

Gateway reference: 17181

30 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 recent letter, sent to you on Monday 23 January, I attach herewith Fact Sheets for:

- NHS Commissioning Board
- Clinical Commissioning Group
- NHS Commissioning Support Services
- Public Health England
- Local Government and Public Health Services
- Health Education England and Local Education and Training Boards
- NHS Property Services
- The Department of Health
- NHS Trust Development Agency

These Fact Sheets have been developed in collaboration with the Design Leads of the new organisations and include references to further documents that staff may find useful and informative.

Relevant fact sheets should be appended to individual letters and we recommend that all the fact sheets, and the publications mentioned therein, are made available on your intranet site. Staff need to be directed to these documents in your letter to them

Please also find attached a Questions and Answers sheet, which is relevant to the distribution of staff letters. Managers may find these Q&As useful when answering staff questions about the letter and they should be made available to staff on your intranet site.

Kindly do not place any of the above documents on your intranet site before sending letters to staff, i.e. not before 31<sup>st</sup> January.

Further to my letter of 23 January, I would like to clarify the position about writing to staff who are classified as working in Special and Hosted functions. Although these functions have not been included in the updated map of SHA and PCT Functions to Receivers organisations, you need to include these employees in your communication exercise and provide as much information as is currently available about where their function will be undertaken in future.

As I have stated in my previous correspondence, the letter is part of a process on ongoing communication between you and your staff and you will need to communication with them further as the system design develops.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil McKay', with a large, stylized flourish at the end.

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

Attachments:

Fact Sheets (9)  
Q&As