

HNELHD Service Transition USCC Minutes

Discussion points of meeting held on 24 May 2022

IN ATTENDANCE:

Dial in:

Joel Bardsley, Associate Director, Service Delivery, Clinical Support Services, HSNSW (Chair)
Austin Van Capelle, Project Officer, Business Performance, HSNSW (Minutes)
Oliver Lord, Associate Director, Business Performance, HSNSW
Thor Hugginson, Sector Manager, Food and Patient Support Services, HSNSW
Tegan Smith, HR Business Partner, People & Culture, HSNSW
Kevin O'Malley, Senior HR Manager Workforce, HNELHD
Nathan White, HR Manager, Rural and Regional / Mental Health Services, HNELHD
Matthew Byrne, HR Manager, Greater Metro Health Service, HNELHD
Eve Youman, A/ HR Manager, Greater Metro Health Service, HNELHD
Gwenny Asimus, Industrial Organiser, HSU

	Agenda Item	Comment
1.	Welcome and Introductions	
2.	Roles/Transition – Key Principles	Nil updates to report
3.	FTE Transition / Impacts	<p>HealthShare NSW noted that:</p> <ul style="list-style-type: none"> - The workforce profiles for transition are currently being reviewed and confirmed through consultation with local HealthShare NSW site leads. Once finalised, this information will then be shared with HNELHD. <p>HSU noted that:</p> <ul style="list-style-type: none"> - Staff at Taree (Manning Base) have raised questions in regard to the scope of their work post transition. Will the responsibilities within each shift and/or the scope of work change post transition? - There is still some uncertainty around the transition of the Leading Hand position at Taree (Manning Base). Is this position going to be included in the transition? - Is there a possibility for Morisset (Security) Surveillance to be introduced to 12hr shifts as this will assist in covering vacancies? - Can accrued time in lieu be paid out prior to transition? <p>HealthShare NSW noted that:</p> <ul style="list-style-type: none"> - The transition of the leading hand position at Taree is currently being investigated and will be confirmed as soon as possible. <p>HHNELHD noted that:</p> <ul style="list-style-type: none"> - There will be a replication in some of the staff questions raised at each site. There is benefit in collating all questions through a central contact and providing responses via FAQs as has been done previously. <p>It was agreed that:</p> <ul style="list-style-type: none"> - All questions raised by staff or within these USCC forums are to be forwarded through to Austin for collation and actioning. <p>HSU noted that:</p> <ul style="list-style-type: none"> - There appears to be a clear process for the transition of staff. All matters including payroll and leave will be addressed and prepared as part of this process. - It has been advised that salary packaging will need to be actioned by staff as HNELHD use an external provider. <p>It was agreed that:</p> <ul style="list-style-type: none"> - As part of the staff transition HealthShare NSW will collate all necessary salary packaging information and provide this to

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		HNELHD. However, as this function is managed by an external provider, staff will also need to action this on their side.
4.	Timeframes	HealthShare NSW noted that: <ul style="list-style-type: none">- Following the recommencement of the project, the final staff transition date has been revised to Monday 20th June for all remaining sites. This date is consistent with pay cycles.
5.	Financial Impacts	Nil updates to report
6.	Communications	Nil updates to report
8.	Other business	Nil updates to report
9.	Next Meeting	It was agreed that: <ul style="list-style-type: none">- Further USCC sessions are to be scheduled for weeks commencing 6th June and 13th June to follow up on staff questions and any other matters prior to transition date. Next meeting is scheduled for Tuesday 7 th June at 1:30pm.

These minutes were endorsed out of session by Gwenny Asimus via email on 26th May 2022 (following a couple of requested changes as reflected above) and Kevin O'Malley via email on 2nd June 2022.

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Questions and Answers from Previous Meetings

Meeting held 24th February 2022

SITE	QUESTION	RESPONSE
Manning Base	Integration of the Anderson report recommendations inclusive of staffing level reviews to make the Emergency secure and safe, will this happen before the transition, or will a recommendation be completed regarding the staffing levels (should be increased staffing levels) after the transition is completed, if so how is that secured?	Reviews on any other recommendations from the Anderson report will not be actioned before the transition. As a large number of recommendations suggest taking an LHD wide approach to reviewing different things, it makes sense to transition staff and then review and action of other recommendations can take place.
Manning Base	Manning Base staff would like to confirm the full reason why they are transitioning to LHD.	The review of security services in NSW public hospitals was undertaken over a number of years with extensive consultation. As a result the Anderson Report was produced and provided 107 recommendations for implementation. Recommendation 58 states that the security functions within HNELHD (and Royal North Shore Hospital) should transition from HealthShare to the LHD. The reasons behind this is that a security services should be delivered in an integrated and coordinated way across a district. This is to ensure proper governance under legislation, work health and safety and many other benefits. Security is not a core function of HealthShare NSW. The Anderson Report recommendations have been committed for actioning by Ministry of Health, LHD Chief Executives and Health Services Union (HSU).
Manning Base	What are HNELHD plans for Manning Base affected staff (members are sceptical about an increased workload under the LHD and confirm they are already stretched to the limit in their roles).	There is no view that any changes in practice will occur at this stage. As other recommendations are actioned thorough consultation with staff will occur.
Manning Base	Manning Base affected staff want security that safe work practices and manageable safe workloads are a priority.	More information required.
Manning Base	What will happen if Manning Base members do not agree and/or are not happy to transfer to LHD what choices do they have?	We encourage you to look at the benefits of being part of a broader security network by being a part of the LHD. As mentioned, Anderson Report recommendations have been committed for actioning by Ministry of Health, LHD Chief Executives and Health Services Union (HSU). As shared in a previous question, as this is a transition from one organisation to another and no changes to awards or roles are being met redundancy packages will not be considered or available.
Manning Base	What will happen to members currently on WC?	Staff currently being managed through Workers Compensation will transition to the LHD also and a full handover will occur between organisations. A process has been established for this to occur and has been actioned successfully for Stage 1.

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Meeting held 17th February 2022

SITE	QUESTION	RESPONSE
Belmont	Will there be site specific meetings to discuss changes prior to transition. And can these be face to face.	Meetings with your current site supervisor to discuss the service transitions will be commencing shortly. These meetings will provide an opportunity to discuss any site specific matters related to service transition.
Belmont	Wardspersons have advised they may want changes to the rosters, can this be done?	Rosters will be forward planned for the period up to and including the transition date. Suggest raising any roster suggestions with your manager once transitioned for consultation.
All sites	When do staff find out who their new managers will be?	We are currently working through the particulars for each stage 2 site to confirm how HSNSW staff will fit into the existing HNELHD management structure shortly. Staff will be provided an update on their respective management structures prior to their transition.
All sites	Can casual staff continue to be rostered to fill vacancies post transition?	Need a bit more information about this.

Meeting held 10th February 2022

SITE	QUESTION	RESPONSE
Belmont	What changes will be required in terms of uniform? Staff at Belmont currently have HSNSW branded uniforms.	The uniform arrangements at Belmont are a current subject of discussion. Post transition, staff will be required to align to the uniform standards required by their particular role and as outlined by HNELHD.
Morisset	How will this transition be managed amongst other changes to the service that are currently being planned for Morisset?	The transition from HS to HNE is occurring independently of other changes at the site
Morisset	At current, there are three security roles at Morisset - HSA, Security and Surveillance. Will staff have to rotate through these different positions post transition.	Staff will transition in their current roles and discussions about any prospects of a rotation through all roles will commence shortly and sit outside of this process.
Belmont	Will staff retain their current lockers on site?	Staff will retain their current lockers if they belong to HNELHD. If they are HSNSW lockers, arrangements will have to be negotiated with the district closer to transition
Morisset	Will staff need to be trained in the reporting system as we are currently logging paper reports?	The paper-based reporting system will continue and if there is an introduction of any alternate reporting system staff will be trained before implementation. Additionally this will sit outside of this process.
Morisset	What will be the rostered hours post transition? Currently, the HSAs at Morisset work 12 hour shifts and Surveillance work 8.5hr shifts. Will these hours be extended to a 12 hour shift for Surveillance?	Any proposal to alter rosters and hours of staff will be the subject of discussion and any variation will need to be agreed by the majority of staff affected. Additionally this will sit outside of this process.
All sites	What will the management structure look like post transition?	We are currently working through the particulars for each stage 2 site to confirm how HSNSW staff will fit into the existing HNELHD management structure shortly.

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		Staff will be provided an update on their respective management structures prior to their transition.
All sites	Will redundancies be considered as part of these transitions?	As this is a transition from one organisation to another and no changes to awards or roles are being met redundancy packages will not be considered or available.
All sites	Will staff continue with their current working rosters? Who will be responsible for developing these rosters? Will they be flexible roster arrangements?	Yes and rosters will be provided by HealthShare to HNE. After transition any future rosters may be reviewed to ensure efficiency but this will follow proper consultative processes. Flexible roster arrangements will be followed as the award allows. TIRAs to be considered on a case by case basis.
All sites	How will staff who hold a substantive HA2 role but perform higher grade duties be managed through this transition?	If your substantive position with HSNSW is not a HSA, Wardsperson or Security Officer, you will not initially be included in the transition. If however, you do occasionally act in the role of HSA, Wardsperson or Security Officer (under a HGD arrangement) please raise this with your supervisor/manager and further consideration will be given to your circumstances. At the date of transition, HGD arrangements will cease.
All sites	Will casual staff also be transferred over to HNELHD through this transition?	Yes if the casual staff member holds an assignment under the HSA or Wardsperson PD they will transition over.
All sites	Will staff be rostered to a single site or will they be required to fulfil shifts across multiple locations?	Staff will only be rostered at their sites however may be asked to backfill unplanned leave deficits at another site for example Kurri Kurri staff may be asked to backfill an unplanned leave deficit in Cessnock etc.
All sites	Will leave entitlements be included when transitioning staff to HNELHD?	Yes correct, as they overarching employer will still be NSW Health all of your leave balances will transition over.
All sites	Will all current annual leave requests be honoured?	Any planned leave requests will be honoured upon transition as long as they are in line with normal leave arrangements.
All sites	Will salary packaging and salary sacrifice arrangements be transferred over to HNELHD as part of the transition or will staff need to stop the HSNSW salary packaging and recommence with the LHD?	Salary packaging arrangements currently held with HSNSW will be transferred to HNELHD as part of this transition. This will be done for staff in the background.
All sites	Will staff be provided any updated SOPS and or policies?	While the tasks and responsibilities of staff will remain unchanged the guiding policies and procedural documents will be updated where required to reflect HNELHD as the administrative owners of these services.