Monday 29 March 2021

Dear Colleague,

The HSE Dublin South, Kildare and West Wicklow area have contacted us to request that we support a smooth roll out of the Vaccination Programme in their Vaccination Centres in Citywest and Punchestown. There is an agreed framework between the local government sector and the HSE for the provision of this support and we will adhere to this framework.

Included in the request is that we identify Clerical/Admin staff at grades 3 – 6 who could redeploy over the coming months to the HSE to support the work of the vaccination centre in Citywest.

The request for support from the HSE is of a general nature and while further detail is clearly necessary the following has been confirmed

* It is envisaged redeployed staff will be required for up to 6 months commencing April 2021.
* Redeployed staff working in Citywest centre will be vaccinated.
* The centres are open 8am to 8pm 7 days a week and staff are expected to be flexible in relation to working within this schedule.

If you are interested in supporting this effort and transferring on a temporary basis to the HSE please complete the attached Application Form. This form must be signed by your Director before submitting it to HR. This approval is necessary as the Council continues to deliver a wide range of critical essential services and it may not be possible to facilitate all requests. For this reason, we may also call redeployed staff back to work in the Council, particularly as the country moves between levels in the Covid Framework and local government services scale up again.

Please submit your application by 5pm on Thursday 8th April to [hrtraining@sdublincoco.ie](mailto:hrtraining@sdublincoco.ie)

The LG Sector has committed to providing every support possible to the Vaccination Programme in the coming months while continuing to provide our own essential services. Thank you for considering this request.

Regards,

*Lorna Maxwell*

Director of Corporate Performance and Change Management