



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Office of the National Director of HR,
Block D, Floor 2,
Parkgate Business Centre,
Parkgate Street,
Dublin 8.
Tel: 01 6352827
Fax: 01 6352813
E-mail: nationalhr@hse.ie

HSE HR Circular 012/2005

28th July 2005

**To : Directors of Human Resources, each HSE Area
Each Hospital Network Manager
Each Assistant Director, PCCC**

Re: Provisions relating to the reduction of 600 posts in the Health Sector

In line with the Government decision and as part of the VFM programme to reduce posts in the health sector by 600 in 2005 the following arrangements have been agreed by the Corporate Management team and should be implemented with immediate effect.

1. The reduction in posts will be made in such a manner as to protect the continuity and maintain the provision of essential services.
2. The reduction in posts shall be applied to both statutory and non statutory agencies included in the employment census monitoring framework.
3. The reduction of posts shall be managed on the basis of the recently established regional structure (PCCC, NHO, Corporate and other administrative units) in accordance with the approved employment ceilings for those at the 1st January 2005. The proportionate reduction in posts is as follows;

REGION

	% Approved Employment Ceiling at 1st January 2005	Posts Reduction
Dublin/Midlands	12.75	76.5
Dublin/North East	12.75	76.5
West	25.5	153
South	22.5	135

HSE ER/Shared Services/Vol Agencies	26.5	159
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4. The reduction in posts shall focus on those areas where opportunities arise for the co-ordination of service provision. These include the following areas.
 - HRM – recruitment, training/development (including Nursing and Midwifery Planning and Development Units) personal administration etc.
 - Finance – payroll, creditors, control etc.
 - Procurement – including contracting.
 - Technical Services – including NDP Capital & Project Management
 - Population Health
 - Health Promotion
 - Maintenance & other such areas

5. Opportunities for non replacement due to retirement, transfers, promotion etc, particularly in those areas referred to above shall be critically examined in meeting these targets.

6. All Project related specific posts.
Posts contracted on an consultancy basis or specified purpose shall be individually examined to determine their continuing requirement by the HSE.

Details of all such specified purpose posts including name of post holder, commencement date, purpose, nature of contract, funding source and other relevant information shall be submitted to the A/National Director of HR no later than the 31st August 2005.

7. In determining the detailed implementation of posts reduction regard shall be had to compliance with approved employment ceilings and funding allocation by Directorate. In particular, where PCCC and NHO management units (LHO's and Hospital Networks) and Corporate functions including individual area directorates of HR, Finance, ICT, Technical, Population Health etc are within employment ceiling this shall be taken into account in decisions on posts reductions.

8. The application of 600 post reduction may not be applied to new posts being created by the HSE in 2005 under the A & E and the Intellectual Disability development plans.

9. To manage & co-ordinate the implementation of this measure a team shall be convened for each of these regions by the Assistant National Directors, PCCC including the Area HR Directors and Hospital Network Managers to make arrangements for implementation in accordance with this memo.

10. In finalising decisions on post reduction, the co-ordinating teams, through the Area Directors of Human Resources shall liaise with heads of functions etc.
11. The Area Directors of HR will make arrangements to keep trade union representatives informed of progress in implementing this decision, including through the Partnership structures.
12. When arrangements are finalised in respect of the implementation of this measure they should be forwarded to Mr John Magner, A/National Director of Human Resources. This shall be no later than August 31st 2005.

159 posts is the proportion of the 600 posts (26.5%) for the HSE – ER Corporate, HSE EHSS and the Voluntary providers included in the employment monitoring census framework in the former ERHA. The Director of HR, HSE – ER will provide the detailed breakdown of this number for each of these units based on the number of staff employed by these Voluntary providers in the (former) Health Board Areas and a proportionate distribution in the (former) ERHA and EHSS.

Yours Sincerely,



John Magner
A/National Director of Human Resources

Cc Each member HSE Corporate Management Team