**Consultation – Insert Service/Department**

**INTRODUCTION**

The Trust is commencing formal consultation with \*\*\*\*\*group of staff included\*\*\*\*\* on the proposed changes to \*\*\*summary of the change\*\*\*.

This consultation paper has been specifically prepared to outline the communication and consultation process. More information will be discussed with staff at consultation meetings.

**BACKGROUND**

\*describe background which has led to proposed changes

**1. PRINCIPLES GUIDING THE CHANGE**

Explain in sufficient detail so that staff will understand what you are proposing, the reasons for the change and the benefits to the service, patients, or staff. Include any savings that may be made.

**2. PROPOSED WORKFORCE CHANGES**

Include a copy of the current and proposed establishment:

Current:

Proposed:

**3. IMPACT ON STAFF**

Include detail on specific impact on staff if proposal implemented. E.g. Different structure, skill mix, working patterns, location, terms of conditions (pay)

\*Confirm which staff are impacted including job titles and the numbers involved.

\*Attach any new Job Descriptions if there are new roles as part of the change and include in here the process of filling any posts and selection process

\*Also mention redeployment process if jobs are at risk

**4. POLICY AND PROCEDURE SUPPORTING THE CONSULTATION**

This consultation is being held in accordance with the Transitional Organisational and Workforce Change Procedure. A copy of the procedure can be located on the Trust Intranet site. Any issues with locating this please contact: XXXXXX

In line with the Trust’s Organisational Change process all affected staff members will have an opportunity to discuss the proposed changes.

The consultation process will run for a 30 day period from the date of the consultation meeting.

The timetable for consultation will be as follows:

|  |  |
| --- | --- |
| **Event** | **Date** |
| Consultation paper shared with staff side |  |
| Staff consultation meeting |  |
| Comments/queries to be submitted. |  |
| Consultation end date |  |
| Proposed changes to commence |  |

**CONTACT FOR QUESTIONS/QUERIES/SUPPORT**

Those affected will continue to be consulted in the coming weeks and will be updated on any developments.

Feedback is welcomed and any queries, concerns or suggestions that individuals wish to discuss should be raised with MANAGER NAME via email XXXXX or extension number XXXXX.

For any HR queries relating to process, you can also contact HR CONTACT on 0121 XXX XXXX or at XXXXXX@uhb.nhs.uk.

Staff Side have been informed of the proposals and invited to attend the consultation meeting. Individuals affected are of course welcome to discuss any concerns they may have with their own union representative.

The Trust’s Staff Support Service for confidential support can be contacted on 0121 xxxxxx or extension xxxxx staff feel this may be beneficial for them.

**Name of Manager leading change**

**Job title**

**Date**