

14 June 2019

**To all GP's and Practice Managers**

**RE: LCH Offer of Employment**

As you know from our letter of Friday 7<sup>th</sup> June and pack of information, we are working on a range of employment options for the new staff that PCNs will be employing over the coming years.

The pack included the legal frameworks for PCNs, including how a lead practice is the host employer. It is envisaged the legal agreements will be concluded within the next 4 weeks. We are also working to get the confederation to be in the position to offer host employment by this December. Another option is for other partners in the city to offer host employment, such as the offer from Community Links for social prescribers.

The rest of this document details the offer of hosted employment from Leeds Community Healthcare.

In developing this offer we have listened to your concerns about the need to adopt the approach of 'PCN deployed but LCH employed' and this offer is written within the context of PCN as client – LCH as supplier of service and the right balance. We understand the control and autonomy that you need and also your desire to mitigate risk.

**The principles that we are working to are:**

The PCN will define the role and day to activities of the new staff

The PCN will recruit the new staff that will work with them and associated practices, and they will be part of the PCN team. The mechanics of the recruitment process will be run by LCH and what this means will be in the SLA. The appointment of staff will be by PCNs.

Within the PCN, the staff will be well trained, fully supported and have clear lines of clinical leadership within the PCN

Overall assurance of staff training, registration, core stat' & mand' etc. is the responsibility of the supplier (LCH) and akin to the nature and type of service provided for example by an employment agency.

**What this model offers:**

VAT is not chargeable as the staff are provided as a service by LCH

Mitigates the employment and financial risk for the PCN.

Keeps the costs to an absolute minimum.

Keeps the day to day control within the PCN

### How do we achieve this?

The best way of achieving these principals is to create a Service Level Agreement between the PCNs as the customer, and LCH as the supplier. It is very important to get this SLA right from the start, for example in relation to the recruitment process. We propose that LCH working in partnership with the GP Confed and some early adopter PCNs rapidly co-design an SLA over the next 4 weeks with a view to it being available for use from the end of July.

The cost for the LCH hosted employment service will be 2% a year of the persons Salary and on-costs (NI & Superannuation) We will stick to the principal of transparency in costs of and return surplus to the PCN.

If you are interested in pursuing this offer please register your interests by 21<sup>st</sup> June on [jennyallen.laurasmith@nhs.net](mailto:jennyallen.laurasmith@nhs.net) and you will be invited to a session to co-design the SLA.

The first co-design meeting for the SLA will be held on the Tuesday 25<sup>th</sup> June 1pm to 2.30pm in the Boardroom at Stockdale House. We would like a mix of people, Practice Managers and Clinical Directors to attend.

Kindest Regards

Jim Barwick



Chief Exec  
Leeds GP Conferation

Chris Mills



Chair  
Leeds GP Confederation

Thea Stein



Chief Executive  
Leeds Community Healthcare