

Tel: 01223 597529  
Fax: 01223 597711  
E-Mail: [neil.mckay@eoe.nhs.uk](mailto:neil.mckay@eoe.nhs.uk)  
Website: [www.eoe.nhs.uk](http://www.eoe.nhs.uk)

East of England Strategic Health Authority  
Victoria House  
Capital Park  
Fulbourn  
Cambridge  
CB21 5XB

Our ref:

Date: 29 March 2011

Tel: 01223 597500  
Fax: 01223 597555

To: SHA Chief Executives  
PCT Chief Executives

Dear Colleague

**Re: Assignment for Transition Guidance**

I am writing in my role as Senior Responsible Officer for the HR Transition to introduce the 'assignment for transition' guidance.

Assignment for transition is the process of aligning relevant PCT employees during the transition to support emerging GP consortia and associated commissioning support functions. It is not a relevant process to support employees moving from one statutory body to another.

The purpose of this document is to provide PCTs, as the responsible employer, guidance on 'assignment for transition' to apply locally and in partnership with their emerging GP consortia, Trade Unions and professional bodies. The guidance focuses on supporting the development of emerging GP consortia and associated commissioning support functions, while promoting both appropriate engagement with employees and fairness.

The guidance recommends that assignment for transition has three locally agreed phases. These phases are based upon emerging GP consortia taking increasing

responsibility during the transition for delivery of QIPP in preparation for the establishment process led by the NHS Commissioning Board. They will be flexible to reflect the local development of arrangements.

As a practical start for using this guidance, PCTs should circulate it to all their emerging GP consortia and local partnership forums to inform discussion on assignment. Where assignment for transition has already taken place, it should be reviewed by PCTs against the approach in this document. Also, SHAs should consult their Social Partnership Forums on the guidance and support their PCTs to implement it locally.

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**  
**Chief Executive**