

HSE Business Case Form
To be sent to Group Hospital CEO/Chief Officer Community Healthcare
Organisation/Head of National Service - for assessment by the Payroll Management
Control Group and approval/sanction to recruit Posts/Grades

Please attached relevant Approval to Hire Forms A, A1 or B as appropriate with Job Description and Person Specification		
SPECIFIC POST REQUESTED (Line Manager Completion)		
Post/Job title & location (per Request to Hire Form attached)	Line Manager	
Clinical or Critical Need and/or Development Initiative	Line Manager/ Clinical Lead/Adviser	
Impact on Frontline Services if not approved	Line Manager	
Funded Post(s) Suppressed if post is not fully funded- give details	Name	
	Grade	
	Date Left	
	Location	
	Annual Basic Pay	
Why redeployment or reorganisation is not possible within the location	Line Manager	
Assessment of grade creep and public pension implications of post being filled	Line Manager/HR support	
Why Redeployment or reorganisation is not possible within the HG/CHO/National Corporate	Re-Deployment Manager/HR support	
Full year costs of post - € Current Pay envelope position	Financial Accountant / AND of Finance	
Any other relevant comments/information	As appropriate	
To be Completed by Chief Operations Officer or equivalent		
Payroll Management Control Group - KEY PRINCIPLES		
1) Operate within its pay envelope		
2) Operate within sustainable Finance Budget		
3) Operate within Annual Workforce Plan		
4) On target with Internal Cost Reduction / VFM Targets/Agency reductions		
Signature and date of COO		
Comments by COO		
To be completed by Group CEO/Chief Officer/National Director or delegated officer.		
Comments/Recommendation:		

