**TEMPLATE FOR ORGANISATION CHANGE PAPER**

**SPLD Restructure – Health Facilitation Service Bedfordshire & Luton**

1. **Introduction**
   1. The Trust wishes to enter into formal consultation with staff and their Trade Unions in line with its agreed policy set out in ‘Management of Staff Affected by Change Policy and Procedure’ (version number 11, May 2021). The Trade Unions and affected staff are invited to raise questions and comments which can be taken into account before the proposals are finalised.
   2. The purpose of this consultation document is to restructure Health Facilitation Service (HFS) from 3wte band 7s to 1wte band 7 and 1wte band 8a. The service currently consists of 1wte band 7 Acute Liaison Nurse in Luton and Dunstable Hospital (L&D), 1wte band 7 Acute Liaison Nurse in Bedford Hospital (BGH) and 1wte band 7 HFS Lead Nurse in the community. The proposal is that 1wte Band 7 Acute Liaison Nurse will have operational oversight of both L&D site and BGH site; with existing band 5 staff remaining on site in each hospital for service delivery. 1wte band 7 HFS Lead Nurse post will be topped up to 1wte 8a Specialist Healthcare Team (SHCT) Operational Manager. This position will be available for at risk band 7s staff to apply for. The paper is intended for:

Acute Liaison Nurse Bedford

Acute Liaison Nurse Luton

Lead Nurse HFS

…and will outline the operational and business case for proposing the change including all contractual and service changes affecting staff.

The process of consultation is to ensure all staff are informed of the proposal and is also intended to allow the affected employees the opportunity to respond and take an active role in this process.

1. **Background**
   1. Currently there is 1wte band 7 and 1wte band 5 in L&D and 1wte band 7 and 1wte band 5 in BGH.1wte band 7 HFS Lead nurse is topped up to 8a temporarily in order to oversee both community HFS and Acute Liaison service and the BGH role is currently recruited to by FTC. This has been an efficient management structure which has enabled cohesion between community HFS and Acute Liaison functions of the HFS service, improving patient experience with current projects spanning both functions to reduce admission and increase successful discharges. The 8a is topped up from HFS Lead Nurse post and is recruited from BGH post via secondment which ends in September 2024. The proposal is that 8a role is made permanent to create Operational Manager post. This role allows robust oversight of the service in its entirety which then enables the service to reduce 2wte band 7 Acute Liaison to 1wte band 7 Acute Liaison enabling FV savings of 1wte band 7 minus 8a top up c £60k (requires costing) It also allows for a consistent approach across both hospital sites by creating a lead over the hospital trust as a whole creating equitable offer to service users across Bedfordshire and Luton, whilst maintaining clinical delivery from band 5 nurses.

The proposal is that there is a reduction in Acute Liaison posts from 2 to 1 and the HFS Lead Nurse role is topped up to create 8a Operational Management role which the three staff are able to apply for.

1. **Current Structure**

3.1 Org chart

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Band** | **WTE** | **Current Status** |
| Acute Liaison Nurse L&D | 7 | 1 | Substantive In post |
| Acute Liaison Nurse BGH | 7 | 1 | Substantive but Seconded to HFS Lead Nurse with 8a top up |
| Lead Nurse HFS | 7 | 1 | Substantive but Seconded to management budget with Simone Mingay currently covering with 8a top up |

See also structure: Appendix A

1. **Proposal**
   1. Convert 3 wte band 7 to 1wte 8a Operational Manager + 1wte 7 Acute Liaison Lead nurse
   2. Efficient management structure which has enabled cohesion between community HFS and Acute Liaison functions of the HFS service, improving patient experience with current projects spanning both functions to reduce admission and increase successful discharges.

It also allows for a consistent approach across both hospital sites by creating a lead over the hospital trust as a whole creating equitable offer to service users across Bedfordshire and Luton, whilst maintaining clinical delivery from band 5 nurses.

Enabling FV savings of 1wte band 7 – 8a top up c £60k (needs costing)

* 1. Draft Job descriptions have been developed and may change subject to the consultation feedback. These are enclosed as (Appendix A).

1. **Proposed Structure**

* Proposed structure

|  |  |  |
| --- | --- | --- |
| Role | Band | WTE |
| Operational Manager | 8a | 1 |
| Acute Liaison Lead Nurse | 7 | 1 |

See also structure Appendix b

* Proposed roles – As above
* Arrangements to support new structure – Engagement with Acute Hospital Trusts required.
* Any transitional arrangements - Engagement with Acute Hospital Trusts required.

1. **Impact on Staff** 
   1. Discuss implications for staff. Outline current composition of team and how the change will affect them.

* 1 Acute Liaison post will be put at risk
* 1 Remaining Acute Liaison post will need to cover both hospitals
* 1 Lead Nurse will be topped up to 8a and subject to recruitment – putting existing staff at risk

Band 7s at risk will be prioritised to apply for new 8a role reducing risk to 2 staff.

There is a post available for FTC identified in SPLD which reduces the risk to 1 staff

1. **Financial, staffing and workload implications** 
   1. The cost savings expected as a result of these changes are c £60k If there are any changes as a result of the feedback from the consultations or other unforeseen circumstances the revised figures will form part of the consultation feedback process
2. **Service User Impact Assessment** 
   1. Will provide a more efficient service with potential reduction of hospital admissions.
3. **Timetable & Proposed Implementation**
   1. The Proposals for organisational change to B&L SPLD will be managed in line with the Trusts ‘’Management of Staff Affected by Change Policy and Procedure’’ (Appendix B)
   2. There will be a formal consultation period of **30** days commencing on September (**TBC**).
   3. The Trust is committed to achieving meaningful consultation and therefore welcomes feedback and comments on the proposed organisation change proposals. Any comments should be made in writing via e mail directed to (**contact details)**.
   4. On completion of the 30-day consultation timeframe all comments received will be considered and a final decision will be made and communicated to affected staff.
   5. The timetable summarises the full implementation plan and is attached as **Appendix C**.
4. **Equality Analysis** 
   1. Under equality legislation, public authorities have legal duties to pay ‘due regard’ to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, religion age as well as to promote good race relations.
   2. The law requires that this duty to pay ‘due regard’ be demonstrated in the decision making process. Assessing the potential equality impact of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can show ‘due regard’. The Template is attached as **Appendix D.**

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| **Appendix A** |  |
| **Appendix B** |  |
| **Appendix C** |  |
| **Appendix D** |  |
| **Appendix E** |  |