

23 May 2022

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**PRIVATE & CONFIDENTIAL**

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Dear all,

**Proposed Transfer of Employers identified in Table One to NHS Greater Manchester Integrated Care via a National Transfer Scheme and associated commitment to adhere to the principles of the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') and The Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2013**

As you are aware due to the disestablishment of the organisations in table one, it is planned for all staff to transfer to NHS Greater Manchester Integrated Care effective from 1 July 2022. Following our initial letter on the 31 March 2022 outlining propose measures, I would like to formally provide information regarding two additional measures identified by NHS GM.

Table One – Sending Organisations:

- Bolton CCG
- Stockport CCG
- Bury CCG
- Tameside CCG
- Trafford CCG
- Wigan Borough CCG
- Salford CCG
- Manchester CCG/MHCC
- Oldham CCG
- Heywood, Middleton and Rochdale CCG
- Greater Manchester Health & Social Care Partnership (employees hosted by MHCC)
- GMSS (hosted by Northern Care Alliance)

Formal consultation commenced within sending organisations on the 1 April 2022.

Receiving Organisation Measures:

It is anticipated that NHS Greater Manchester Integrated Care will take measures after the proposed transfer date. Those previously communicated are listed (shaded) for completeness and those amended or added are unshaded. Measures have been developed in consultation with trade union colleagues.

- a) Pay Date** It is proposed that NHS Greater Manchester Integrated Care's pay date will be the 26<sup>th</sup> of each month or the previous working day if that is a weekend or statutory holiday.
- It is proposed that the pay date change will be implemented by July 2022, and December pay date will be 2 working days earlier each year.
- b) Contractual Base      Work** Employees' contractual base will remain unchanged at the point of transfer until such time a review of Estates has been undertaken and has concluded. Any change to contractual bases as a result of the review and / or other business needs will be subject to a separate consultation process at the time.
- For GMSS only:
- The current temporary working arrangements for GMSS staff whose contractual base is Ellen House, Oldham, will continue until the review of Estates has been concluded.
- c) Ways of Working** In order to ensure that NHS Greater Manchester Integrated Care is in a strong state of readiness and safe to operate from the 1 July 2022 some functions will be required to make adjustments to ways of working and staff may be required to work flexibly within the parameters of their job description and banding.
- All changes should be reasonable and NHS Greater Manchester Integrated Care will work with staff and trade unions through engagement and consultation to agree any proposed changes.
- The following are **examples** of potential changes:
- Line Manager – a change to line manager for staff lifting and shifting into NHS Greater Manchester Integrated Care
  - Function Change – a change to where a function/team/individual is delegated to may be required to meet the needs of the white paper.
  - Location – in exceptional cases the location of a team may be required to change prior to the conclusion of the review of Estates. In these circumstances staff will be advised during the consultation period. Full consideration will be given to individual circumstances and commitments to hybrid working, with flexibility applied to remove the need for staff to travel to a different base geographically unless essential. In cases where a change of base requires travelling further to work than usual, the provisions of Agenda for Change in respect of excess mileage payments will apply.
  - Systems and processes – staff may be required to deliver their role within an alternative e-system, procedure and/or approach. It is acceptable to ask team members to work flexibly/differently, but any such requests will be reasonable, in keeping with the HR framework/employment commitment, and will be discussed sensitively with relevant impacted staff and their trades unions from an early stage. Any changes will not fundamentally alter the

purpose of staff's role and in any event full training and support will be provided

**d) Policies and Procedures**

**& Policies and Procedures:** Staff will transfer on their existing contractual HR policies and procedures. It is proposed that a new set of NHS GM policies and procedures will be developed, in consultation with trades unions, with prevailing contractual terms and provisions remaining in place for all transferring staff. This will ensure that employment relations processes are able to operate effectively in the new organisation whilst maintaining the protection of TUPE and enable all staff (transferring colleagues and new starters) to work through employment-related processes in a joined-up approach. The proposed new policies and the matrix of protected contractual terms will be reviewed in partnership with Trade Union Colleagues. In circumstances where an overarching NHS GM policy is not developed, consulted on and agreed in partnership prior to 1<sup>st</sup> July, a legacy policy from existing transferor organisations will be agreed as an interim measure for new starters. Consultation on policies and procedures will continue in partnership after the transfer

**e) Organisational change / service redesign**

Employees will transfer on their existing terms and conditions of service. As part of continuous service improvement and as a result of several sender organisations coming together, it will be necessary for NHS Greater Manchester Integrated Care to review service delivery models and standard operating procedures.

NHS Greater Manchester Integrated Care will work in partnership with trade unions and with the workforce to identify areas for improvement and ways of maximising efficiencies.

Organisational change will be conducted in line with the Organisational Change overarching framework to ensure a consistent approach.

Please note that where the content of a legacy organisational change policy varies then the legacy policy element will apply to the relevant staff.

**f) Board Colleagues**

**Level**

As board member colleagues are not covered in the employment commitment, sender organisations agreed with NHS Greater Manchester Integrated Care that engagement and consultation could commence with those affected employees, separately to this transformation process.

Consultation commenced on the 22 November 2021 with impacted staff, and it was confirmed to impacted staff that they are at risk of redundancy.

NHS Greater Manchester Integrated Care is committed to retaining talent across Greater Manchester and will take all reasonable measures to reduce the risk of staff being made redundant and of

having to make substantial redundancy payments.

**g) Salary Sacrifice**

Salary Sacrifice schemes are non-contractual. The following arrangements will apply to the current schemes operational across sender organisations which will maintain the status quo from day 1:

Where a deduction is currently in place for salary sacrifice arrangements (car leases, childcare vouchers, cycle to work and white goods/home electronics) will continue for the duration of any current agreement.

Where a deduction is currently in place for simple deduction arrangements (Salary Finance – savings and loans) will continue for the duration of any current agreement.

Where a subsidised arrangement is in place then specific communications and decisions will be required as these relate to specific locality arrangements, often with the local Council.

A review will take place to determine what schemes will be available within NHS Greater Manchester Integrated Care. A minimum offer will be available from day one whilst a benefits review is concluded so benefits will align with organisational benefits strategy.

**h) Occupational Health**

The status quo will apply for all occupational health services whilst a procurement exercise is conducted. It is anticipated that all occupational health services will be delivered by one single provider from April 2023.

For Tameside Only:

Occupational health services will no longer be provided by Tameside Council. A provider is currently being negotiated and the name of the provider for Tameside will be confirmed once finalised.

**i) Employee Assistance Programme (EAP)**

From 1 July a new Employee Assistance Programme (EAP) provision will be in place for all colleagues with the exception of Stockport CCG whose current provision will continue until July 2023.

**j) Trade Union Recognition**

Existing trade union recognition will transfer with staff to NHS Greater Manchester Integrated Care

**We recognise the following unions**

- British Association of Occupational Therapists (BAOT)
- British Dental Association
- British Medical Association (BMA)
- College of Podiatry (CoP)
- GMB
- Hospital Consultants and Specialists Association (HCSA)
- Managers in Partnership (MiP)
- The British Dietetic Association (BDA)
- The British Orthoptic Society (BOS)
- The Chartered Society of Physiotherapy (CSP)

- The Federation of Clinical Scientists (FCS)
- The Royal College of Midwives (RCM)
- The Royal College of Nursing (RCN)
- The Society of Radiographers (SoR)
- UNISON
- Unite

A new partnership framework and agreement will be agreed in partnership with Trade Union colleagues.

**k) E-Expense System** NHS GM will implement a single e-expenses system across the organisation to ensure a consistent approach for all staff who are required to claim expenses. Once finalised changes and processes will be communicated to the workforce.

If you wish to request a meeting to discuss the proposed measures, please contact Jane Seddon on [jane.seddon3@nhs.net](mailto:jane.seddon3@nhs.net).

If you have any questions regarding the content of this letter, please contact me on the details below.

Please note I have copied this letter to the local trade union representative of who shall be responsible for receiving any questions or comments you may have on behalf of your members in relation to this transfer.

Yours sincerely



Mark Fisher  
Chief Executive Officer (Designate)



Janet Wilkinson  
Chief People Officer (Designate)

cc. Relevant Trade Union Representatives