

**Public Health England**

**Devon, Cornwall, Somerset Centre**

**St Austell**

**CONSULTATION DOCUMENT**

**May 2015**

**Updated 14.05.2015**

**Lead:**

**xxx Deputy Director of Health Protection)**  
**and xxx (Lead Health Protection Practitioner)**  
**for staff affected by relocation proposal**

**Assistant HR Business Partner:**

**xxx**

## 1 INTRODUCTION

This document sets out the proposal to transfer the St Austell office of the Devon Cornwall Somerset Centre, currently located at

Sedgemoor Centre  
Priory Road  
St Austell  
Cornwall  
PL25 5AS

The consultation is being conducted in accordance with PHE's Organisational Change process.

The formal consultation will start on 06/05/2015 and will continue for a period of 45 days from until 21 June 2015 in line with the Organisational Change policy. The consultation process will involve a combination of collective consultation, dialogue with trade union representatives and individual consultation with staff potentially affected by the proposals.

It is proposed that the relocation will take place in 1<sup>st</sup> July 2015.

There are 4 staff affected by the change:

Dr Femi Oshin, Consultant in Communicable Disease Control, 1 WTE
X x > Consultant in Health Protection, AFC 8D 1 WTE
X x x n Protection Practitioner, AFC 8A 0.93 WTE
X x x nit Manager, AFC band AFC 6 protected at 7, 1 WTE

## 2. RATIONALE AND BACKGROUND TO THE PROPOSED CHANGE

In line with the National Executive decisions, which favour centralisation of PHE activities to ensure fully integrated Centres are developed and there is a reduced financial spend on accommodation it has been agreed to relocate the St Austell staff located at the Sedgemoor Centre, St Austell to the Devon, Cornwall and Somerset Centre (PHE South West) central office, located at:

Richmond Court, Emperor Way,  
Exeter Business Park,  
Exeter,  
Devon,  
EX1 3QS

The proposed move would occur in July 2015 as following this date there is no lease agreement in place.

### **3. MAIN PROPOSALS FOR CHANGE**

All PHE staff currently based at St Austell will relocate to Richmond Court, Exeter following the closure of the St Austell office in July 2015.

There is an expectation that all staff within the Centre who are required to participate in the Acute Response Work would be present in the Centre office on days that they are on the ARC rota. This would be anticipated to be usually be 1 or 2 days per week for the majority of staff.

PHE is committed to maintaining work life balance and propose to relocate the contractual base for staff to Exeter with a commitment to Level 2 or Level 3 home working where possible within the job role. Home working arrangements will be in line with the PHE Homeworking Policy.

All staff will use existing PHE equipment or will be provided with new equipment in line with the PHE IT strategy to ensure every staff member has a PHE laptop and docking station.

It is likely that there will be a relocation of the staff (excluding Health Protection) in Richmond Court Exeter office during 2015. Staff in Health Protection are likely to relocate in 2017. The proposals for this change are that the office accommodation will for the whole PHE will move to Totnes following PHE Estates strategy of centralisation. This is not confirmed yet and is subject to an outline business case therefore this will be a separate consultation process.

### **4. POTENTIAL IMPACT UPON EMPLOYEES**

Staff that relocate to Exeter will be entitled to claim excess travel expenses for four years in accordance with PHE's Organisational Change policy and Home to Work Travel policy including the associated frequently asked questions. Where the mileage or cost is the same or less than the current distance no excess mileage will be payable.

Hot desking - PHE desk space policy is 8:10, this means a person employed wte 1.0 will be allocated desk space for 0.8 of their time.

Parking – There is currently some free parking available at the office location and arrangements are in place for additional parking at nearby sites.

The possibility of Level 1, 2 or 3 working may form part of individual discussions with affected employees.

As the new location is 80 miles away and 1 hour 30 minutes drive, it is envisaged that relocating to the new site with more flexible working arrangements will be a reasonable option for staff as the majority of staff affected already support the DCS PHE Centre as a whole and have travel as part of their role. Individuals will not be expected to attend the base on a daily basis although there is an expectation that everyone will work in the ARC on duty days.

However, if through individual consultation meetings it becomes apparent that relocating Exeter with flexible working arrangements is not a reasonable option for a member of staff, other options would be explored, such as redeployment to alternative roles and/or sites. If this were not possible, there would be a discussion around potential redundancy however every effort would be made to find suitable alternative work during any notice period.

## **5. CONSULTATIVE PROCESS**

In line with PHE policy a formal consultative process is being instigated to allow direct communication with all affected staff. This will take the form of on-going team briefings between now and the move and will include feedback on a regular basis.

Individual consultation with your line manager with input from HR and your union representative (if you deem this necessary) will be offered to individuals during the consultation period. It is anticipated that this will occur in the first two weeks of the consultation, but may be extended to accommodate staff if affected by leave and/or sickness.

## **6. FEEDBACK PROCESS FOR EMPLOYEES**

'Affected' employees will be able to provide feedback on the proposals during the consultation process, and any other proposals or suggestions from them will be considered. Any feedback can be raised either in the group consultation meetings, in writing to their manager, using the consultation feedback form (attached) and submitting this to their manager, to their Trade Union Representative or Human Resources via ~~xxxxx~~ within the consultation period.

Individuals can request additional consultation meetings, should they wish to discuss their personal circumstances, and should request this through their line manager.

06/05/2015	<b>Group Consultation</b>  45 day collective and individual consultation process commences.	Lead Manager and HR Lead Manager
06/05/2015	<b>Publication of consultation document to affected staff.</b>	Lead Manager
11/05/2015	Staff meeting	Lead Manager and HR Lead Manager
06/05/2015 to 21/05/2015	<b>1:1 Consultation Meetings</b>  Staff affected can also request individual consultation meetings during the consultation period if they wish and can be accompanied by trade union representative/workplace colleague.	Lead Manager/HR
21/06/2015	<b>Closure of Consultation</b>  (45 days following publication of formal consultation document).	
26/06/2015	<b>Decision</b>  A final summary document responding to any collective concerns and/or queries raised as part of the consultation process will be produced.	
1/7/ 2015	<b>Implementation</b>	

## 6. REFERENCES

The following documents are relevant to and have been referred to as part of this proposal.

- PHE Managing Organisational Change Policy
- PHE Business Expenses Policy (incorporates excess mileage)
- PHE Estates Strategy
- PHE Homeworking policy

All PHE policies can be located on the PHE intranet using the following link:

<http://phenet.phe.gov.uk/Policies-and-Procedures/Pages/Policies-and-Procedures.aspx>

Process following the close of the consultation period.

Comments and queries that have been provided during the consultation period will be considered through the 45 days. At the end of that time the final proposal and findings will be circulated to you in a summary document.

## 7. SUPPORT AVAILABLE TO STAFF

Support will be available to all staff during the relocation process. All staff are encouraged to discuss any concerns with their line manager(s). PHE has an employee assistance programme which also offers free and confidential counselling and advice service to all staff " X X X

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1) PHE intranet link:

## 8. PROPOSED CONSULTATIVE PROCESS

The consultative process will have the following stages:

Date	Action	Lead
Prior to publication	Informal discussion with staffside regarding proposal – share draft documentation for comment (5/5/15).	HR

## 6. FEEDBACK

As part of the formal consultation process you are invited to complete the attached form and return to ~~XXX~~ by 21 June 2015.

You are welcome to make any comments about any aspect of the process.

Whilst there is no obligation, we are attaching a proforma which you may wish to use when returning your feedback. The consultation period will formally close on 21 June 2015, so please ensure you submit your comments by then.

<b>Consultation on Proposed Changes to office location to Richmond Court, Exeter for staff based at Sedgemoor Centre, St Austell</b>
1. How do you envisage the relocation affecting you:  A: Personally B: Professionally
What are your views on the timeline for implementation of the move?
What do you think the most important aspect(s) are of making this move a success?
What are you concerned about in relation to the move?

**Any other comments?**

*[Faint, illegible text from bleed-through]*