

**Department of Health and Children  
Business Plan 2005**

**Division Name: Eligibility Review Team**

**Division Head: Fergal Lynch, Principal Officer**

**MAC Area: Eligibility/Services for Older People**

**MAC Member: Mr. Dermot Smyth, Assistant Secretary**

**Divisional Objectives:**

**SS HLO 3: Fair Access**

**Div Obj 1:**

**To prepare proposals for amending current legislation so that the law relating to eligibility for health and personal social services is transparent and equitable.**

**SS HLO 3: Fair Access**

**Div Obj 2:**

**To prepare the General Scheme and Heads of a Bill to amend the law on eligibility in accordance with proposals approved by the Tánaiste.**

**Part 1:**

HLO	Div Obj.	To prepare proposals for amending current legislation so that the law relating to eligibility for health and personal social services is transparent and equitable.			
3	1				
Ref	Steps / Actions	Date	Person(s) responsible	KPIs / Outputs	XRef
1	Define meaning of 'eligibility' for the purposes of legislation	June	FL; TH	Legal basis for eligibility clarified	
2	Define categories of persons/groups who should be 'eligible'	June	FL; TH	Proposals on structure of eligibility system prepared	
3	Define each service for which persons should be eligible	August	FL; TH	Proposals on types or categories of service prepared	
4	Consult on major issues with line divisions, HSE and relevant other agencies	August	All team as appropriate	Details of existing schemes, practices and issues for future	
5	Examine the case for a statutory appeals mechanism	August	ED; RH	Research on existing systems and proposals for future	
6	Research and define policy on user charges	August	FP	Proposals regarding application of user charges prepared	
7	Take account of other influencing factors (domestic and ECJ court cases, emerging policy on public-private mix etc)	As each issue is clarified	FL; FP	Issues analysed as they evolve (depends in part on emerging court decisions)	
8	Define methodology and estimate cost implications of each element of proposals	August	Fl; FP; with possible external assistance	Worked out estimate of cost implications	
9	Finalise proposals for amending legislation	September	FL and relevant members	Paper agreed by MAC for submission to Tánaiste	
10	Secure Tánaiste's approval to proceed	September	FL	Tánaiste's agreement	

**Comments**

Preparation of a paper setting out proposals for a clear, transparent system of eligibility will form the first major element of the Eligibility Team's work. The Team will report to Mr. Dermot Smyth, Assistant Secretary, and will liaise with MAC over the course of its work through a MAC sub-group comprising Mr. Smyth, Mr. Paul Barron and Mr. John Collins.

Critical success factors will include the input from other relevant sections of the Department and the availability of sufficient staff on the Team to complete the work. The programme of work may be affected by pending litigation (including the *Cronin* case) and other emerging policy developments such as any decisions on public/private mix and the consultant contract.

HLO	Div Obj.	<b>To prepare the General Scheme and Heads of a Bill to amend the law on eligibility in accordance with proposals approved by the Tánaiste.</b>			
Ref	Steps / Actions	Date	Person(s) responsible	KPIs / Outputs	XRef
3	2				
1	Scope out likely main sections of Bill	December	FL; TH; FP	Outline General Scheme	
2	Prepare Heads of Bill in consultation with relevant sections of Department and with HSE	Complete selected sections by end-year	All team as relevant	Heads of Bill for selected sections complete	
3	Prepare first draft of Memorandum for Government seeking approval to draft a Bill	Initial draft by end-year	FL	Initial draft with main elements and cost implications completed	
<p><b>Comments</b></p> <p>Because of its scale, work on this objective will continue into 2006. By the end of 2005 the aim will be to complete a clear overall outline and to have selected Heads of the Bill prepared. Critical success factors will depend on the progress possible under Objective 1 above and on the same factors including availability of staff and the progress of court cases.</p>					

**Part 2: developing the Capacity of the Division**

<b>Objective</b>	<b>Output</b>	<b>Target Completion Date</b>	<b>Person(s) responsible / involved</b>
Conduct PMDS planning meetings and complete role profile forms	Completed Role Profile Forms	Early June	All staff
	Personal Training and Developments returned	Early June	All staff
Conduct first interim review	Completed review form, modified role profile form	End August	All staff
Conduct second interim review	Completed review form, modified role profile form	End Oct	All staff
Conduct Annual Performance and Development Review	Review conducted and form completed	31/12/05	All staff
Manage quality of work of division	Enhanced quality of work output. Better internal communication	Monthly	PO responsible, all staff involved
	Adopt Risk Management procedures as appropriate	Ongoing	
Improved records management	Procedures reviewed and strengthened if necessary	End June	All staff
Improved Customer Service	Provisions of new Customer Action Plan implemented	Ongoing	All staff
	Improved provisions of services through Irish		