IA&S, DM and IS professions
Commonly asked questions ("DIS Fact Pack")

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**Information and technology
for better health and care**

Contents

Using these commonly asked questions

Responses have been compiled to commonly asked questions received in drop-in sessions and the imorgchange@nhs.net and imleadership@nhs.net cohort inboxes. We encourage all staff to read this document for more information. This document will be updated on an ongoing basis and published on a dedicated DIS sharepoint site for the organisational change.

If you have any questions, please get in touch with us at your relevant cohort email address above.

Seeking support

We appreciate that this may be unsettling for some of you. You can access our Employee Assistance Programme, provided by Health Assured. This gives you access to experienced and qualified telephone counsellors who are available around the clock and can provide confidential support. We also have Mental Health First Aiders within the organisation who can help you seek the support that you need. You may also wish to talk to one our affiliated Trade Union representatives. Details of these can be found on our intranet.

Wave one and future waves

Question	Response
Are the future staff numbers referred to in the proposal based on headcount or FTE (Full Time Equivalent) and will this change if people leave through natural wastage?	The future structure is based on Headcount and a baseline figure as of 31 July was used for the Proposal for Change. The Proposals will be updated to reflect 'as is' numbers when collective consultation has concluded.
How do we manage the message to our external stakeholders, how much detail can we provide?	Details on this will be provided at a later stage.
As longer-serving employees would receive a higher redundancy pay, would they be more likely to be successful in selection due to the cost implication?	Individual costings are not considered in the selection process.

Cross-profession applications

Question	Response
There is a close alignment between Data Management and IA&S roles. Is it right to keep them separate during application and selection processes?	Org2 has advised that staff can only apply for a role in their current profession. This is being applied across the organisation. It is recognised that there is a close link between these two professions and any options will be explored at Org2 level to discuss cross-profession applications.
How many specialisations are required and will we be able to apply for a specific one?	Everyone will have a specialism, but there isn't a precise number and we need to consider capacity. It is anticipated that you will outline your preference for your specialism in the Selection Application Form.

Selection processes

There is concern that there will be insufficient time to get skills to necessary standard once selection criteria are known.	Staff are not required to undertake training before the selection process. The selection process will be based on an employee's knowledge of existing tools. The process is designed to measure someone's potential to learn a new skill through evaluating their existing competence and ability in a skill.
Staff have already been subjected to a numerical test on entry into the grade, why should they have to go through this again?	Not all staff have taken a numerical test as they may have been in the organisation before the numerical tests were introduced. We need to be fair and consistent and all staff should be treated the same.
What would happen in a situation whereby the assessment test does not get the right people or everyone fails?	It is important to ensure that the test is at the right level to test the criteria needed. The test will be validated to ensure consistency and fairness.
When will the details of the selection process be issued?	We are committed to being transparent about the process and sharing this with staff as soon as we can. This will include details of who is reviewing application and specific components within the tests and assessments. We won't wait until the whole process is confirmed to release details, instead we will release it as and when we have them confirmed.
Will adjustments be made for those staff at a disadvantage, such as disability, English being the second language, etc?	Reasonable adjustments will be considered on a case by case basis. Staff must raise via email their required adjustment and HR will liaise with them prior to testing being done.
Will staff recruited in the future have to go through the same assessment tests?	The expectation is that future recruitment exercises will include similar if not the same assessments.
Will interviews form part of the selection process?	For bands 6 and 7, interviews will only be used if there is no differentiation between employees' scores around the cut-off point. For band 8c, 8d and 9 roles, it is likely that interviews will be a component of the management/leadership activity.
What happens if I am on leave for the tests or not based in Leeds?	The current plan is that testing will be run on different dates and with the facility to be taken from other office locations. We are still finalising the specific details but will share this as soon as possible.

Who is developing the tests?	Chris Roebuck and Richard Irvine are currently working on developing and testing appropriate tests. Assistance from HR and external providers is being given on the robustness of such tests.

Training

Performance Management would take longer than three months which is the time given to assess and measure skills. Where has this time frame come from as it doesn't match current processes.	The three to six-month timescale to learn a new skill is new to the updated Organisational Change Toolkit. This timeframe represents the time it would normally take to recruit externally and so we would prefer to retain staff and provide training as soon as is practicable. It is also important to give staff a realistic amount of time to reach a competent level. Learning a new skill does not relate to the Performance Management Policy and is a separate process.
What information is available on the training available for roles?	Staff have been contacted by DIS Workforce to identify which on-line training provider best suits your BAU training requirements. We will be using your feedback to agree the best provider for our future training needs and secure licenses. To oversee this work a Training Requirements Working Group has been established to identify and assure the best training pathways. This will ensure we can upskill to meet the requirements of DSP. In the coming week and months, the working group will start to issue recommended training pathways.

Terms and Conditions and Redundancy

If SAE is identified, will there be a probationary period agreed to ascertain if the role was suitable or if redundancy should have been agreed.	Probationary is only for new starters in the organisation. Employees redeployed to a suitable alternative job are entitled to a trial period; this is usually for 4 weeks but if training in a new skill is required this may be extended to 3-6 months by agreement (the details of which should be confirmed in writing). If at the end of the trial period, it is deemed that this is not a suitable alternative either because the employee fails to meet the standards required of the post, or the new arrangements prove to be unsuitable to the employee then a review will be undertaken with the employee and their representative to fully understand the position. Subject to the outcome, further alternatives may be considered. Alternatives may include extension of the trial period, redeployment into other posts, dismissal and redundancy.
What are the options for staff who do not want to or do not feel able to go through this process?	The expectation is that all staff within scope will be subject to the same process. If individuals have concerns about the process they should initially discuss with CMs and AMs as to what support can be given.

Where staff are not selected, is there an appeal process?	There will be a process whereby the decision on selection can be challenged if you are put at risk of redundancy and the scores given will be reviewed.
What options are available in the 'at risk' period? Can employees apply to other professions? What if that profession is going through a wave?	An individual can apply for other roles outside of their profession if they are put at risk. If the role is going through organisational change, staff who have substantive posts in that profession will be dealt with first; roles that remain unfilled will become available for at risk staff to apply for.