

# **Management of Change Consultation and Engagement Paper**

## ***Consultation with Staff and Trade Union Representatives***

### **PCC Estates Plan - Proposed relocation of PCC Lurgan based staff**

**Consultation End Date: XXXXX**

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## 1.0 Introduction and Background

This paper has been drafted by PCC to inform recognised Trade Unions and affected employees of the workforce considerations of the proposed relocation of the PCC Lurgan Staff to a Belfast base primarily due to the ending of and non-renewal of the lease for Quaker Buildings, Lurgan. Other factors leading to this change include the HSC financial situation, the net zero climate change targets (sustainability strategy), and the Department of Health Estate Strategy. As part of the DOH Estate Strategy, PCC is required to optimise the use of its estate.

This paper will comply with the requirements set out in the BSO Management of Change Policy and best practice regarding engagement and consultation on workforce matters. Please see a link to the Framework: [Management of Change Framework \(BSO\).pdf \(hscni.net\)](#)

See Appendix 1 in the above document – Management of Change – Excess Mileage Guidance (also attached).

## 2.0 Current Arrangements

The current PCC workforce is located in Linenhall Street, Belfast, Ballymena, Quaker Buildings Lurgan and Omagh are set out as follows:

Location	Headcount
Belfast	14
Ballymena	3
Lurgan	10
Omagh	4
Derry/Londonderry	1
<b>Total</b>	<b>31</b>

### 3.0 Proposed Changes and Timeline

<b>Location</b>	<b>Headcount</b>
Belfast	24
Ballymena	3
Lurgan	0
Omagh	4
Derry/Londonderry	1
<b>Total</b>	<b>31</b>

At present, SPPG is completing a reconfiguration of the entire office accommodation in Linenhall street to make better use of the overall space available. PCC are awaiting the outcome of this which will include reconfiguring our current office space as well as seeking to expand the existing allocation of space to PCC. SPPG have been supplied with the future staffing needs of PCC on the basis of the closure of the Lurgan office and we are very optimistic that additional space will be provided. The proposal therefore is to move staff from the Lurgan office to an extended facility in Linenhall Street

#### **Timeline**

Relocation of Lurgan Team to Belfast – It is proposed that the relocation of this team will take place from the beginning of April 2025.

### 4.0 Impact on affected staff

The impact of the accommodation issues outlined in this paper on affected employees will be kept to a minimum where possible. This exercise deals with accommodation issues only and jobs will not be at risk as a result of its out workings. Depending on circumstances (e.g. proximity of home to old base and home to new base), the relocations outlined may result in additional travel distance to new work locations for some employees. Management will work with HR colleagues to implement excess mileage where appropriate in line with the Terms & Conditions of Service. See Appendix 1– Management of Change – Excess Mileage Guidance.

For some employees, this will present logistical challenges and may be a significant change as they may have worked at their current location for some time. Management, with the support of HR, will endeavour to support affected employees where possible, within the confines of the terms and conditions of service.

With an increased number of employees being based in the Belfast office, there may be the potential for increased noise levels. This will be mitigated by the re-desking exercise, an expansion of the existing space and the potential introduction of acoustic barriers between desks to reduce noise travelling in the office environment.

## **5.0 Consultation and Engagement**

The next steps for this proposal:

Developments of this change have been shared with the Lurgan staff and an initial meeting held with staff on 10 July 2025. Recognised trade union representatives have also been briefed on the proposals and will be included in the engagement and consultation going forward. Staff affected by the scope of the changes set out in this paper will have the opportunity to contribute to the proposal through the engagement and consultation period. Proposed floor plans will be shared in due course.

During the consultation process:

- An open-door policy will be advocated to facilitate staff who may require clarification on any aspect of the changes in location;
- All affected PCC employees can request a 1:1 meeting with management (supported by HR) to discuss individual queries, and have the right to be accompanied by a Trade Union representative;
- Additional group consultation meetings will also be arranged;

- PCC will consider comments and provide feedback, following receipt of comments or questions from staff / trade unions as part of the consultation and engagement process;
- Any impact on the contract of employment will be managed according to the BSO Management of Change Framework.

Further Actions/Key Information (to be added if needed)

- Equality Screening to be undertaken;
- Consultation sessions to be arranged – 1-1, group or trade union as requested;
- Paper to be shared with those on maternity leave or long-term sick leave;
- Contractual change / change of location letters where needed;
- Update HRPTS with location codes;
- Scoping of additional support for employees where necessary.

*All comments should be forwarded to [Fionnuala.murphy@pcc-ni.net](mailto:Fionnuala.murphy@pcc-ni.net) be received **no later than 4.00pm on***