

## **TUPE Transfer ELFT Tuberculosis (TB) service to Cambridgeshire Community Services (CCS)**

### **1. Introduction**

- 1.1. The Trust wishes to enter into formal consultation with staff and their Trade Unions in line with its agreed policy set out in 'Management of Staff Affected by Change Policy and Procedure' (version number 11, May 2021). The Trade Unions and affected staff are invited to raise questions and comments which can be taken into account before the proposals are finalised.
- 1.2. The purpose of this consultation document is to outline the proposal to TUPE the remaining one member of staff within the ELFT TB service to Cambridge Community Services (CCS) TB service as this service has now merged into one which covers Bedfordshire and Luton. The paper is intended for TB Service and will outline the operational and business case for proposing the change including all contractual and service changes affecting staff.
- 1.3. The process of consultation is to ensure all staff are informed of the proposal and is also intended to allow the affected employees the opportunity to respond and take an active role in this process.

### **2. Background**

- 2.1. As part of the service redesign and difficulties recruiting into this speciality across Bedfordshire and Luton the decision was made to merge the service as one and be managed by CCS. This will support more resilience in this team but also open up opportunities for future succession planning of the service. The Band 7 for Bedfordshire is employed by CCS and there is a subcontract being drawn up. This leaves only one remaining staff member within ELFT. This move will impact 1 member of staff who is currently based at Bedford Hospital. The move will not impact clinics provided at Caldwell centre and the staff member's base would remain Bedford Hospital.

### **3. Current Structure**

- 3.1. The Bedfordshire team is small, comprising:
  - 0.76 WTE Band 6 Nurse

### **4. Proposal**

- 4.1. This proposal sets to support the merger with the Luton TB service by subcontracting the Trusts Bedfordshire TB service to CCS. It will impact a total of 1 colleague. Service merger under a single management structure will facilitate delivery consistency across Bedfordshire and Luton, and enhanced resilience, with the service better able to manage demand fluctuations and capacity issues caused by staff absences. Currently the Band 7 role is already provided by CCS whilst this has added some stability to the team, the arrangement has resulted in management-related issues with the band 7 not having access to certain systems causing the service to be disjointed. The merged team will have a single management structure through CCS. This will ensure full visibility of systems, facilitate consistency in delivery and enhance service resilience, for example enabling cross cover between Bedfordshire and Luton to address any staff absence or demand fluctuations.

### **5. Proposed Structure**

- 5.1. No TB service provided by ELFT going forward

## 6. Impact on Staff

- Only one remaining member 0.76WTE of Tuberculosis Service will be affected by this TUPE Transfer
- Staff member will be expected to support in Luton should the service require by CCS
- Staff member base expected to remain at Bedford Hospital
- There may be a change in the job description and person specification as per CCS service requirements
- Pre consultation conversation has taken place with the staff member, and they are aware of the proposed changes and upcoming TUPE transfer
- Individual 1:1 consultation meeting will be offered to affected staff member to discuss how they are impacted by this change

## 7. Financial, staffing and workload implications

- 7.1. There will be no change financially as we will be subcontracting to CCS, with CCS agreeing to waive overheads, with the cost of the service including pay and non-pay at 5%. It is not anticipated that this will increase workload and instead strengthen and stabilise with the band 7 already reviewing and reducing the caseload and working to reduce the backlog.

## 8. Service User Impact Assessment

- 8.1. This change will not affect service users. Merging the teams to provide full coverage of Bedfordshire and Luton will enable service consistency with service users having equitable access to high quality provision regardless of postcode. A merged service will be better able to address the increases in wait times and caseload that have resulted from the capacity issues in Bedfordshire.
- 8.2 Hospital consultants have been sent a letter informing them of the merge for the two services

## 9. Timetable & Proposed Implementation

- 9.1. The Proposals for organisational change to (Service) will be managed in line with the Trusts "Management of Staff Affected by Change Policy and Procedure" (Appendix A).
- 9.2. There will be a formal consultation period of **30** days commencing on 23 December 2024
- 9.3. The Trust is committed to achieving meaningful consultation and therefore welcomes feedback and comments on the proposed organisation change proposals. Any comments should be made in writing via e mail and directed to Leander Webb Lead Nurse for Specialist Nurses Email: [Leander.webb@nhs.net](mailto:Leander.webb@nhs.net).
- 9.4. On completion of the 30-day consultation timeframe all comments received will be considered and a final decision will be made and communicated to affected staff.
- 9.5. The timetable summarises the full implementation plan and is attached as **Appendix B**.

## 10. Equality Analysis

- 10.1. Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, religion age as well as to promote good race relations.
- 10.2. The law requires that this duty to pay 'due regard' be demonstrated in the decision making process. Assessing the potential equality impact of proposed changes to policies,

procedures and practices is one of the key ways in which public authorities can show 'due regard'.

## Appendix B

### Implementation Timetable

Date	Action
w/c 16 <sup>th</sup> December 2024	Consultation document shared with Staff Side and TU reps
23/12/24	Start of consultation. Consultation document given to affected staff
W/C 06/01/25	Consultation meetings with individuals, as required
w/c 23/12/2024	Responses to consultation from Staffside, individual TUs or staff submitted to management (it is a matter for those responding to decide who should be copied into their response)
21/01/25	End of consultation period
w/c 27/01/2025	Management consider all responses and discuss their response with Staffside and try to reach agreement when views are conflicting. At this stage any need for further consultation or an extension can be considered
w/c 27/01/2025	Written notification of decision following consultation, including timetable for implementation of changes
w/c 27/01/2025	Meeting to confirm impact on affected people