

Appendix 1

Recruitment Schedule to Increase Capacity in KEAH

Recruitment will commence in January 2024.

Although TUPE will apply, the incumbent provider have indicated their staff will still be needed after decommissioning of the Pathway 1 service. This schedule therefore assumes no staff will transfer.

If staff do wish to transfer to the new service, this could bring the schedule forward and support faster transfer of activity and decommissioning of the Hilton Service ahead of plan.

	Recruitment Plan	Start	End
1	Advertise new posts	02/01/2024	31/01/2024
2	Recruitment campaigns (N Kent; Swale; Maidstone; T Wells)	02/01/2024	29/02/2024
3	Select candidates for interview	01/03/2024	08/03/2024
4	Interviews	11/03/2024	29/03/2024
5	Comms to prescribers / other stakeholders re change in service	11/03/2024	06/05/2024
6	Appoint Successful candidates	01/04/2024	12/04/2024
7	On Boarding	01/04/2024	26/04/2024
8	New Staff start (assuming 1 month notice)	20/05/2024	31/05/2024
9	Training and Induction	03/06/2024	21/06/2024
10	Commence activity shifts from Hilton	24/06/2024	30/09/2024

* Assumes no TUPE arrangements