly to the cash flow of an entity.

Term	Meaning
Infrastructure Asset	Infrastructure assets means physical structures or facilities, systems and networks that provide or support essential services.
Net Book Value (NBV)	NBV is calculated using the asset's original cost minus the depreciation over the life of the asset.
Operable Condition	Operable condition means an asset properly performing its intended function.
Residual Values	The residual value is the estimated value of an asset at the end of its useful life.
Revenue Expenditure	Revenue expenditure is short term expenses used in the current period or typically within one year. Revenue expenditure is concerned with the day-to-day operations of an entity.
Service Level Agreement	A service level agreement is defined as a contract between a service provider and a customer.
Straight-Line	A depreciation method used to calculate the wearing out of an asset's value over its useful life by assuming an equal depreciation expense occurs for each accounting period.
Tenure	Tenure relates to the conditions under which the physical property is held.
Written off	An accounting measure which reduces the value of an asset.

10. Acronyms and abbreviations

Term	Meaning
ACFO	Assistant Chief Financial Officer
AFS	Annual Financial Statements
AUC	Asset Under Construction
CFO	Chief Financial Officer
CHO	Community Healthcare Organisation
CIBSE	Chartered Institution of Building Services Engineers
DGOU	Digital Government Oversight Unit
DPER	Department of Public Expenditure and Reform
DPO	Data Protection Officer
ICT	Information and Communication Technology
NBV	Net Book Value
NEIS	National Estates Information System
PO	Purchase Order

Term	Meaning
PRG	Peer Review Group
PPE	Property, Plant and Equipment

11. Key control checklist

Please click the icon below to view the NFR B7 key control checklist.



12. Appendix (Liens)

Summary of Funding Category with recommended Grant and Charge Treatment		The HSE's position is, that where possible, assets would be under HSE ownership and provided to 3 rd parties under lease or license. Where this is not possible Grants provided to 3 rd parties would be covered by way of suitable Grant Agreements and associated Mortgages and Charges.			
Category	Funding description (Applies to the full value of the HSE grant amount)	Term	Basis for determination of Term	Funding Agreement	Recommended
Cat 1	a) New Build b) Extension (All Values) c) Refurbishment Over €10.00million	50 years (Remains in place for the duration)	Design Code IS EN 1990-2002 - <i>Appendix 1</i> and BS ISO 15686 – <i>Appendix 2</i>	Grant Agreement ¹	Charge/lien ² over a new building, an extended/refurbished building or another identified asset
Cat 2	a) Refurbishment less than €10.00million (Note : If there are Extension works associated with a Refurbishment Project, the project is deemed a Refurbishment project if the value of the Extension element of the project is Less Than 40% of the total Project Cost) b) Minor Capital Less than €1.00 million (Infrastructure Risk, Energy etc.) ³	15 Years (Reducing proportionally by 1/15 th each year)	CIBSE Guide M – <i>Appendix 3</i>	Grant Agreement ¹	Charge/lien over a new building, an extended/refurbished building or another identified asset
Cat 3	Equipment	7 years (Reducing by 1/7 th each year)		Grant Agreement ¹	Bill of Sale *(need to clarify if this can be used for incorporated bodies)
	Applies to all capital advances of €500k or more over a 5 year rolling period ⁴	¹ The Grant Agreement will be required to be updated annually so that a summary of all capital advances provided which are under charge and the summarized amortised values are tracked and updated annually			
		² An option agreement may be utilised in exceptional circumstances where the HSE needs to have an entitlement to buy in the property offered as security and not merely take possession to enforce a sale of the property to serve repayment of funds. This would most likely only ever apply to new build/ stand-alone units			

Contact property@hse.ie for more information on the 'Capital Projects Manual and Approvals Protocol'.