

Appendix 4.4

Appointments Process to the Single Management Team for PCTs in North Central London (as implemented from 17 December 2010)

Introduction

The appointment and selection process has been developed based on the principles set out in *Strengthening Commissioning and Management Cost Savings London HR Framework*.

In the first instance, commissioning staff with permanent contractual employment status in one of the five NCL PCTs (Enfield, Barnet, Haringey, Camden and Islington, including sector staff) and placed at risk of redundancy by the changes planned to reduce management costs, will be eligible for appointment to the new structure.

The only exception to this is staff employed on Very Senior Managers (VSM) terms of employment and seconded into NCL from another sector, who following an NHS London directive, may choose in which sector pool they are ring-fenced (please see 'Special Circumstances' section, paragraph 1, for more detail).

The new structure will be operational from 1 April 2011.

Principles for filling posts in the revised commissioning management structure for North Central London

1. Restricted competition will apply to all posts to ensure that existing staff have maximum opportunities to be considered for posts, and thereby minimising the number of redundancies.
2. Where staff are at risk they will be given priority at each stage of the recruitment process.
3. All HR processes should be fair and transparent and appointment and selection procedures should seek to match individual abilities with available posts while meeting the requirements both of equal opportunities legislation and best practice.
4. Staff in jobs directly comparable to a vacancy will have first consideration for a post (see slotting in and ring-fencing sections below for details).
5. New or changed jobs, or those not filled by slotting in or through the ring-fenced recruitment process, will be filled by restricted recruitment as follows:
 - Initially for NCL PCT and Sector commissioning staff.
 - Then in phase two for other NCL PCT staff affected by change and Commissioning Support for London (CSL) staff who are at risk.
 - Posts that remain vacant will then be filled using the London Redeployment Service.

6. The appointment process will be carried out in a timely way to enable changes to be made as required, minimise uncertainty and support business continuity.

Agreeing new roles

Once structures are agreed, posts will have a role description and person specification which will be subject to banding under Agenda for Change (AfC) and carry AfC terms and conditions of employment. The banding will be undertaken through normal partnership arrangements with unions.

A more tailored Knowledge and Skills Framework (KSF) outline will be agreed with each post holder once appointed.

Slotting in

There is a process for slotting in and ring fencing competition, where appropriate.

Pay protection

For staff on Agenda for Change (AfC), this will be in line with local protection policies. Protection for staff in VSM posts will be time limited and agreed up to 20% on top of the AfC salary point for the post, or up to 20% on top of the basic VSM rate for the job.

References

This HR Framework is based on the principles in the April 2010 Strengthening Commissioning HR Framework and also in the London NHS Partnership Model Change Management Policy (October 2009). It also aligns with the draft guidance being produced by DH "The NHS in a different resourcing environment: HR Framework to support the management of changes in employment patterns".