

Gateway 17139

23 January 2012

To: SHA CEOs
PCT CEOs
SHA Workforce Directors
SHA HR Leads
PCT HR Directors

CC. ALBs CEOs
DH Permanent Secretary
Transition Programme SROs
Members of the HRTSG
Members of the HRTPF
DH HR Lead
ALB HR Directors

Dear Colleagues,

People Transition Communication

Further to my letter of 29 November 2011, this letter confirms that you are asked to write to each permanent member of your staff affected by the current transition programme on 31 January 2012.

The letter will outline the expected destination (or destinations) of functions together with more information about the new bodies staff may be heading towards and some timings of when the HR and people transition processes are likely to begin for them. The letter is intended to supplement your routine discussions with your staff.

It is important all permanent staff receive a letter to ensure they are as up to date as possible about where we anticipate their function will move.

I know you will have been communicating with your staff side colleagues and communication team to manage this process to ensure that staff expectations are not unrealistically raised about the content of this letter. The letter is not intended as the start of any HR process or a commitment to individuals about their future job, it is a communications exercise to let staff know as much as we can and what progress is being made to develop the new world.

To facilitate this process, I attach:

Template letters:

- Where the functional destination (or destinations) are clear
- Where there is less clarity about where functions will be undertaken in the future

These are your letters to your staff and you will want to personalise them and develop the templates in line with any local plans and progress that you have made. However, to ensure that we maintain a consistent message we request that you do not alter the fundamental wording or structure of the first three paragraphs of the letter.

Please ensure that you send a letter to all of your staff including those employees who are on secondment, on maternity/paternity or sick leave from your organisation as well as those staff working in programmes/functions whose contracts you host.

The Department of Health will be writing to staff who work in Cancer Registries and Public Health Observatories. These staff are scattered across a number of host organisations (including universities and NHS Trusts) where their employer has not been involved to date in this communication exercise. However, you may also choose to personally write to any of your staff who work within these functions.

State of Readiness Return

As an assurance process, would you kindly complete the attached State of Readiness Plan to confirm that arrangements are in place for you to issue personal letters to all staff on 31 January. This return should be returned to ipo@dh.gsi.gov.uk by 27 January.

So that you have the most up to date information available, we will be sending you the Fact Sheets for the new organisations by 27 January, which should be appended to letters and placed on your intranet site.

I would like to stress again that this letter is part of a process of ongoing communication between you and your staff and, as the system develops and there is more certainty around how people move into the new organisations, you will need to communicate with them further. I am sure you will also want to make arrangements to let your other staff know where they stand.

If you require any further information, please contact Christine Lloyd-Jennings, HR Transition Operations Director (christine.lloyd-jennings@dh.gsi.gov.uk), who is co-ordinating this work on my behalf.

Yours sincerely



Sir Neil McKay CB
SRO for HR Transition
Chief Executive NHS Midlands and East

Attachments:

Sample letter: Clear destination
Sample letter: Destination yet to be determined

State of Readiness Return