

2 August 2011

TO: All Chief Executives in Strategic Health Authorities in England  
All Chief Executives in Primary Care Trusts in England  
All Chief Executives of Arm's Length Bodies in England  
Una O'Brien CB, Permanent Secretary, Department of Health

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CC: All HR directors in Strategic Health Authorities in England  
All HR directors in Primary Care Trusts  
All HR directors of Arm's Length Bodies  
Flora Goldhill CBE, Director General – Transition, Department of Health

**Gateway reference number: 16381**

Dear colleague

### **NHS Commissioning Board's People Transition Policy**

Following the publication of the HR Transition Framework on 7 July, I am now pleased to be able to supplement this with the People Transition Policy (PTP) developed specifically for the NHS Commissioning Board (NHS CB), which was published on Thursday 28 July.

*Developing the NHS Commissioning Board* set out my vision for a new commissioning system with a relentless focus on improving outcomes for patients, with a board structured around the five domains of the NHS Outcomes Framework. The publication of the PTP marks the start of the journey towards the establishment of this board, as we now have the detailed HR policies to support a fair and transparent transfer, selection and appointments process.

The establishment of the NHS CB has been extended by the publication of the Future Forum report and appointments will take place in two broad phases. This PTP will guide appointments in Phase One, which will take place throughout the summer and autumn, following the end of the consultation on the establishment of the Special Health Authority on 18 August. This phased appointment process will allow the senior leadership team to help take the NHS CB forward, together with their support teams and some key transition and priority roles. The second, and more extensive phase of appointments, will take place in 2012.

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I recognise that this is an uncertain time for staff and if we are to retain the great talent that exists, it is vital that we support staff affected by the change process through their managers and HR professionals. A slide pack has been produced for staff briefings to ensure consistency across organisations and other information and channels of support will be made available.

The PTP is a living document that will continue to be refined and developed, as the NHS becomes a Special Health Authority and finally an External Non-Departmental Public Body. We will continue to work with unions across the health and social care sector and will establish local consultation arrangements to support the change process and establishment of the NHS CB.

The implementation of the first phase of the PTP will be monitored in partnership with the Trades Unions, through the HR Transition Partnership Forum, and a formal review is planned so that learning can inform the second phase.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D Nicholson', with a long horizontal flourish extending to the right.

**Sir David Nicholson KCB CBE  
Chief Executive Designate  
NHS Commissioning Board**