

## TRUST BOARD

<b>Meeting Date:</b>	3 <sup>rd</sup> March 2022
<b>Director:</b>	Karen Hargan
<b>Topic:</b>	<b>CAWT Development Centre Staff Transfer from HSCB to WHSCT</b>
<b>Trust Board Response Required: Update</b>	<p><b>Background</b></p> <p>Work has been progressing since June 2021 to arrange the transfer of CAWT Development Centre staff from the HSCB to the Western Trust. The HSCB is supported by BSO HR and WHSCT HR has been working closely with HSCB and BSO on transfer arrangements.</p> <p>The work of CAWT Development Centre staff is directed by the CAWT Management Board, which is made up of senior officials from the partner organisations, including WHSCT. There are currently 8 CAWT Development Centre staff that hold HSCB contracts. 1 CAWT Development Centre staff member holds an HSE contract. There are currently 3 vacancies within the CAWT Development Centre.</p> <p>Initial scoping was completed towards the end of 2021 and the transfer of CAWT staff was approved by Trust Board in December 2021.</p> <p><b>Staff Consultation Process</b></p> <p>The consultation process with staff commenced in December 2021. A Task and Finish Group was established to work through a range of emerging queries, including policy variances and office accommodation. These have been resolved to the satisfaction of all staff and Trust Board has been regularly appraised of developments and decisions.</p> <p>The consultation process has now completed and all staff indicated their agreement to the transfer to the Trust on 1<sup>st</sup> March 2022.</p> <p><b>Due Diligence</b></p> <p>The Trust has received all of the required due diligence information. Sharon Gallagher as Chief Executive of the HSCB and Deputy Permanent Secretary for the Department of Health, has provided the requested letter of indemnity to the Trust. This has been reviewed by Mr Neil Guckian, Chief Executive, and Mrs Karen Hargan, Director of HR, and is considered to be acceptable.</p>

**Management Arrangements**

It has been agreed that, pending completion of the review of CMT Structures, the Director of HR & OD will take on responsibility for the CAWT Development Centre staff.

**Confirmation of Transfer to Staff**

Each CAWT Development Centre employee has received a letter from WHSCT confirming their transfer to WHSCT on 1<sup>st</sup> March 2022.

**Key Transfer Activities and Timescales**

The key milestones and timelines associated with the transfer have all now been completed.