Developing South Central SHA as a clinical change organisation
Frequently asked questions
8 July 2009

Q: What is the difference between Senior Programme Manager Band 8c x2 and Programme/Senior Project Manager Band 8a x3?

What is the difference between Project Manager Band 7 x 2 and Project Manager Band 6 x2?

A: The difference between these posts relates to the size, scope, and strategic importance of the projects/programmes that the post holders will be required to work on, below is some more detail to help to illustrate this:

Band 6 - internal projects

Band 7 - projects that may cross organisational boundaries - may have more than one project at a time and would link with peers at PCT/Trusts

Band 8a - project manager for major initiatives and significant change projects, may cross org boundaries and would quickly acquire subject matter expertise relating to the project, may have more than one project at a time

Band 8b - major strategic change projects, across organisational boundaries, would quickly develop subject matter expertise to provide support and interpretation across NHS South Central, given the breadth and scope of the projects unlikely that the postholder will be responsible for more than one project at any given time

Band 8c - programme managing major strategic initiatives or significant stand alone strategic change projects, across organisational boundaries, would quickly develop subject matter expertise to provide leadership and interpretation across NHS South Central working at Board level. Given the breadth, scope and complexity of the programme or project unlikely that the postholder will be responsible for more than one programme or project at any one time

Q: What is the difference in financial cost between the old structure and the new structure?

A: Comparisons are difficult in this situation as we are not comparing like with like. The new structure has been expanded to capture and include many of the 'non core' posts funded from other sources than the core management allocation from the Department of Health and some posts 'hosted' by the SHA on behalf of other bodies. The new draft structure has been fully costed and is contained within the funding envelope available to the SHA.

The cost of the current core establishment in 09/10 is £9,106k (after allowing for a vacancy factor). The estimated cost of the core element of the new structure is £9,704k (excluding CD and MD posts). The balance is being met from a transfer from the non-core budgets previously accounted for separately and an assumed vacancy factor.
Q: When will confirmed bandings for all roles be available?

Consultation closes at the close of business on Wednesday 8 July 2009. Following this, the Executive team will consider all feedback and responses received during consultation. During the week commencing 20 July staff will receive a communication on the final structure, including changes incorporating post consultation responses. At this time, the restricted recruitment process will begin in line with the organisational change policy and the bands associated with this recruitment will be the final ones confirmed by the job evaluation process.

Individuals will receive a letter to confirm their position relating to slotting, pooling, appeals process etc.

Q: When will line managers be told the outcomes of job evaluation for their posts?

A: Once the consultation feedback has been reviewed and the final structure confirmed there may be an impact on individual roles. If such changes to individual roles are significant enough to require the role to be evaluated again this will be done and final job evaluation outcomes will be communicated to the Executive team and then managers.

It is not appropriate to re issue the draft structure every time a job evaluation panel meets as this could become confusing and the structure is still in draft form pending the outcome of consultation.

Q: The NHS restricted jobs website has had the same four jobs on it for over a week, whilst surrounding South Central organisations keep posting new jobs on NHS jobs – why?

A: Given the impact on a large amount of NHS organisations across NHS South Central during the Commissioning a Patient Led NHS Process there was a formal agreement between all organisations in NHS South Central to advertise all vacant posts on the restricted section of NHS Jobs.

Once the CPLNHS process was complete this agreement lapsed, however, should you see a role being advertised in NHS South Central that you believe may be suitable alternative employment, please contact a member of the HR team who will contact the relevant organisation to see if prior consideration can be arranged.

Q: Is the SHA sufficiently satisfied that the quality of the data stored in ESR (which I imagine will be used to inform slotting/pooling decisions) is robust to take us through this process

A: Prior to at risk letters being issued line managers were asked to review (via a spreadsheet) the data held on ESR that was to be used in these letters. Despite this check there was individuals who had a query on their letter, the HR team are aware of these and will work to ensure any errors rectified.

Data will continue to be checked and updated as the process continues. Should you have any queries on information help please follow the normal process by discussing with your line manager and HR.
Q: Will current terms and conditions of employees remain the same when they receive their revised contract? For example, a number of staff currently receive excess mileage / flexible working contract / pay protection in their current terms and conditions?

A: Flexible working – Any flexible working arrangement currently in place will need to be reviewed in line with the requirements of any new post and business need and these should be discussed with the recruiting line manager. The SHA actively promotes flexible working and where possible will put arrangements in place for flexible working to continue.

Excess Miles – A excess miles agreement from a previous restructure will continue for the duration of the agreement should the base remain unchanged and you continue to meet the eligibility criteria detailed in the policy. The excess miles policy is in place to compensate employees for excess miles travelled as a result of organisational change. Therefore, should your base change and your excess miles reduce, this would need to be implemented accordingly.

Pay Protection – Any pay protection in place from a previous organisational change process will continue for the duration of the agreement, should you be appointed to a post at a higher band, you would no longer be eligible for pay protection.

Please click on the link below to review all SCSHA employment policies. http://www.southcentral.nhs.uk/secure/page.php?id=136

Q: Some staff have been seconded into roles in the SHA due to a recent restructuring process, they have SHA contracts and although have substantive posts in the SHA they have not actually undertaken these substantive posts because they were seconded into other posts straight away, what post will they be considered against in the restricted recruitment process?

A: All employees will be considered for pooling or slotting based on their substantive post in the organisation. If you, for whatever reason, do not feel the decision regarding pooling or slotting is correct you must appeal via the appeals process.

Should an you require any further advice on your individual circumstances please contact HR, your line manager, SPF or Trade union representative.

Q: HR capacity - can we have assurance that there is adequate capacity within the HR team to continue with this change process and what contingencies have been put in place to rectify the staff shortages?

A: The HR team had a period where staff were absent due to sickness and annual leave. During this time part time members of the team increased their hours to cover the gap. The team is now working at full capacity and reviews workload at their weekly team meeting. As previously communicated, should extra temporary resource be required this will be put in place.
Q: As we are about to enter a period of recruitment and appointments, can the SHA clarify its policy in respect of the payment of recruitment and retention premia and protection?

Recruitment and retention premia is paid in line with section 5 of the NHS terms and conditions of service handbook, available at the link below.

http://www.nhsemployers.org/PayAndContracts/AgendaForChange/Pages/Af c-Handbookrp.aspx

Proposals to introduce a recruitment and retention premia in NHS South Central are subject to a patch wide process, led by the Leadership team. This involves consulting with staff side locally and organisations across NHS South Central on the proposals.

Detail on protection can be found in the SHA Protection of Salary and Conditions of Service policy, available at the link below.


Q: What are the implications for me if I am slotted into a role that has a different base to my current base?

A: If as a result of organisational change your contractual base changes, you could be eligible for excess miles if your journey to work is extended. Please review the SHA excess miles policy for further information, available at the link below.

http://www.southcentral.nhs.uk/secure/page.php?id=136

Q: What are the implications for me if I have a lease car and am slotted into a role that involves significantly less travel?

A: Should you no longer be required to travel as part of your role and therefore no longer meet the eligibility criteria then your lease car will need to be terminated. You would not incur the early termination charges due to this change being a result of organisational change and the SHA would cover the cost of early termination in these circumstances.

Please click on the link below to review the SHA Car Leasing policy.

http://www.southcentral.nhs.uk/secure/document_store/12155251121_policy_4__car_leasing_policy.doc