

## THE HEALTH INSURANCE AUTHORITY PUBLICATION SCHEME

Section 8 of the Freedom of Information Act 2014, requires FOI bodies to prepare and publish as much information as possible in an open and accessible manner on a routine basis outside of FOI, having regard to the principles of openness, transparency, and accountability. This allows for the publication or giving of records outside of FOI provided that such publication or giving of access is not prohibited by law. The scheme commits FOI bodies to making information available as part of their normal business activities in accordance with this scheme.

Please find The Health Insurance Authority Publication Scheme below. Each table contains links to the relevant information on the HIA's website. If the information you require cannot be found here, you may wish to conduct a search on the [HIA's website](#).

For information on how to make a Freedom of Information request please click [here](#).

### Information Contained in the Publication Scheme

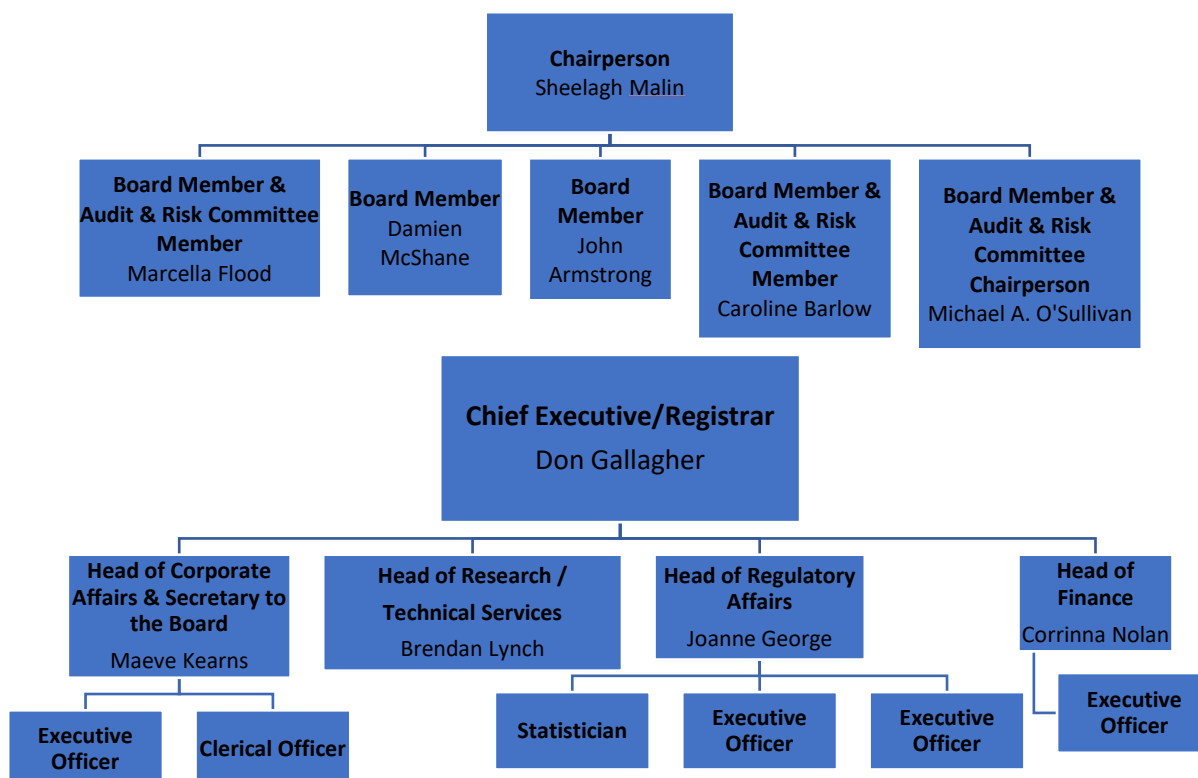
<u>Information about the Health Insurance Authority</u>	<u>Service to be provided to the Public</u>	<u>Decision making process for major policy proposals</u>
<u>Financial information</u>	<u>Procurement</u>	<u>FOI Disclosure Log and Other Information to be Published Routinely</u>

## A. Information about the Health Insurance Authority

In this section the HIA provides details of:

- **Establishment of organisation** (Ctrl + click to follow embedded link)
  - **Roles, responsibilities and functions** (Ctrl + click to follow embedded link)
  - Governance/Management arrangements
    - **Authority membership** (Ctrl + click to follow embedded link)
    - **Management team** (Ctrl + click to follow embedded link)
  - **Corporate Plans and Strategies** (Ctrl + click to follow embedded link)
  - **Annual Report** (Ctrl + click to follow embedded link)
  - **Organisation and Pay/Grading Structures**
    - Below is the Organisational Structure of the Health Insurance Authority
- Organisation and Pay/Grading Structures: Below is the Organisational Structure of the Health Insurance Authority

### HIA Organisational structure



Pay scales in the Health Insurance Authority are in accordance with the Circulars 28/2009 & 08/2013 issued by the Department of Finance & Department of Public Expenditure & Reform, respectively, in accordance with the Financial Emergency Measures in the Public Interest Acts (No.2) Act 2009 & (No. 18 of 2013) and the relevant provisions of the Haddington Road Agreement.

[Circular 28/2009: Revision of pay of Civil Servants Application of pay adjustments in accordance with the Financial Emergency Measures in the Public Interest \(No. 2\) Act, 2009](#)

[Circular 8/2013: Revision of pay of Civil Servants Revision of pay of Civil Servants Application of pay adjustments and related measures in accordance with the Financial Emergency Measure in the Public Interest Act, 2013 and the Haddington Road Agreement](#)

- **[Locations and contact details for the organisation](#)** (Ctrl + click to follow embedded link)
- **[Useful Links to other agencies/bodies](#)** (Ctrl + click to follow embedded link)
- **[Details of Service Level Agreements/Memoranda of Understanding](#)** (Ctrl + click to follow embedded link)
- **[Customer Charters](#)** (Ctrl + click to follow embedded link)
- **[Codes of Practice or Guidelines](#)** (Ctrl + click to follow embedded link)

## B. Services Provided or to be provided to the Public

- **Services provided for public including Administration of an enactment/scheme**
  - The Health Insurance Authority takes such actions as it considers appropriate to increase the awareness of members of the public of their rights as consumers of health insurance and of health insurance services available to them. A significant public resource is the comparison tool of the plans available on the private health insurance market at [www.healthinsurancecomparison.ie](http://www.healthinsurancecomparison.ie). This information can also be obtained by contacting the Authority at 1850 929 166 or 01 4060080.
  - The Health Insurance Authority maintains “[The Register of Health Benefits Undertakings](#)” and “[The Register of Health Insurance Contracts](#)”.
  - The Health Insurance Authority carries out certain functions in relation to risk equalisation, including to advise on the Risk Equalisation System and to manage and administer the Risk Equalisation Fund.
- **How such services can be accessed**
  - [HIA Website](#) (Ctrl + click to follow embedded link)
  - [Contact the HIA directly](#) (Ctrl + click to follow embedded link)
- **How much such services cost to access, if any**

Services are provided **Free of Charge** with the exception of specific charges that apply under the Freedom of Information Act where a freedom of information request is made.
- **Administration of such services** (Ctrl + click to follow embedded link)
- **Review or appeal rights relating to such services** (Ctrl + click to follow embedded link)
- **Research projects undertaken in respect of these functions/services** (Ctrl + click to follow embedded link)

## C. Decision Making process for major policy proposals

- **Major policy proposals including any public consultation exercises** (Ctrl + click to follow embedded link)
- **Background information relating to major policy proposals and decisions** (Ctrl + click to follow embedded link)
- **Reports on the operation of public services by the FOI body**  
Nothing to date
- **Expenditure reviews, Policy assessments**  
Nothing to date

## D. Financial Information

- **Financial statements** (Ctrl + click to follow embedded link)
- **Plans for major Capital Expenditure**  
None
- **Payments or Purchase Orders for goods and services** (Ctrl + click to follow embedded link)
- **Governance Board Member remuneration**  
The remuneration received by Members of the Authority is stated annually in the HIA's Annual Reports.
- **Funding/Sponsorship of non-public bodies**  
The Health Insurance Authority does not provide funding by way of grants or sponsorship to any non-public bodies

## E. Procurement

All Irish public bodies are obliged to treat public funds with care and to ensure that the best possible value-for-money is obtained whenever public money is being spent or invested.

The Public Spending Code is the set of rules and procedures that apply to ensure that these standards are upheld across the Irish public service

- **Procurement policies**

The Health Insurance Authority adheres to Public Procurement Guidelines in relation to the attainment of professional services. The guidelines can be accessed [here](#).

The Office of Government Procurement (OGP) commenced operations in 2014 and is now taking responsibility for sourcing of goods and services on behalf of the Irish Public Service. Through Framework agreements Public Bodies are encouraged to source provision of services within this process. The HIA has used this process to tender for service provision where appropriate and suitable to the HIA's requirements.

- **[A link to all current tender competitions on the eTenders website](#)** (Ctrl + click to follow embedded link)
- **Public contracts awarded including contract type, contractor, value, award date, duration and brief description (tabular format) over €10k for ICT and over €25k for other contracts**

Contracts Awarded in 2020				
Company	Type of Contract	Value of Contract	Award Date & Duration	Description
T&I	Single Contract	Approximately €530,000 per annum	Duration of the fit out	<i>Office fit out services</i>
Mindshare	Single Contract	Willing vary depending on the year	12 months with 3 extensions for 12 months	<i>Media buying services</i>
TBWA	Single Contract	Willing vary depending on the year	12 months with 3 extensions for 12 months	<i>Advertising services</i>
Kantar	Single Contract	Pro-rata	12 months	<i>Media monitoring</i>
PC Peripherals	Single Contract	Approximately €4,000 per annum	3 years	<i>IT maintenance, support and repair</i>
Spectrum life	Single Contract	Pro-rata	12 months	<i>EAP service</i>



## F. FOI Disclosure Log and Other Information to be Published Routinely

- [FOI Applications](#) (Ctrl + click to follow embedded link)
- **FOI Disclosure Log:**

Date Request Received	Category of Requester	Summary of Request	Decision Type	Date of Release
14/01/2020	Journalist	<i>The minutes of any board/governing authority/management committee meetings that took place in 2019.</i>	Part granted	20/02/2020
3/6/2020	Journalist	<i>I would like copies of all minutes of the last four HIA board meetings.</i>	Part granted	25/6/2020
12/11/2020	Journalist	<i>I would like copies of all minutes of the last three HIA board meetings (since March 2020)</i>	Part granted	01/12/20
16/11/2020	Journalist	<i>Complaints made about the authority itself. If it's easier, complaints from the last six months would suffice as opposed to since Jan 1.</i>	Part granted	3/12/2020

### Background to Disclosure Logs:

Guidelines issued to Freedom of Information (FOI) bodies, including The Health Insurance Authority, provide that a Disclosure Log be made available on a quarterly basis of requests made to it under the Freedom of Information Act, 2014.

The following is The Health Insurance Authority's Disclosure Log from 1st January, 2020 to 31st December, 2020 incl.

The log gives detail of all Non-Personal FOI requests received, including:

- The date of receipt of the request
- Details of request
- Whether request was withdrawn
- Category of requester; journalist, client, other

- Decision type: full grant, partial grant and refusal or full refusal
- Date decision was made