

## Introduction



### Creating Public Health England

At the end of July 2012, we confirmed details of the Public Health England's structure<sup>1</sup>. Published as a series of factsheets, the document set out how Public Health England will be organised to achieve its ambitions of protecting and improving the nation's health, addressing inequalities and improving the health of the poorest fastest.

It set out the structure for Public Health England on its establishment as an executive agency of the Department of Health on 1 April 2013, and has been used as the basis for transition.

Module 1 of the Public Health England People Transition Policy<sup>2</sup>, which was published at the same time, set out the agreed process for transferring staff from existing sender organisations and functions to the Public Health England.

It described the process for appointment of staff to Public Health England – through a process of “lift and shift”; job matching; redeployment and – where required – open competition, in line with nationally agreed guidance.

The associated frequently asked questions<sup>3</sup>, which were published in August 2012, included a number of

questions and answers on this phase of the HR process.

Public Health England's ability to achieve its ambition will depend on its staff. The People Transition Policy will facilitate a secure transition by minimising disruption and ensuring continuity of the crucial public health services that Public Health England will deliver and maintaining and developing relationships with key partners across the health and care system.

The implementation of the people transition is now under way. The work carried out to date to look at functions which “lift and shift” and to identify job matches has confirmed that most staff working in sender organisations will transfer to Public Health England in their current roles without the need for any further HR process.

We are grateful to all those in sender organisations for the time and effort they have contributed to date in the people transition process.

We committed in July to publishing a second module of the People Transition Policy in which we would set out terms and conditions for transferring staff, together with details of Public Health England's own terms and conditions for its new recruits and the longer term.





## People Transition Policy Module 2

Following the publication of Module 1, and in response to key issues raised by managers, staff and trade unions, Module 2 sets out:

- how we have reached the stage we are at now – with an emphasis on the successful partnership working to date and the underlying principles governing the transfer
- terms and conditions for staff on transfer
- terms and conditions for the future Public Health England staff
- what it means to be a Civil Servant (as all staff who work in Public Health England will be) governed by the Civil Service Management Code and, for staff in Public Health England, the Public Health England Code of Conduct
- an update on the legal basis for transfer for those not covered by Transfer Schemes under the Health and Social Care Act 2012 or Transfer Orders under the NHS Act 2006.

However, this is not, and nor should it be, the final word on the HR processes governing the establishment of an organisation as complex as Public Health England. We will continue to keep everyone involved in the process up to date on further HR developments, including through Duncan Selbie's Friday Message.

We have also recently established a regular Public Health England Transition Bulletin for HR Teams, which is being issued to HR staff across our sender

organisations but can be made readily available to any staff interested in receiving it.

## Partnership working

In December 2011 we established a joint Public Health England Partnership Working Group comprising representatives of Department of Health and sender employers, and members of trade unions representing staff affected by change. The content of this module is based on the discussions with the Partnership Working Group.

As part of the transition nationally, the principles from the HR Transition Framework<sup>4</sup> have been adopted. Specifically – and in agreement with the Partnership Working Group – the key principles governing the establishment of Public Health England continue to be:

- work in constructive partnership with current employers of staff moving to Public Health England, and with trade unions nationally and locally throughout the process
- maximise transfers wherever possible, and suitable alternative employment opportunities for staff not covered by “lift and shift” or “slot-in” arrangements
- keep people informed
- manage effective and transparent processes that are fair and equitable
- keep bureaucracy to a minimum but ensure HR best practice is followed, ensuring compliance with equality and employment legislation.





Partnership working with the trade unions will continue to form a cornerstone of our employee relations. We will continue to work in partnership through the Public Health England Partnership Working Group in anticipation of any new recognition agreement for Public Health England.

### **Additional materials**

The People Transition Policy will continue to be supported by a series of frequently asked questions.

These will be updated on an ongoing basis, and will be made available on the Department of Health website<sup>5</sup>.

If you have any questions on any aspect of the topics covered in either of the People Transition Policy modules that you would like to raise, please email [phe\\_hr@dh.gsi.gov.uk](mailto:phe_hr@dh.gsi.gov.uk).

<sup>1</sup> <http://healthandcare.dh.gov.uk/phe-structure>

<sup>2</sup> <http://healthandcare.dh.gov.uk/phe-ptp>

<sup>3</sup> <http://healthandcare.dh.gov.uk/phe-faqs-module1>

<sup>4</sup> <http://www.hrtransition.co.uk/media/1482/hr-transition-framework.pdf>

<sup>5</sup> <http://healthandcare.dh.gov.uk>



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