

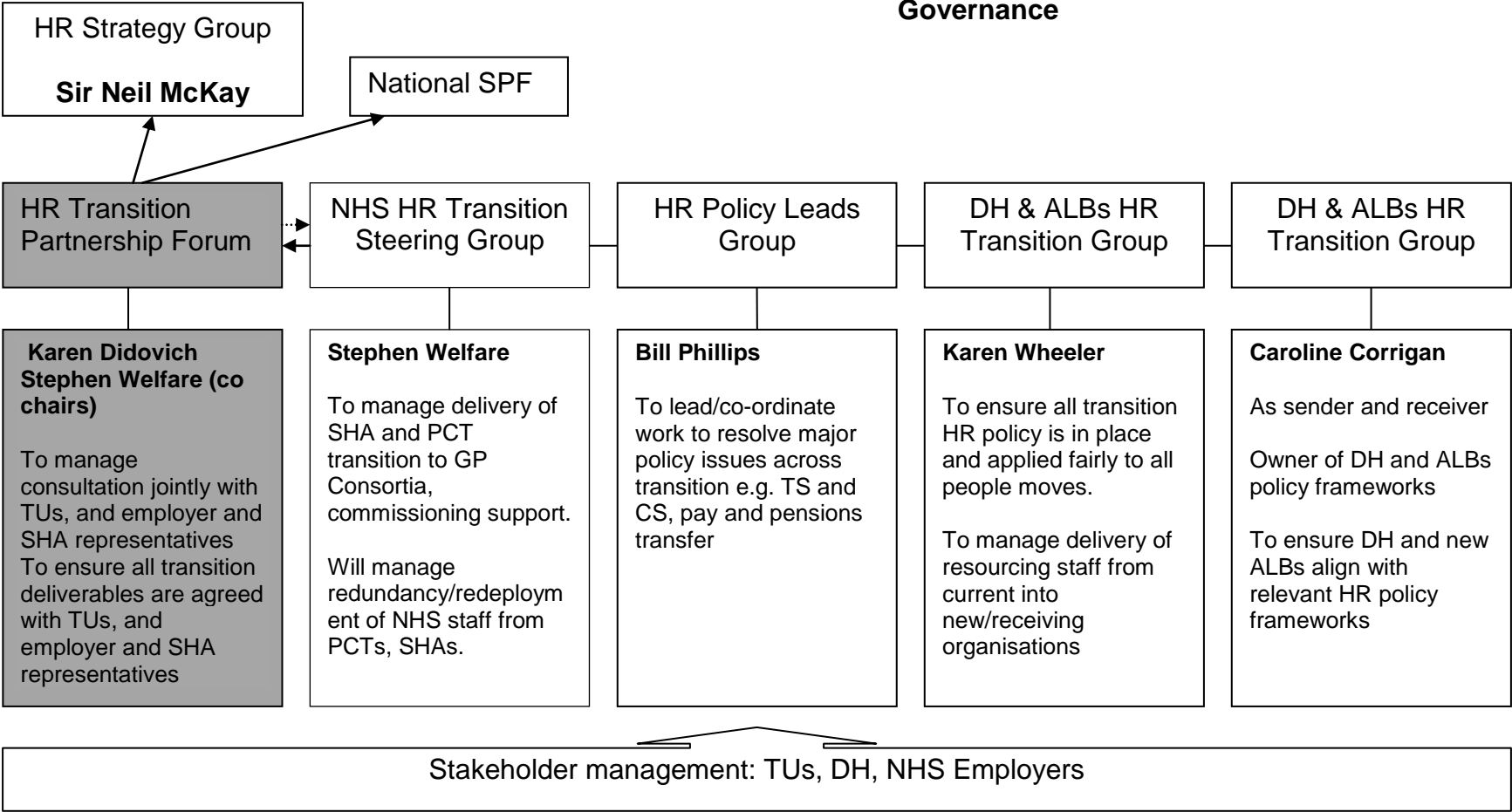
SPF: Terms of Reference – HR Transition Partnership Forum

PROJECT TITLE	SPF HR Transition Partnership Forum
PROJECT LEAD	Georgie Whitfield, SPF
PROJECT TEAM	<p>JOINT CHAIRS Stephen Welfare, EofE SHA Karen Didovich, RCN</p> <p>CORE GROUP</p> <p>DH Nic Greenfield, DH Denise Vanstone, DH Caroline Corrigan, DH Andrea Sutcliffe, DH Greg Gleeson, DH Christine Lloyd-Jennings, DH</p> <p>TUs Matt Lasham, BMA Jon Restell, MiP June Chandler, UNISON John Beanland, DH TUs Barrie Brown, Unite Rachael McIlroy, RCN</p> <p>SHAs Rebecca Smith, Yorks and Humber SHA Jo Rafferty, North West SHA Gary Theobald, East of England SHA</p> <p>NHSE/Employers Corrin Shepherd, NHS Employers Tina Smallwood, Hull PCT Rachael Allsop, NHS Information Centre</p> <p>NB. It is recognised that membership may need to be flexible to ensure the right people attend at the right time to enable work to progress</p>
DATE	10 November 2011
CONTEXT	<p>The Department of Health is responsible for ensuring effective HR policy to support the transition of staff in a fair, clear and transparent way.</p> <p>The Department is committed to working in partnership with TUs, and employer and SHA representatives, and working in a consistent way across the NHS, DH and its ALBs during and</p>

	<p>beyond the transition.</p> <p>The HRTPF has therefore been established as a sub-group of the National Social Partnership Forum to provide partnership input to this process.</p>
<p>AIMS</p>	<ul style="list-style-type: none"> • To provide a single national forum for the discussion of and development of HR policies and supporting processes to support transition across the NHS, DH and ALBs. This will include developing such guidance as the People Transition Policies for new ALBs • To develop and agree national level HR frameworks and other supporting guidance as agreed with the HR Strategy Group. The principles of the HR Transition Framework should be the basis of this work • To provide oversight and assurance that due diligence and consultation are undertaken as required by current and new employers • To monitor implementation and make recommendations where further guidance is needed across all areas (e.g NHS, DH and ALB transition) • To provide advice on HR policy implementation including the interpretation of policy and resolution of policy in partnership • To support effective transition and ensure that HR policies are fair, clear and transparent
<p>OBJECTIVES</p>	<ul style="list-style-type: none"> • To achieve, in partnership, positive outcomes for NHS, ALB and DH staff which are supported by fair and effective HR policy during the transition phase of the NHS reforms • To promote partnership working in all the work that the group undertakes • To provide timely contributions and input to progress the group's workplan for the benefit of NHS, ALB and DH staff • In order to progress work at meetings, members should have an agreed mandate to speak and reach agreement on behalf of their organisation
<p>DELIVERABLES</p>	<ul style="list-style-type: none"> • To provide HR policy and guidance to support staff transfer, assignment and redundancy affecting staff in NHS, ALB, DH and people being received by the new national organisations, including: <ul style="list-style-type: none"> ○ HR Transition Framework ○ People Transition Policies ○ Public Health Concordat ○ Sender Guidance • To manage the workforce issues arising from People and Functions Mapping • HR Transition Partnership Event December 2011 • To ensure policy complies with Equality Legislation • To provide communication plans including timely Q&A

	<p>where appropriate</p> <ul style="list-style-type: none"> • To provide updates on the work and progress of the group through the SPF website
BUSINESS BENEFITS	<ul style="list-style-type: none"> • Maintain quality of service during transition • Ensure consistency of approach to HR practice • Improve policy making and outcomes • Provide reassurance for staff • Maintain industrial relations • Seamless movement/transfer of staff
LINKS AND DEPENDENCIES	<p>The group will report to the National Social Partnership Forum which is chaired by the Minister of State for Health. It will also work closely with the HR Strategy Group chaired by Sir Neil McKay to determine the detailed work programme and priorities. The HRTPF may propose workstreams and priorities where it wishes.</p> <p>The group will also link and report progress to other existing bilateral partnership fora/workstreams for the NHS, DH and ALBs, including:</p> <ul style="list-style-type: none"> • HR Transition Steering Group • DH, ALB and cross government groups delivering HR Frameworks • Key stakeholders including SHAs, PCTs, DH, TUs • Regional and local partnership fora <p>See Annex A for governance framework.</p>
POTENTIAL RISKS	<ul style="list-style-type: none"> • Complexity of issues with overlapping dependencies • Links to and impact on wider issues outside the NHS workforce agenda • Co-ordination of formal engagement channels with affected staff and local Trade Union representatives • Adverse staff or union reaction if staff issues not satisfactorily addressed or communicated • Time and resources needed to deliver broad and challenging agenda • Loss of skilled people • Links to wider policy development
TIMING	<ul style="list-style-type: none"> • Frequency of meetings: at least every four weeks supported by detailed drafting electronically • Specific deliverables dependant on policy timescales and resources • Agenda and supporting papers agreed with the co-chairs one week before the meeting date where possible • ToR will be reviewed periodically: next review April 2012

Annex A: HR Transition Partnership Forum Governance



.....> Discussion
 ———> Direct reporting