Developing South Central SHA as a clinical change organisation
Frequently asked questions
26 June 2009

Q: My current role does not appear on any of the new SCSHA structures therefore, please confirm which pool I will be aligned to?

A: This proposed structure is a new structure therefore individuals will not see their individual post as it currently stands as it relates to the old structure and way of working.

Individuals will be pooled or slotted for posts in the new structure on the basis of their current substantive post, against the criteria in the Organisational Change policy. Until the consultation has closed and the final structure confirmed it will not be possible to determine who will be pooled for what role. As soon as this work is able to take place individuals will be notified individually in writing.

Q: Please confirm if all of the administrative roles identified on the new organisation structure will all be based at Rivergate House, Newbury on a full-time basis. Many administrators work part time due to personal reasons, will these posts support the diversity and equity strategy allowing for this?

A: The roles in the proposed structure are all based at Rivergate House. Whilst for the purpose of the structure and associated budget they are expressed as full time posts, flexible working, including part time working, will of course be accommodated wherever possible.

Q: 2.1.1 Public Health, Item II Head of Public Health

If the AfC pay band was confirmed at an 8c and the JD was not how do we know the role should be an 8c? Surely the role is defined per the JD? Does consistency checking constitute as a reasonable rationale to change a banding?

A: The original draft job description was evaluated in the normal; way and the band determined to be an 8c. This draft job description was not, however, released until after the consultation period on the structure closed and so staff were unable to deliver feedback on the content of the role, as they did for all other posts. Late feedback was therefore accepted and this resulted in changes to the job description that had already been evaluated. The revised job description was therefore re submitted into the job evaluation process. The band of the amended role following consistency checking is 8d and this is now published in the proposed structure.

Q: Who has over-all responsibility for the Programme/Project Team?

A: It is proposed that the team as a resource only is managed by the Head of Business Office, however, individual line management will be via the lead for specific the project, or programme the post is allocated to.
Q: If all posts are potentially at risk why are jobs being outlined with out-of-date bandings? Surely, the bands should be omitted until known? Staff will need to be able to apply for a role of a similar standing and the banding will have considerable weighting in deciding whether to apply for a role or not?

All final bandings will be subject to the full Agenda for Change evaluation process and this will be completed prior to the restricted recruitment process starting. For the purpose of the consultation process it is helpful for staff to have an indication of the appropriate level of the role to help inform their feedback to the consultation document and proposals.

Whilst all current roles in the structure are at risk they were subject to full evaluation on their creation, many through being matched to national profiles agreed centrally with staff side. It is therefore appropriate that these are used to compare against the new roles in terms of scale and scope of the role to give an indication (only) of where the new roles may fit in the structure.

Q: How many jobs can a member of staff apply for?

A: In the restricted round of recruitment to the new structure staff can only apply for those roles they have been pooled for in line with the criteria in the organisational change policy.

Individuals can apply for as many roles that are available on the general restricted section of NHS Jobs.

Q: What is the policy to ensure that no one will be disadvantaged during the summer holiday period if the deadline is static? For those staff that will be away prior to the Job Descriptions being issued and not back to work until after the consultation period has closed what is the assurance that these staff members have not been disadvantaged?

A: The Executive team have given a commitment that no one will be disadvantaged by summer holiday arrangements. In practice, circumstances where individuals may be affected will be picked in their 1:1 sessions with their line managers and the line manager, working with HR, will ensure any concerns are addressed and planning processes take into account these absences. If an individual feels they are affected by an apparently static date in the process this will need to be discussed with the line manager, HR and, if appropriate, the relevant Executive director and appropriate action agreed.

Q: There appears to be no IT infrastructure support the SHA?

A: The IT provision is and will continue to be outsourced to an external provider therefore it is not appropriate that this appears on a draft structure chart that contains proposals for substantive, employed posts.