



North Central London
Clinical Commissioning Group

Directorate Staff Briefing

15 June 2022

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- Transfer of employment: outcome of consultation
- NCL Integrated Care System: transition update
- ICB Finance transition: invoice clearance, procurement and purchase orders
- HR updates
- Some reminders and upcoming events

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Transfer of employment: outcome of consultation

Transfer of employment update

- Transfer of Employment from NHS North Central London Clinical Commissioning Group (NCL CCG) to NHS North Central London Integrated Care Board (NCL ICB) – Outcome of Formal Consultation
- The formal 30-day consultation period ran from 27 April to 27 May 2022.
- The formal consultation process was undertaken in accordance with the CCG's Change Management Policy and the national transition approach agreed by NHS England and NHS Improvement (NHSE/I), with due regard to:
 - a national NHS Transfer Scheme (COSoP)
 - TUPE Regulations
 - NHS HR Framework
 - the national employment commitment which mandates the 'lift and shift' approach for all CCG colleagues below board level
 - relevant employment law, including equality legislation.

Transfer of employment update

- The purpose of the consultation was to inform and consult staff and trade union reps with regard to the transfer of services and employment from NCL CCG to NCL ICB in accordance with COSoP (Cabinet Office Statement of Practice) and TUPE Regulations.
- During the consultation period, the CCG engaged and consulted with staff and trade unions on the transfer to the new ICB providing regular Team Briefings, HR drop-in sessions, individual 1-1 meetings with line managers, where requested, and regular updated FAQs to respond to queries raised throughout the consultation period.
- Overall, staff supported the proposals outlined within the consultation document.
- As such, the transfer of services and employment of staff from NCL CCG to NCL ICB will happen on 1 July 2022.

Transfer of employment update

- A post-consultation Equality Impact Assessment (EQIA) has been undertaken to take into account and consider any comments and feedback from staff, and to ensure equity and fairness with regards to the consultation outcome and next steps.
- The post-consultation EQIA is available to view on the [staff intranet](#).
- The EQIA has not identified any adverse or disproportionate impact of the transfer from NCL CCG to NCL ICB on any staff with protected characteristics.
- However, we are aware of our duty as an employer, and we are committed to continuing to support our staff during this transition and will continue to engage and listen to staff and key stakeholders.

Transfer of employment update



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- Tomorrow (16 June 2022), all staff in scope of the consultation and transfer from NCL CCG to NCL ICB will receive a letter via email confirming the outcome of the consultation process and confirmation that your employment will transfer from NHS North Central London Clinical Commissioning Group to NHS North Central London Integrated Care Board on 1 July 2022.
- The letter will outline the measures that NCL ICB intends to undertake after the transfer date of 1 July 2022 (as outlined in the consultation document), the transfer of information and practical arrangements for the transfer to the ICB.
- A copy of the letter will be placed on each individual's HR files.
- If staff have any questions or would like any further information regarding this correspondence, please contact the HR Team via the dedicated email address: nclccg.nclhrtransition@nhs.net



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NCL Integrated Care System: Transition update

NCL ICB Constitution

- The NHS North Central London Integrated Care Board Constitution has been finalised.
- The Constitution is a technical document about the running of the ICB and does not set out our plans for the governance of borough partnerships.
- This document also contains the Standing Orders for the ICB.
- The constitution has been published on our website here:
<https://northlondonpartners.org.uk/about/integrated-care-board/>
- The NCL ICB governance handbook will be published on the website when relevant documents have been approved. This will contain:
 - The Scheme of Reservation and Delegation
 - Functions and Decision Map
 - Standing Financial Instructions
 - Terms of Reference for committees and sub-committees
 - Corporate Governance and Risk Management policies.

Next steps: Governance

- Finalising the appointment of Partner Members to the NCL ICB Board.
- Finalising recruitment process for Non-Executive Members (NEM) of the NCL ICB Board.
- Planning for the first meeting of the new NCL ICB Board on 4 July (which will include asking the Board to approve the Terms of Reference for the new ICB committees along with other key parts of the corporate governance framework).

Practical things for 1 July: IT

- Personal @nhs.net email addresses will remain the same – though you will need to update your signature.
- Your equipment (for example, laptops and mobile phones) will remain the same.
- Shared inboxes that start with nclccg@ (or any other email addresses that contain ‘ccg’ references) will need to change to nclcib@ email addresses – this will be an automatic change.
- The email container (the bit that comes after your name) will changeover automatically

COMMUNICATIONS, Nclccg (NHS NORTH CENTRAL LONDON CCG)

- Your homepage when you open your browser will be the NCL ICB intranet.
- Some of these things may take a couple of days to come into effect – if they aren’t in place by Wednesday 6 July, please raise a ticket with the IT helpdesk as normal.
- Any wider updates will be communicated via the staff intranet / all staff emails as necessary.

Practical things for 1 July: Brand



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- The name of the organisation will officially change from NHS North Central London Clinical Commissioning Group (NCL CCG) to NHS North Central London Integrated Care Board (NCL ICB) on 1 July 2022.
- A new brand for NCL ICB will launch on 1 July in line with the establishment of the new organisation. This will include logos, templates (letterhead, reports, PowerPoint) and some imagery (icons etc.). These will be available on the intranet from 1 July.
- A new brand for NCL ICS – that moves away from being NHS branding to reflect the wider partnership – will also be launched.
- The NCL ICS brand will replace the North London Partners brand – from 1 July the North London Partners brand must not be used.
- If you have any questions about branding – including requests for access to templates before 1 July – please contact the Communications & Engagement team:
nclccg.communications@nhs.net
- Please also note that from 1 July NHS Improvement will cease to exist so any references to NHSE/I should now simply refer to NHS England / NHSE.

Practical things for 1 July: Brand

A sneak peek. . .

Until 1 July, continue to use:



From 1 July, use:



Staff engagement workshops

- Thank you to everyone who has attended the workshops so far, and for your active participation in the discussions.
- Slides and recordings from each session continue to be added to the staff intranet (usually a couple of days after the session takes place). You can access all of the slides and recordings here:

<https://intranet.northcentrallondonccg.nhs.uk/working-at-the-ccg/ncl-icb-transition/may-and-june-staff-engagement-workshops/>

- There are two sessions remaining. If you didn't get invites to these sessions, please send an email to nclccg.communications@nhs.net and we will share the invite.

Topic	Date	Time
Quality improvement: embedding improvement and harnessing best practice	Wednesday 22 June	10am – 12pm
How decisions will be made: ICB governance and oversight	Monday 27 June	2pm – 4pm

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ICB Finance Transition:

Invoice clearance,
procurement and
purchase orders

Supplier Comms, Oracle access and Non-PO invoices



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Supplier Comms

The CCG is contacting all suppliers, notifying them of the entity change. However, it would be helpful if you could also start letting suppliers know about the move to the ICB.

Oracle Access

We will still be using Oracle, therefore all existing users will automatically be transferred to the new system in July. You will receive an email shortly with new log in details. Usernames will begin with **QMJ** rather than **93C**.

New Cost Centres

The ICB will have a new set of cost centres, these will be shared week commencing 27 June.

Non-PO Invoices

In a final push to clear the remainder of these invoices by the end of June, please could we ask all users to;

- **Review** any invoices in Non-PO workflows to:
 - Approve invoices where amounts are agreed
 - Clear outstanding queries
 - Apply for credit notes from suppliers where necessary,
- **Contact suppliers** and ask them to send invoices for goods/services already received to ensure they can be processed before the transition to the new system

Purchase orders

- The ICB will still use Oracle, but we can't transfer existing purchase orders onto the new system.
- To ensure suppliers receive payment, and to avoid duplication of work, please could we request that:
- **No new purchase orders are created on the current system after 31 May**, and wait until you have access to raise on the new system (once you have ICB log in details).
 - If there is an urgent need to raise a purchase order from 1 June on the current system, please contact fleur.mathurin-boucher@nhs.net
- **All open purchase orders will be automatically closed on 30 June** - if they are still required then they will need to be re-raised on the new system. Therefore please receipt where you know you have received the goods/service, and request invoices from suppliers wherever possible.
- **Top-ups are actioned where necessary.** If there are outstanding invoices that are on hold due to insufficient PO values, please could you ensure top-ups are actioned in order to clear invoices before 30th June. Alternatively please request credit notes where necessary.

Key dates

Below is a list of key dates - please ensure everyone in your team is aware of these.

Date	Item
Monday 20th June	Final request date for NCL CCG invoices to be raised to other organisations <i>(income to the CCG)</i>
Friday 24th June	Last day that SBS will scan invoices onto the system for payment
Wednesday 29th June	Last day to approve Non-PO invoices and Receipt Purchase Orders
Thursday 30th June	Final CCG payment run <i>(suppliers will receive payment on 5th July 2022)</i> Any open purchase orders will be automatically closed <i>(if these are still required then they will have to be re-raised on the new system)</i>
Friday 1st July	Transition into North Central London ICB
End of December	End of grace period allowing NCL CCG addressed invoices to be scanned onto the ICB system

The finance team are here to help with any queries, so please contact your finance lead.



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HR updates

New Menopause Policy

- We are pleased to launch our new ‘Menopause and Andropause Policy’.
- This new policy is effective immediately and can be found on the intranet [here](#).
- The policy provides details about who is affected by Menopause and Andropause, as well as providing guidance for staff and managers to have supportive discussions if anyone is affected by this.
- The policy also contains a number of links to sites and organisations providing more information, resources and access to support.
- We are also looking to work with colleagues from the staff Health and Wellbeing Group and our CCG Staff Networks to increase awareness and knowledge about Menopause and Andropause.
- If you have any suggestions on how we can do this, please share your thoughts via the OD mailbox in the first instance at nclccg.od@nhs.net

Wellbeing conversations

- The NHS People Plan sets out the ambition that *every member of the NHS should have a health and wellbeing conversation with their line manager or a peer*, and that as part of this conversation, *line managers will be expected to discuss an individual's health and wellbeing, and any flexible working requirements, as well as equality, diversity and inclusion.*
- NHS England and NHS Improvement have co-designed a national training programme with support from a number of NHS organisations, that aims to offer delegates an opportunity to learn more about what a wellbeing conversation is, when it may be appropriate to initiate one and provide them with additional knowledge and skills to have safe and compassionate conversations about various aspects of wellbeing.
- Find out more information on the [NHS England website](#) about the training programme and having safe and effective wellbeing conversations.
- If you are interested in attending, please see the available dates [on the intranet](#).

Appraisals and Training Needs Analysis

- Following discussions with managers and their team regarding staff appraisals, we would like managers to start to collate developmental discussions into the following themes:
 - Development required for job and core role
 - Development required for career and development
 - Development for leadership and management – Leadership Academy/other
 - Development for general awareness and current topics
- A document will be sent to directors shortly to disseminate throughout their departments. Information should be pulled together centrally, in order to have a directorate view on general needs analysis, and sent to NCL.OD@nhs.net
- Further information on timings will be shared via staff briefings and the weekly staff newsletter.

HR points of contact

The HR Business Partnering Team have realigned themselves in line with the new Executive Management Team and the functions that sit under each of them. Please refer to the table below, with immediate effect*:

Executive Directorate	HR BP/Email
Jo Sauvage, Chief Medical Officer	Raksha Merai R.Merai@nhs.net
Phil Wells, Chief Finance Officer	Sharon Wynter-Smith sharon.wynter-smith@nhs.net
Chris Caldwell, Chief Nursing Officer	Sharon Wynter-Smith sharon.wynter-smith@nhs.net
Sarah Mansuralli, Chief Development and Population Health Officer/ Sarah McDonnell Davies, Executive Director of Places	Elaine Campbell elaine.campbell16@nhs.net
Richard Dale, Executive Director of Performance and Transformation	Eve Anderson eve.anderson3@nhs.net
Ian Porter, Executive Director of Corporate Affairs	Eve Anderson eve.anderson3@nhs.net
Sarah Morgan, Chief People Officer (*from 01 July 2022)	Darshna Pankhania/Raksha Merai darshna.pankhania@nhs.net / R.Merai@nhs.net



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Other updates

Workplace Adjustment Passport

- On 7 June the Carers, Disability and Long-Term Conditions Staff Network launched the CCG's Workplace Adjustment Passport.
- The **Workplace Adjustment Passport** is a live record of adjustments agreed between staff and their line manager, to support staff at work with adjustments needed because of a health condition, impairment, disability or caring responsibility.
- **The purpose of the passport** is to:
 - be used by any employee who has a disability, health condition or caring responsibility and who requires adjustments to be made in the workplace to enable them to work comfortably and effectively;
 - make sure those who need to know are clear and have a clear record of what adjustments have been agreed;
 - reduce the need to re-assess adjustments every time staff change jobs, are relocated or are assigned a new manager.
- For further information and advice, speak to **HR, EDI lead** or the **Carers, Disability and Long-Term Conditions Staff Network**.

New Mental Health and Wellbeing Champions

- Last year we told you about our 6 members of staff who have completed their Mental Health First Aid training and have agreed to act as Mental Health and Wellbeing Champions for the CCG.
- Another 6 staff members have now completed their Mental Health First Aid training.
- The champions have been trained to have supportive discussions regarding individual mental health and wellbeing and to signpost people in the right direction where they need help.
- **Our newly trained champions are:** Sharon de Mello (sharon.demello@nhs.net); Zoe Keddie (z.keddie@nhs.net); Kristina Pedder (kristina.pedder@nhs.net); Zareen Javed (zareen.javed1@nhs.net); Courine Stewart (courine.stewart1@nhs.net); Callum Miccoli (callum.miccoli@nhs.net).
- **They join our existing colleagues:** Robyn Sandler (robyn.sandler@nhs.net); Agnes Rieu (agnes.rieu1@nhs.net); Kitty Grew (kitty.grew@nhs.net); Shobhna Rokad (shobhna.rokad@nhs.net); Jennie De Lord (j.delord@nhs.net); Brett Vallance (b.vallance@nhs.net);
- Further information about our champions and their role is available on the [intranet](#).

The new PODs have arrived

- The new PODs have arrived in our offices:
 - Barnet 2 x four seater PODs
 - Camden 2 x four seater PODs
 - Islington 2 x two seater and 2 x four seater PODs
- They are fully ventilated and lights only come on when you enter the booth.
- They are non-bookable, you can pop in whenever needed. They should be used for 1:1s, confidential calls, and confidential Teams meetings etc.
- Photos on the following slide – staff will note that each seat matches the feature wall at each site.
- PODs will be ready for use soon.

New office PODs



Upcoming training sessions

A number of training sessions are available over the coming weeks. The below, and others, are available to book via the [Learning Hub](#)

Training session	Date	Time
Professional Behaviours, Bullying & Harassment	23 June	09:30 – 10:45
Enabling Wellbeing Conversations	29 June	15:00 – 16:30
Building Your Resilience	30 June	10:00 – 13:00
Taking Advantage of Change at Work	14 July	10:00 – 13:00
Time Management	26 July	09:30 – 12:30

Some reminders and upcoming events

- **On 21 June we are repeating the training session '5 Ways to Wellbeing'**. This is part of our ongoing staff wellbeing programme and all staff are encouraged to join (to note, the session is a repeat of the one held on 31 May, so there's no need to join twice). If you haven't received the calendar invite, please contact nclccg.communications@nhs.net
- **All Staff in Conversation** event on 30 June. Join us as we reflect on 9 years of CCGs and look ahead to the ICB and ICS!
- A **Level 2 – Alert and Readiness Heat Health Alert** has been issued by the Met Office. There is a 60% probability of the criteria being met between 00:00 Friday 17 June until 00:00 Sunday 19 June. The highest temperatures are expected on Friday, with daytime highs likely to reach into the low to mid-30s (Celsius) across large parts of central and southern England.
- **RMT and ASLEF proposed strike dates** – starting on Monday 21 June (if they go ahead). Details will be included in the staff newsletter on Friday.