

Appendix 4.1

Consultation chronology: summary of consultation activities and documentation November – March 2011

November 2010

- 1-12: First round of structure design workshops
- 2: NHS Haringey staff email
- 5: NCL Sector Delivery Board meeting
- 5: NHS Haringey staff email
- 7: NHS Haringey staff briefing session
- 9: Partnership Meeting
- 12: NCL Sector Delivery Board meeting
- 15: All staff email
- 16: NHS Camden Primary Care Directorate Briefing
- 18: NHS Islington Extraordinary Board meeting
- 18: NHS Camden Extraordinary Board meeting
- 18: NHS Barnet Extraordinary Board Meeting
- 18: NHS Haringey Extraordinary Board Meeting
- 18: NHS Camden Public Health Directorate Briefing
- 19: NHS Enfield Extraordinary board meeting
- 22: Launch of staff consultation
- 22: All staff email
- 22: Launch of dedicated consultation intranet pages
- 22: All PCTs and the NCL Sector hold staff briefing sessions to launch the consultation
- 22: Dedicated HR helplines set up (for two weeks) – all PCTs and NCL Sector
- 24: NHS Enfield staff email
- 24: NHS Haringey Public Board Meeting
- 25: NHS Islington Public Board meeting
- 25: NHS Enfield Public Board meeting
- 25: NHS Barnet JSC meeting
- 25: NHS Camden JSC meeting
- 26: NCL Sector Delivery Board meeting
- 26: NHS Enfield staff email
- 26: NHS Camden senior managers briefing
- 26: NHS Haringey JSC meeting

<p>29: Version 2 of staff consultation document issued – to include public health structures</p> <p>29: NHS Enfield staff email</p> <p>29: NHS Camden Communications and Corporate Development Directorate briefing session</p> <p>29: All staff email</p> <p>30: NHS Camden Finance Directorate briefing session</p> <p>30: NHS Camden staff email</p>
<p>December 2010</p>
<p>1: Voluntary redundancy scheme round 1 opens for applications.</p> <p>1: All staff email and FAQs to launch voluntary redundancy scheme</p> <p>2: NHS Barnet Public Board Meeting</p> <p>3: Partnership Meeting</p> <p>6: Version 3 of consultation document released – to include IT structures, and some amendments</p> <p>6: NHS Islington JSC meeting</p> <p>6: NHS Islington staff email</p> <p>6-10: At risk/Not at risk letters issued to staff</p> <p>8: NHS Enfield staff email</p> <p>9: NCL Sector Public Board Meeting</p> <p>9: NHS Enfield staff email</p> <p>9: NHS Haringey staff briefing session</p> <p>10: NCL Sector Delivery Board meeting</p> <p>10: NHS Camden staff email</p> <p>13-21: Second round of structure design workshops take place to address comments received to date.</p> <p>13: Version 4 of consultation document released - to include role summaries for each posts and revisions to the number of posts affected by consultation</p> <p>13: Equality Impact Assessment updated, including baseline data.</p> <p>13: All staff email</p> <p>13: NHS Camden Public Board meeting</p> <p>14: Applications for voluntary redundancy scheme round 1 close</p> <p>14: NHS Islington staff email</p> <p>15: NHS Enfield staff email</p> <p>17: Draft appointments process issued via all staff email and intranet</p> <p>17: NHS Haringey JSC meeting</p> <p>17: NHS Camden staff briefing session</p>

<p>17: NHS Camden Public Health Directorate briefing session</p> <p>17: NHS Camden staff email</p> <p>21: All staff email</p> <p>21: NHS Islington staff briefing session</p> <p>21: NHS Enfield staff briefing session</p> <p>22: NHS Camden staff email</p> <p>22: NHS Camden JSC meeting</p>
<p>January 2011</p>
<p>4: Partnership Meeting</p> <p>5: NHS Barnet JSC meeting</p> <p>5: NHS Barnet staff email</p> <p>6: Job description drafts completed</p> <p>6-28: Job evaluation and matching panels (continued in February for any outstanding issues)</p> <p>7: New NHS NCL Chief Executive appointed – Caroline Taylor</p> <p>7: NCL Sector Delivery Board meeting</p> <p>12: All staff email</p> <p>12: Verification workshop – PCT and Sector chief executives meet to agree changes proposed to structures in the second round of design workshops.</p> <p>13: NHS Camden staff briefing session</p> <p>14: Voluntary redundancy scheme round 2 opens for applications. Launched by all staff email and intranet.</p> <p>17: NHS Enfield staff email</p> <p>17: NHS Islington staff email</p> <p>17: Guidance and supporting documentation for managers to carry out formal one-to-one meetings with staff is released. Meetings start.</p> <p>17: NHS Camden Public Health Directorate briefing session</p> <p>18: NHS Enfield staff briefing session</p> <p>18: NHS Islington staff briefing session</p> <p>18: NHS Camden staff email</p> <p>18: NHS Camden Primary Care and Finance Directorate briefing sessions</p> <p>19: Version 5 of consultation document issued – to include changes to structures agreed at the verification workshop on 12 January.</p> <p>20: NHS Barnet staff email</p> <p>20: NCL Sector Public Board Meeting</p> <p>20: NHS Barnet Public Board Meeting</p> <p>21: NCL Sector Delivery Board meeting</p>

- 21: All staff email regarding new office locations
- 22: NHS Enfield staff briefing session
- 24: NHS Camden Public Board meeting
- 24: NHS Haringey staff briefing session
- 24: NHS Camden staff email
- 25: NCL Sector staff briefing session
- 25: NHS Barnet staff briefing session
- 25: NHS Enfield staff email
- 26: Partnership meeting
- 26: NHS Camden JSC meeting
- 26: NHS Haringey staff briefing session
- 26: NHS Haringey Public Board meeting
- 27: NHS Islington Public Board meeting
- 27: Public Board meeting
- 27: NHS Enfield staff email
- 28: Director appointments process started
- 28: All staff email
- 28: Most job descriptions made available on intranets and on an external site so staff could view from home.
- 28: NHS Haringey JSC meeting
- 31: Letter to all staff re transfer of personal data to NCL sector transition team
- 31: Applications for voluntary redundancy scheme round 2 close.
- 31: NHS Enfield staff email
- 31: NHS Camden staff email

February 2011

- 1: NHS Camden staff email
- 2: Partnership meeting
- 2: NHS Enfield JSC meeting
- 3: NHS Barnet Public Board meeting
- 4: NCL Sector Delivery Board meeting
- 7: NHS Islington staff briefing session
- 7: NHS Islington JSC meeting
- 9: All staff email
- 11: Version 6 of the consultation document issued – to include revised figures for the number of posts affected by consultation and additional changes to structures made since version 5.
- 11: NHS Camden staff briefing session

- 14: All staff email from new NCL Chief Executive
- 16: NHS Camden JSC meeting
- 16: NHS Haringey staff briefing session
- 16: All staff email
- 17: Completion of formal staff one to one meetings with managers
- 18: NCL Sector Delivery Board meeting
- 18: NHS Enfield JSC meeting
- 18: NHS Haringey staff briefing session
- 19: Version 6.1 of the consultation document issued – corrected minor errors in version 6.
- 21: Staff consultation ends
- 22: NHS Barnet staff briefing session
- 24: NCL Sector Public Board Meeting
- 25: NHS Haringey JSC meeting
- 28: PCT Board Meetings (x 5)

March - appointments process

1 April – new sector organisation arrangements come into effect.