

ADMINISTRATIVE PROCESS FOR GATHERING INFORMATION ON PH ACADEMICS

This document explains the administrative process for transferring contractual relationships between NHS organisations and higher education institutions (and their employees) to Public Health England.

Stage 1: Gathering Information

The first stage of the process involves the collection and collation of information on existing arrangements. This is part of a pack of information sent to UCEA on the 12th of February 2013 which included:

- A spreadsheet for capturing information on PH academics
- A guidance note on completing the Spreadsheet
- Further information on important changes relating to transfer to PHE such as; The NHS Honorary Contract, Medical Revalidation and Follett Joint Partnerships.

UCEA are circulating this to relevant higher education institutions for their HR department and faculty heads to gather the relevant documents containing information on the existing contractual arrangements between PCTs/SHAs, the higher education institution and their public health academics. The information required is in the Document Checklist below:

Document Checklist

Please make sure you enclose a document that:	Tick if enclosed	If unable to enclose any of the documents, please explain why in the boxes below:
Describes the public health services/activities provided to the NHS by the university		
Describes any mutual commitment by the NHS in order to facilitate the services. E.g. access to data, premises		
Detail the funding amount, what it covers, any variable costs and terms		
Details the honorary or other contract relationship		
Details the 'Follett' joint management relationship and the specific requirements on the NHS		
Detail any participation in the PCT's delivery of public health provision e.g., the out-of-hours on-call rota		

Are relevant to the relationship for public health services between the university and the PCT		
--	--	--

The next process, once the documents have been collected, is to populate the spreadsheet titled '**PH Academic Staff Template**'.

Once all the information is assembled please send it, electronically if possible, to: localpublichealth@dh.gsi.gov.uk, however if this is not possible you can alternatively post to: **Adem Oyekan,**

**Public Health England,
5th Floor Wellington House
133-155 Waterloo Road
London SE1 8UG**

Please note that for a smooth transition to PHE it is important that we receive the completed spreadsheet by **12pm on Thursday, 28 February 2013.**

For more information on the process or for guidance on completing the spreadsheet please **email or call Adem.Oyekan@dh.gsi.gov.uk on 020 765 48098 or Kevin.Rampling@dh.gsi.gov.uk on 020 7654 78076.**

Stage 2 Assessing information

PHE will need to assess the range of information provided and determine the appropriate contractual relationship that will suit the new public health system. Phe is not able to replicate exactly the NHS honorary contract and so will be considering contracts for services, secondments or other mainstream civil service arrangements or a bespoke PHE honorary contract.

This will be undertaken on a case by case basis and then.....

Stages 3 and 4 Proposals and Contracts

Stage 3 is an assurance process to let employers and their employees know what is proposed and to give assurance on the continuity of necessary arrangements to maintain the contractual academic relationship. This initial proposal should happen before 31 March 2013. There will be time for discussion and amendment if required. The aim is to ensure everyone is comfortable with what is proposed will happen before entering into stage 4.

Stage 4 is the actual issuing of appropriate contracts. A 12 week period is allowed for this stage which reflects the practicalities of the work to be undertaken. Where it is necessary to do so, the new contracts will provide continuity with current arrangements. All contracts offered will be subject to the usual civil service checks and clearances.