## NAME OF DIRECTORATE

## Service Change Paper

## Consultation on SPECIFY THE FOCUS OF THE CONSULTATION

## In Confidence

## Consultation Period DATE FROM to DATE TO

## Author:

Number of staff affected:

Number of clinical staff affected:

Number of Medical Staff Affected: 0

**1.0 Introduction**

1.1 This document formally launches the consultation process for OUTLINE THE AREA BEING CONSULTED at Salisbury NHS Foundation Trust.

1.2 This paper presents a process for consultation and managing the change within defined timeframes. The contents of this paper are in line with the relevant HR policies including Organisational Change.

1.3 Comments on the consultation are welcomed and 1:1 meetings with affected staff will be arranged during the consultation period.

**2.0 Vision statement on the proposed benefits and change**

2.1 This consultation has XXX key aims, STATE THE AIMS

2.2 The benefits are – OUTLINE THE BENEFTS

**3.0 Current position**

3.1 EXPLAIN THE CURRENT POSITION INCLUDING THE POSTS IDENTIFIED AS BEING AFFECTED BY THIS CHANGE

**4.0 Proposed change**

4.1 The proposed changes to posts in the structure are:

* BULLET POINTS OF THE CHANGES

**5.0 Benefits of the change**

* 1. The benefits of the proposed model are as follows:
* LIST THE BENEFITS e.g. increased demand and capacity etc

**6.0 Proposed timetable of the change**

6.1 The formal 30 day consultation period will commence on DATE, where staff will be invited to attend a short commencement meeting with the NAME OF CONSULTATION LEAD and the People Business Partner to present the content of this paper and take any initial questions.

6.2

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| --- | --- |
| **PROPOSED Consultation & Implementation Timetable** | **DATE** |
| Formal Consultation Process begins |  |
| Individual Meetings with employee to discuss proposals commence |   |
| Final date for receipt of suggestions for consideration – closing date for consultation |  |
| Formal consultation outcome communicated to affected employees via letters  |  |
| DETAILS OF ANY INTERVIEW PROCESS REQUIRED  |  |
|  |  |
|  |  |

**7.0 What will happen next?**

1. All affected staff will be invited to a general briefing, about the principles of the proposals and the proposed HR process led by NAME, JOB TITLE supported by NAME,JOB TITLE. This will take place at TIME on DATE.

1. A written consultation proposal (this document) will be given to all affected staff at this briefing. Staff not able to attend the briefings will be sent copies.
2. Individuals whose roles are particularly affected in the proposals will have a formal meeting with the JOB TITLE OF THE MANAGER LEADING THE CHANGE and People Business Partner.
3. All staff are invited to comment on any proposals put forward in the consultation document and on the proposed HR process, either in person at the meetings or in writing to NAME AND JOB TITLE OF MANAGER LEADING THE CHANGE by DATE.
4. Union Representatives will be encouraged to attend all staff meetings/briefings.
5. At the end of the consultation period (DATE) comments will be considered by the JOB TITLE OF PERSON LEADING THE CHANGE and the final structure will be published on .DATE.
6. New arrangements are planned to take effect on DATE.