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Dear Provider

Work Choice Implementation: People & Workforce Handling

I thought it would be useful if I set out in high level some of the activities that we plan to carry out with you during the implementation period (April – October 2010), in respect of the handling of people issues arising from the competition for Work Choice.

As you know, proposals for the delivery of Work Choice have been received and are being evaluated. That process is due to conclude at the end of January 2010. Preferred Bidders will be announced during week commencing 1st February 2010 and this will be followed by detailed post tender discussions with contracts being awarded in April 2010.

We are committed to providing support to all providers of WORKSTEP and Work Preparation to ensure a smooth transition into live running of the new programme by October 2010. To that end we are proposing:

- a meeting with HR representatives from the existing WORKSTEP, and Work Preparation programmes on 21 January 2010. At this meeting we would like to set out with you how we can work together to manage the implementation of Work Choice, and in particular the HR & Workforce planning issues arising to ensure that all participants who choose to, are transferred to Work Choice in a timely, managed and efficient manner;
- Post Contract Award Briefings (PCABs) to be held with the prime contractors during the transition period. We will not include any discussion regarding HR and Workforce planning issues. These will be dealt with separately.
- HR and Workforce management meetings will be held by Contract Package Area, and will include representatives from:
 - Existing WORKSTEP, Work Preparation providers and their sub-contractors; and
 - Incoming Work Choice providers and their sub-contractors.

The purpose of these meetings will be to discuss the HR issues, including TUPE, and recruitment and workforce planning, with a view to ensuring that all staff in the relevant undertaking and participants have clarity about their position at Work Choice go live. We hope to be in a position to share with you the dates of these surgeries at our meeting on 21 January 2010.



Due to the nature of the meeting, we would strongly advise that a representative from your HR/Personnel function attends.

We have consulted with ERSA about our approach, and we are pleased that they endorse it, and we would hope that you too would support it.

I will write again with information about the venue and agenda in the meantime it would be helpful if you could notify us who from your organisation will be attending the meeting on 21 January. The email address is:

specialist.disabilityprovision@dpw.gsi.gov.uk

Maria Buller



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