

INTERNAL MEMO

To:	QI Data and Operations Team, Staff and service users of ELFT
Cc:	Preeti Basra (People and Culture Business Partner)
From:	Katherine Brittin and Auzewell Chitewe
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Subject:	Outcome of Consultation: Data and Operations team
Date:	10/10/23

I am writing to you following the end of the consultation into the Trust Proposals for Organisational Change to Data and Operational Sub team within the QI department.

The formal consultation process commenced on **31 August 2023** and a covering letter along with the consultation documents were sent to each staff member affected by this change. The consultation was open for 30 days to and ended on **30 September 2023**. The consultation paper and associated documents were made available on the Trust Intranet. Support measures such as highlighting the availability of the Trust's Employee Assistance Programme was shared with staff.

The purpose of the consultation was to provide staff with an opportunity to consider the proposal and respond with comments and feedback. During this time we were able to collect your feedback on the consultation and discuss the implications this will have on the QI department. Comments from staff members were received through 1:1 meetings, open forum and email communication. A number of issues were discussed at the open meeting on **31 August 2023** and also at a group consultation opportunity on the **8 September 2023** at individual meetings held with affected staff. I would like to thank those who took the time to respond to the proposals.

A number of themes emerged during the consultation process. The Trust carefully considered all feedback received and the responses to the themes are set out below.

Please note that I will contact those who contributed individually with responses to their specific points.

Theme 1. Agenda for change banding

- a) **There should be two Band 8a posts instead of one in the new proposed structure**

Response: At present, there is a need for one lead role to take accountability for the operations sub team and to oversee communication and line management.

- b) **The proposed Communications and events Manager should be a Band 6 instead of a Band 7.**

Response: There is a need for a role that encompasses not only communications but events management as well. The Job description and personal specification was written according to the needs of the service and has been through the job evaluation process, which had an outcome of this role to be a Band 7 and not a Band 6.

Theme 2. Support for staff throughout the process

How are staff mental wellbeing looked after throughout the change process?

Response: The consultation has taken place under the guidance of the Trust Management of Staff Affected by Change Policy and Procedure. The process has been led by senior leadership with the support of People & Culture colleagues.

Staff have been informed of the change and the reasons behind it in transparent manner and with support of the Joint Staff Committee.

Although there are roles that are directly affected as a result of the new structure, there will be a redeployment process that will be followed in order to identify suitable roles within the Trust and to make maximum effort to avoid any redundancies or job losses.

Staff have been offered a one to one meeting to discuss and address individual concerns. This process can be stressful for staff however the negative effect can only be minimised but cannot be avoided. The department will need to proceed with the proposed changes regardless and will support their staff members accordingly by giving time off to prepare and attend interviews, consider ring-fenced interviews or slotting in processes if appropriate.

There is also support available through the Trust Employee Assistance Programme and Occupational Health, which staff can access at any time to support their mental health & wellbeing.

Thank you everyone for your honest and candid feedback about this proposed change. We have considered them all and have decided to proceed with the new structure. We will be in touch with you soon for next steps.

Yours sincerely

Katherine Brittin and Auzewell Chitewe
Associate Directors for QI