



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna
Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources
Health Service Executive
Dr. Steevens' Hospital
Dublin 8
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MEMORANDUM

To: Chief 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 CHOs
Each Head of HR CHOs
Head of HR, PCRS
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, National Director Human Resources

Date: 23rd December 2020

Re: HR Memo – Performance Achievement Reporting

Dear Colleagues,

As you are aware the Performance Achievement process has been implemented into the HSE since December 2018. Following further development of the policy and associated documents with the Staff Representative Groups, the CEO Mr Paul Reid launched this process in January 2020 for **all** staff in the HSE and Funded Agencies of the HSE.

The National HR memo issued on 6th October 2020 highlighted the availability of resources and tools for staff to utilise, in order to engage in the performance achievement process. The Performance Achievement HUB on www.HseLanD.ie has many resources, videos, tools and templates to assist staff in this process.

The basic principle of Performance Achievement is that each member of staff has the opportunity to meet with their manager to discuss their learning and development objectives, to meet the population and organisational goals.

The next stage of implementation is the collection of data related to the numbers of staff who have engaged in Performance Achievement meetings. The preparation for this process is now complete and data collection will begin mid-January 2021.

A HSE KPI has been added to the HSE dataset and requires a demonstration that a minimum of 70% of the staff workforce has completed Performance Achievement meetings annually (NSP, 2021). We must acknowledge how 2020 has been a year like no other for the health service staff, and performance achievement meetings are an opportunity for staff to demonstrate the learning and developments that they have undergone to meet the needs of the population and the services required.

The Performance Achievement KPI

The KPI is the percentage of staff who have engaged with, and completed a performance achievement meeting with his/her line manager. The KPI will ask the following question;

- % of staff who have engaged with and completed a performance achievement meeting with his/her line manager

The KPI data will be collected and collated on the attached template form by Heads of HR for CHOs; Hospital Groups and National Services; broken down by service and staff group; and reported to National HR on a quarterly basis.

The report will be due for submission by the **10th day of the month** following the end of each quarter. All reports should be returned to nationalhr@hse.ie on this deadlines. The data for all services will be collated and proceed to onward reporting through the Performance and Activity reporting structures into NPOG.

Contact details are available on the Performance Achievement HUB where you can access further clarification/information. You can also access further information by contacting susan.kent@hse.ie.

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources



Need information and advice on COVID-19 Go to www.hse.ie/coronavirus