

Staff Transfer Schemes and People Tracker

The purpose of this report is to seek Board approval for the transfer of staff between the PCT as the employing sender organisation and the receiver organisations. To approve the transfers the Board must agree the People Tracker and the details of the destination of staff as listed in the transfer scheme(s).

Functions in-scope to transfer to new organisations were identified during late 2011 and early 2012, with staff being assigned to CCGs and CSU during the spring and summer of 2012. Public Health staff were identified as in-scope to transfer to local authorities, and staff for roles in the NHSCB were selected via the pooling and matching processes as set out in national guidance. Family Health Services (FHS) staff were identified in-scope to lift and shift to NHS Commissioning Board. Staff were selected for Public health England (PHE) roles using the PHE selection process.

Ongoing consultation with staff and staff side representative has been undertaken throughout the process. Staff side and staff consultation processes have included consulting on the processes adopted during the transition and proposed measures as envisaged by the receiving organisations.

All in-scope sender organisations have adopted a 'People Tracker' as the tool to monitor and report the transition status of their workforce. The significant benefit of this is having a consistent mechanism for capturing and reporting staff data from sender organisations across the system.

- Appendix 1 is the summary sheet from the people tracker, the full tracker was made available to the Board to view at the Chairs Actions meeting held on the 22 March 2013
- Appendix 2 summarises staff transfers to new organisations (pie charts)
- Appendix 3 summarises the legal basis of transfer
- Appendix 4 provides detailed information regarding the Transfer Scheme
- Appendix 5 also provides a copy of the schedule 3d agreement to be signed by senders and receivers
- Appendix 6 The Board was provided with details of the transfer scheme (staff lists) at the Chairs Action meeting on 22 March 2013

The purpose of the Transfer Schemes and Transfer Orders is to ensure that staff have their statutory continuity of employment protected and transfer on current terms and conditions including any contractual redundancy or severance entitlements.

The power to make Staff Transfer Schemes under the HSCA belongs to the Secretary of State for Health (SofS). The schemes, drafted by Department of Health (DH) lawyers and signed on behalf of the SofS by a senior civil servant in DH. The schemes contain a schedule which identifies the forename, surname and NI number of each transferring employee. The documents are not published and will be held confidentially by DH (they contain personal data about the employees transferring which would need to be redacted if ever disclosed to third parties).