



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive  
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Health Service Executive

Office of the National Director of Human Resources  
Health Service Executive  
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Dublin 8

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18<sup>th</sup> October 2007

HSE HR Circular 016/2007

**To: Each Assistant National Director, PCCC  
Each Hospital Network Manager  
Each Assistant National Director HR & Finance**

**Re: Payroll Management Control Enhancement**

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Dear Colleague,

I refer to my previous circular 010/2007 dated 26<sup>th</sup> June 2007 regarding this matter (copy attached).

The provisions of this circular are being extended to include the Injury at Work Grant Scheme (Article 109).

A number of issues have been brought to attention in relation to the control environment under which applications received relating to the Injury at work scheme have been processed at Line Manager level. Within the unitary HSE a standardised approach is essential as is a fair and rigorous assessment of applications, including applications for continuance

Accordingly, approval for payments under this scheme must be recommended by a National Director or an Assistant National Director delegated responsibility for "HR Matters" in the pillar in the first instance. Any such decision must be forwarded to the Assistant National Director of HR for the relevant areas for approval or otherwise.

Please ensure that the requisite controls are in place and operated in your area of responsibility with immediate effect.

Yours sincerely,

**Martin McDonald**  
National Director of Human Resources

**cc : National Management team**



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26<sup>th</sup> June 2007.

HSE HR Circular 010/2007

**To:** Each National Director, HSE  
Each Asst. National Director, HSE  
Each Network Manager

**Re:** Payroll Management Control Enhancement

Dear Colleague,

In keeping with the requirement to:

- (i) regularly review and strengthen organisational control and governance in key high spend areas;
- (ii) provide the requisite organisational assurance that isolated decision making does not give rise to significant consequential costs in the unitary HSE organisation,  
and
- (iii) having regard to recommendations arising from recent Internal Audit investigations, the following payroll process control enhancements are being introduced with immediate effect

Any pay adjustment decisions outside of the norm (e.g. norm being increments, incremental credit etc) must be recommended by a National Director or an Asst. National Director delegated responsibility for "HR matters" in the pillar in the first instance. Any such decision must then be forwarded to the Asst. National Director for HR for the relevant area for approval or otherwise.

Colleagues will be aware of the requirements for detailed pay cost management and the need to adhere to the pay provisions of the recently agreed Towards 2016 Agreement in respect of any claims for salary adjustments/regradings etc.

Arrangements are also being introduced to provide for a more systematic review of previously authorised payroll decisions to determine whether the circumstances which provided justification for such decisions remain applicable. Line Managers are expected to notify payroll departments of changes in this regard.

With immediate effect Payroll Departments will only action pay adjustments authorised on the basis set out above. Not commitments should be entered into with any grade/group of staff or individual member prior to such authorisation being granted.

Please ensure that the requisite controls are in place and operated in your area of responsibility.

Yours sincerely,

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**Martin Mc Donald,**  
National Director of Human Resources.