

FREQUENTLY ASKED QUESTIONS & ANSWERS (THE LETTER)

1. What is the purpose of the letter?

The letter forms part of an ongoing communication process with staff affected by reforms outlined in the Health and Social Care Bill. The letter is intended to provide individual members of staff with as much information as is available at present about how particular functions may be affected by transition and the timescale for changes.

2. Will all staff be given the same information?

For the majority of staff, we are able to confirm which of the new organisations their function will be moving to. We are committed to telling other staff, where equivalent detail is currently not available, what we can as soon as the information becomes available.

3. Why can't you tell all staff where their function will be going in the future?

Work is ongoing on finalising the new organisational structures. Until this detailed work is done we cannot confirm in all cases, exactly how current work will be undertaken in the future.

4. When are you going to be able to tell all staff where their function will move to?

We are able to confirm the destination of future functions for the majority of staff now. For remaining staff we will be able to tell them, when more detailed design work has been completed.

5. Why don't you wait until you know more before writing to staff?

This letter is part of an ongoing commitment to keep staff informed about what is happening. This letter delivers on this commitment to communicate what we can, when we can. We are able to tell many staff where their function sits in the new structures as well as providing them with much more detail about the future organisations. For the remaining staff, we are giving a commitment to confirm the position as early as possible.

6. What are the next steps?

As the new organisations design progresses we will be able to provide more information to staff about where their function will be undertaken in future and the HR processes that will move staff from the current system to the new. We will continue to communicate with staff when we can.

7. Where do I go to seek further advice?

Staff should speak to their line manager or HR team if they are concerned about anything in the letter, e.g. how their function has been classified or if they want any of the process or information clarified. Trade Unions and staff side representatives are also available for staff to speak to.