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To:

SHA chairs  
PCT chairs

SHA chief executives  
PCT executives  
NHS Trust chief executives  
Foundation Trust chief executives  
ALB chief executives

1 December 2005

PEC chairs

SHA HR directors  
PCT HR directors  
Foundation Trust HR directors  
ALB HR directors

Gateway reference 5832

Dear Colleague

## **COMMISSIONING A PATIENT-LED NHS: HUMAN RESOURCES FRAMEWORK FOR SHAs and PCTs**

This human resources framework is being produced to ensure that changes arising from *Commissioning a Patient led NHS* are managed consistently and equitably across the country.

I know that this is an uncertain and unsettling time for very many staff in your organisations. It is therefore essential that we manage these changes as smoothly as possible between us all. The HR Framework calls for all parts of the NHS to play their part in supporting staff who may be affected in the coming months.

As you will know Strategic Health Authorities submitted their proposals to the Department in October. Following advice from an external panel, we have now written to confirm that local consultation can commence from 14<sup>th</sup> December. Following consultation, and if Ministers approve the proposals,

the configuration of all SHAs will be affected by the proposed changes, and most, but not all, Primary Care Trusts will need to be reconfigured.

It is important to emphasise that no decisions will be taken on the local configuration of organisations until the full statutory consultation has taken place. However, to be prudent, organisations need to plan now to manage the impact of these proposed changes on those directly affected - the current administrative and managerial workforces.

This HR framework has been produced in partnership with trade unions nationally. It calls for early action in every SHA and PCT to help ensure that those staff who may be affected by the changes are properly supported through the process and to help them to understand how the changes will be managed if they happen. This includes PCTs who are unaffected by reconfiguration proposals.

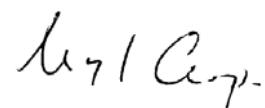
If these changes happen, we will need the co-operation and support of the whole NHS throughout this process. Chief executives and HR directors in organisations, which are not directly affected by the changes, should note that the framework requires their action and assistance. Please note particularly, paragraphs 74 to 78 and paragraphs 97 to 102.

The framework suggests that we move quickly in order to preserve service continuity and to give early certainty to individuals affected, the framework suggests that we move quickly. We will need to appoint the people who will lead us through these changes as soon as possible. We will only be able to do this with the support of staff in SHAs and PCTs. In order to assist with the transition, therefore, we are guaranteeing continued employment for staff in SHAs affected by these changes until March 2007 and until June 2007 for staff in PCTs – whether or not they have secured a post in the new organisations by that date.

Good communication is essential. Important items of communication in relation to supporting the service on this HR framework will be placed on the *NHS Employers* website, [www.nhsemployers.org/cplnhs](http://www.nhsemployers.org/cplnhs). This will include the collation and publication of ongoing “Questions and Answers” relating to this framework, starting two weeks from now.

I hope this document will clarify many issues for people. Comments and questions about the framework should be emailed to:  
[cplnhs@nhsemployers.org](mailto:cplnhs@nhsemployers.org).

Yours sincerely



**NIGEL CRISP**