

16 November 2011



**Gateway reference: 16870**

Richmond House  
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London  
SW1A 2NS

TO:

All Directors of Public Health in England  
All SHA Cluster and Regional Directors of Public Health in England  
All Chief Executives in Primary Care Trusts and PCT Clusters in England  
All Chief Executives in Local Authorities in England  
All Local Authority Leaders in England

CC:

All Chief Executives in Strategic Health Authorities and SHA Clusters in England  
All Chief Executives in NHS Trusts in England  
All Chief Executives in NHS Foundation Trusts in England  
All Chairs in Primary Care Trusts and PCT Clusters in England  
All Chairs in Strategic Health Authorities and SHA Clusters in England  
All Chairs in NHS Trusts in England  
All Chairs in NHS Foundation Trusts in England  
Local Authority HR Directors  
Chief Executive, HPA  
Chief Executive, NTA  
Monitor  
Cancer Registries  
Public Health Observatories  
Care Quality Commission  
Public Health Task Force  
NICE

Dear Colleague,

**Public Health Human Resources (HR) Concordat**

As you will be aware, the Health and Social Care Bill currently before Parliament provides for local authorities to assume important new responsibilities for public health. Subject to the passage of the Bill this will take place from April 2013.

We are writing to let you have a copy of the attached Public Health HR Concordat, which has been issued today as the first part of advice to underpin the forthcoming transfer of

responsibilities. The Concordat provides a best practice framework for organisational changes affecting staff as part of the transfer of PCT public health commissioning functions to local government.

The Concordat has been developed by the Department of Health with NHS Employers and the Local Government Association, and in partnership with NHS and local government trade unions. It sets out a range of principles and HR standards for managing the processes involved in the transfer and clarifies the agreed arrangement for NHS and local government employers and trades unions in managing this important change.

Our aim in developing this Concordat is to help ensure that the HR transition processes are transparent, fair and clear. We know that PCT staff and local authorities will also be keen to see more certainty quickly, and more detail on how the transfers will work. The Concordat is not intended to answer those more detailed questions or explain how the transfers will affect individual's own positions. We are therefore developing a separate set of Frequently Asked Questions (FAQs). These will provide useful practical answers and/or signposting to where and when further information will be available. These FAQs will be regularly updated to keep the information available to staff and employers as fresh and as pertinent as possible. They will be published shortly via both the DH and LGA websites.

The Concordat will be followed soon by more detailed HR transition guidance, which is currently being developed for PCTs and local authorities and which will be available in January 2012. Together with communications developed locally by individual PCTs and councils over the coming months which will focus more on the implications for individuals. These documents will, collectively, provide the necessary information, guidance and support for both employers and staff involved. It will help them determine local arrangements which ensure the best possible service to local people.

We are grateful to Trades Unions colleagues from both the NHS and local government who have been involved in developing the Concordat.

We hope that you, and staff in your organisations, will find it a strong and helpful framework to use in planning for the forthcoming transition processes.



**Professor  
Dame Sally C Davies**  
Chief Medical Officer  
Department of Health



**John Ransford**  
Chief Executive  
Local Government  
Association  
The logo for the Local Government Association, featuring the word 'Local' in white on a purple background, a stylized white profile of a person's head, and the word 'Government' in a bold black font above the word 'Association' in a smaller black font.



**Sir Neil McKay**  
Chief Executive  
NHS Midlands and East  
SHA Cluster

