



Memo

To: Chief Executive Officer
Each Regional Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, Chief People Officer

Date: 12th April 2024

Subject: HR Memo 022/2024 – Filling of posts through the use of confined competitions

Dear Colleagues,

This Memo supersedes HR Memos 054/2023 and 002/2024.

CEO Derogations

With the exception of posts exempted during the recruitment pause, posts submitted to the CEO via the established process (ref. Updated CEO Memo 10885 and HR Memo 020/2024 (re-issued) for approval to initiate or advance recruitment will be considered and the CEO decision will outline how to proceed and may be based on one of the following options:

1. Approved to fill by confined competition (see below)
2. Approved to fill by open competition/or from existing panel.
3. Approved to fill on a net neutral basis – this allows the service to fill by confined competition or open competition or from an existing panel
4. Staff grade / entry grade – fill by open competition or from an existing panel e.g., staff grade HSCPs
5. Approved subject to remaining within Pay and Numbers 2024 limit (when finalised)
6. Not approved for derogation

If an open competition or use of an existing panel is sought, requests submitted as part of the CEO approval process should clearly outline any specific requirements to support this request.

Confined competitions

Where the CEO decision grants approval to progress to fill a post via confined competition, this means competitions are confined within the HSE, open to all staff in the Centre, National Services and in Health Regions who are already appointed at the required grade (irrespective of tenure) and where they meet the documented eligibility criteria. The NRS can provide guidance and template documentation for this expedited internal process.

It is possible that in some instances, panels are already in place for posts which are now approved only to be filled via confined competition. In this case, the panels may not be used. Confined competition is a mechanism for internal re-assignment, does not present a promotional opportunity and is designed to work within current government net neutral policy. This process is to be used to fill the post however new panels should not be formed arising from the confined competition.

The use of confined competitions as a mechanism for filling jobs internally on a grade-to-grade basis, replaces previous Expression of Interest (EOI) processes and should continue to be used as appropriate going forward.

Queries

Queries from individual employees or managers should be referred to local HR Departments / Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1800 444 925, Email: Ask.HR@hse.ie

Queries or guidance sought on the management of confined competitions including documentation, should be referred to the NRS. Email: asknrs@hse.ie

Yours Sincerely



Anne Marie Hoey
Chief People Officer