**STAFF COMMUNICATION 19 December 2011**

**Transition to CMFT:**

**Q&A on key issues**

**What will happen to our executive team and Board?**

Our Trust will no longer exist after 31 March, so it was always the plan that our Board would also finish on that day. Discussions are taking place with individual Directors and it is expected that they will leave their executive roles.

**How will the Trust be managed between now and April? Who will be in charge?**

Our Trust Board and Directors will continue to be responsible for the Trust until the end of March. Morag will continue to have overall responsibility as Interim Chief Executive as she will be the accountable officer – i.e. the person responsible to the Department of Health.

Beth Weston has been appointed as Divisional Director and will begin spending part of her time working alongside our current Directors from January. Beth is an experienced Divisional Director from CMFT who is currently in charge of the eye hospital and the dental hospital and she will become transitional Divisional Director of Trafford Hospitals from April when we are part of CMFT.

Dr Simon Musgrave, our current Medical Director, has been appointed Clinical Head of Division. Between now and the end of March, Dr Musgrave will still be the THT Medical Director; however, post-April he will continue as Clinical Head of Trafford Division.

Shirley Smith, our current Acting Director of Nursing, has been appointed Divisional Head of Nursing and will form part of the transitional management team.

Beth will be spending the next few months getting to know the services and staff at Trafford, and with Dr Musgrave and Shirley Smith, will be looking at a management structure to deliver the clinical services going forward.

These are the transitional management arrangements. The three posts will be filled on a substantive basis in the future.

**I work in a clinical area of the Trust. What does this mean for me?**

*Frontline clinical services*

In the immediate future, it will be business as usual. Frontline patient services will continue as they are from April, but CMFT will be responsible for delivering them. Dr Simon Musgrave (as Clinical Head of Division), Beth Weston (Divisional Director) and Shirley Smith (Divisional Head of Nursing) will be responsible for this.

Clinical services are being reviewed, however, as part of the wider redesign of health services in Trafford. This is being led by the commissioners (NHS Greater Manchester, NHS Trafford and the clinical commissioning group). Clinicians, partner organisations and patients and the public are being engaged in this work. Any proposals for significant change will also require formal public consultation. This is likely to take place in May 2012.

Staff will be kept informed of these changes and, where staff are personally affected, they will be informed and consulted in line with our usual HR processes and in conjunction with staff side.

*Non-frontline clinical services*

Again, in the immediate future, it will be business as usual in the main although some non-frontline clinical support services may be reviewed to see how they can best support our frontline services from April. We appreciate that staff will, quite naturally, want to know what is happening and what it means for them.

Plans are still being discussed and we don’t have the answers yet but appropriate HR processes will run in tandem with any review of these areas so that staff affected by proposed changes are engaged and consulted with.

**I work in a non-clinical corporate area. What does it mean for me?**

There will be changes to corporate services and these changes are likely to happen sooner than in clinical areas. The new Trafford Hospitals division will be supported by a Divisional HR Manager, a Divisional Accountant and an Information Analyst. However, the remainder of the services currently provided by corporate support functions (e.g. HR, Finance, IT etc) are likely to be provided from centralised corporate directorates at CMFT and this will mean some changes for staff who currently work in these teams. CMFT is still analysing how corporate services work both here and at CMFT, so they can provide appropriate support to the new Trafford Hospitals division from 1 April.

Corporate structures have not been finalised yet and we appreciate that this can be unsettling – quite naturally, everyone wants to know what is happening and what it means for them. We don’t have the answers yet but appropriate HR processes will run in tandem with the proposals so that staff affected by proposed changes are engaged and consulted with. We will also talk to staff side about any proposals.

**What is the process for deciding the corporate structure? What say will I have in what happens to my job?**

As explained above, CMFT is currently reviewing corporate areas. We are expecting to get details of their proposed structures for these areas in the next few weeks.

Staff and staff side will have the opportunity to comment on any structures that are proposed and they will have the opportunity to raise any concerns they may have on an individual basis.

There will be a formal HR process so that staff are engaged and consulted appropriately when the time is right and so they understand their options. Individual staff will then need to make decisions based on those options. You will be able to access HR advice and, if you are a union member, advice from them as well.