

29th November 2017

Dear Colleague,

Proposed Transfer from Gloucestershire Hospitals NHS Foundation Trust to a New Subsidiary Company (SubCo)

As you are aware the Trust is currently considering whether to transfer its Estates and Facilities Services, Sterile Service and Materials Management Services to a wholly owned subsidiary company (SubCo). The Board believes that there are significant benefits to be realised through such an approach though it fully recognises the impact of such a decision on the staff affected. At present, this transfer is a proposal and the Trust's Board will be making a final decision about whether this service is transferred in February 2018. If the proposal is approved we anticipate a transfer date on or around 5th March 2018.

Where services are to transfer to a new provider and remain unchanged, staff who are assigned to those transferring services will transfer across to the new organisation pursuant to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). We consider that if the services outlined above transfer to SubCo that this will be a TUPE transfer. This means that all those who are assigned to the transferring service will have their employment automatically transferred to SubCo. Under TUPE, your terms and conditions of service will remain unchanged and mirror current terms under Agenda for Change (this includes your pay, annual leave, pension provision and sickness entitlement). In addition, continuity of employment will be preserved.

All staff within the Estates and Facilities Division, Sterile Services Department and those employed in Materials Management team within Procurement are affected, as these entire services would transfer to SubCo if the proposal is approved.

Consultation Period 4th December 2017 – 5th February 2018

The consultation period will run from the 4th December 2017 until midnight on the 5th February 2018.

The consultation document will be available from the 4th December and will be published on the SubCo page on the Trust Intranet, or alternatively the document will be available to collect from your manager or HR Department, 2nd floor, Beacon House.

Chair: Peter Lachecki
Chief Executive: Deborah Lee



As your employment will potentially transfer to SubCo, please ensure that you attend one of the consultation meetings which are to be held between Monday 4th December and Wednesday 20th December and will be attended by managers and human resources (HR). Staff Side representatives will also be invited to attend.

All details of times and dates of meetings will be updated on the SubCo Trust intranet page and printed for distribution and display in your areas of work. Managers will ensure you are notified of these dates and that wherever possible you have the opportunity to attend one of the meetings. If you have any difficulties attending a meeting please let your manager know and we can make alternative arrangements.

At these meetings you will receive more information about the proposals and have the opportunity to ask questions and/or give feedback. Copies of the consultation document will also be available.

Following the consultation meetings, HR surgeries will be held between the 18th December 2017 and 24th January 2018 where you will have the opportunity to speak to a member of the HR team either on an individual basis or in small groups for further advice or support.

Information about how to submit questions or feedback or request an appointment at one of the HR surgeries is included in the consultation document and will be published with the dates of the consultation meetings.

Feedback will be collated and responses given to individual staff or union representatives during the consultation period. As the consultation progresses, the SubCo Q&A's will be reviewed and updated to reflect your questions and will be provided on the Trust intranet SubCo pages and will also be printed and distributed via your line managers.

We recognise this is maybe an unsettling time for staff employed in these services and we are committed to ensuring that if the transfer goes ahead, the transition process will be as smooth as possible for all those affected.

If you have any concerns or questions please contact your manager, your Union representative or the HR team on 0300 422 5360 or by email:- ghn-tr.subcoandme-hr@nhs.net.

Yours sincerely

Emma Wood
Deputy Chief Executive/Director of People and OD