

**Merger Implementation Plan**  
**Timeline**

<b>Date</b>	<b>Task</b>	<b>Update</b>
September 2019	Initial meeting with partners of both practices to discuss merger option	COMPLETE
15/10/19	Meet with CCG to inform of intention to merger and review process	COMPLETE
30/10/19	Merger Comms prepared with assistance from Comms & Engagement Manager	COMPLETE
	Comments boxes provided in readiness for outgoing comms	COMPLETE
<b>6/11/19 – 13/12/19</b>	<b><i>Purdah – no comms</i></b>	<b><i>Interrupted by Laly's pharmacy petition and statements that reached the local press</i></b>
21/11/19	Response to media	COMPLETE
2/12/19	Letter sent to Hanway Road Patients – included dates of Hanway patient engagement meetings. Included dedicated email	COMPLETE
6/12/19	All stakeholders individual emailed the letter sent to patients (amended to reflect stakeholder not patient)	COMPLETE
18/12/19	Further meeting with CCG to discuss engagement events/comms/progress	COMPLETE
19/12/19	Equality Impact Assessment form provided	Submitted 27/2/20
8/1/20	First Hanway Engagement Meeting 4 – 6pm	COMPLETE (Save Hanway flyer developed by Laly's in circulation at this point)
17/1/20	Second Hanway Engagement Meeting 6.30 – 8pm	COMPLETE
18/1/20	Texts/Emails sent to PGP registered patients at Kingston FAQ uploaded to website Clarification on KCS extension plans updated	COMPLETE – JUST UNDER 11,000 PATIENTS OVER 18 CONTACTED
22/1/20	PGP first formal staff engagement with Hanway Road – Q&A / Meet & Greet	COMPLETE
25/2/20	Portsdown Patient Engagement Drop In 2.30 – 4.30pm	COMPLETE
4/3/20	Merger Application submission for comments	COMPLETE
16/3/20	Final merger application submitted in readiness for PCCC	COMPLETE
26/3/20	PCCC to determine if merger will be approved	
<i>The following timeline is subject to merger approval</i>		
27/3/20	Hanway to give notice to PCN	

April 2020	<p>TUPE process and staff engagement with Hanway Road</p> <ul style="list-style-type: none"> <li>• Staff Contracts</li> <li>• Maintain Staff morale <ul style="list-style-type: none"> <li>○ Ensure staff feel quickly engaged with the process</li> <li>○ Comms strategy for both practices</li> <li>○ Ensure staff received correct information in the correct way</li> <li>○ Provide face-to-face opportunities for staff to share views</li> </ul> </li> </ul>	
April 2020	<p>Patient Engagement activity</p> <ul style="list-style-type: none"> <li>• Patients to be informed of outcome of PCCC meeting</li> <li>• Patient Comms Strategy to be finalised</li> </ul>	
April 2020	<p>Prepare Practice Contracts (PMS/GMS) with CCG for signing on 1<sup>st</sup> May 2020</p>	
April 2020	<p>Advise Financial Partners:</p> <ul style="list-style-type: none"> <li>• Accountants</li> <li>• Bank</li> </ul>	
April 2020	<p>Confirm cancellation of Hanway equipment leases (photocopiers etc)</p>	
April 2020	<p>Confirm Practice Insurances in preparation for merge</p>	
April 2020	<p>Inform CQC/LMC of merge</p>	
April 2020	<p>Inform PPCA of merge and change to shareholding</p>	
April 2020	<p>Merger Agreement between practices to be completed and signed off</p>	
April 2020	<p>Property lease documents for Hanway Road to be completed and signed off</p>	
April 2020	<p>Align IT systems and clinical policies</p>	
April 2020	<p>Update Practice websites/Intranet</p>	
April 2020	<p>Update IG toolkit</p>	
April 2020	<p>Advise NHS Choices of merger</p>	
April 2020	<p>Seek quotes for reconfiguration of Kingston Crescent Surgery</p>	
April 2020	<p>Agree funding stream for KCS reconfiguration with CCG</p>	
April 2020	<p>'Corporate matters' (stationery, websites, ink stamps, email footers, staff uniforms, name badges, practice signage)</p>	
1/5/20	<p>Unofficial merger date – await TPP confirmation of merged systems.</p>	

