



Department
of Health &
Social Care

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28 March 2018

Alistair McDonald
Chief Executive
NHS Business Services Authority
Bridge House
152 Pilgrim Street
Newcastle Upon Tyne
NE1 6SN

Dear Alistair

NHS Jobs

Directions to the NHS Business Services Authority in relation to England, having effect on 1 April 2018.

This letter sets out directions to the NHS Business Services Authority (NHS BSA) pursuant to sections 7 and 272(7) of the National Health Service Act 2006. The NHS BSA is directed to undertake the Secretary of State's responsibilities for NHS Jobs in relation to England with effect on 1 April 2018. Welsh Ministers are understood to be giving similar directions in relation to NHS Jobs as it relates to Wales.

With that in mind, the contract between Secretary of State for Health and Methods Consulting Ltd is to be novated to the NHS BSA on or after these Directions have effect, that is, on or after 1 April 2018. At the same time, the matters set out as being matters to be undertaken by, for or otherwise in relation to the Secretary of State in the Memorandum of Understanding between Secretary of State for Health and Cwm Taf University Health Board (the contract managers on behalf of the Secretary of State for Health and Social Care), dated 2 May 2017 will fall to be undertaken by, for or otherwise in relation to the NHS BSA.

The NHS BSA is directed to manage the contract entered into by the parties on 1 February 2012 relating to Electronic Recruitment Services (NHS Jobs) from the date of novation to the BSA on 1 April 2018, until termination of that contract and to tender for and lead development of a further contract (NHS Jobs 3).

The NHS BSA must :

- ensure the continued provision of an NHS Jobs advertisement and application service;
- notify the Secretary of State of any matter which may disrupt provision of the NHS Jobs service or where issues of public policy or finance may arise;
- promote awareness of the NHS Jobs service and ensure its development meets the needs of the NHS in England;
- aim to discharge its functions under these directions in relation to England alongside its like functions in relation to Wales (as Welsh Ministers may direct) in as co-ordinated and seamless a way as possible, bearing in mind that the NHS Jobs service serves the NHS in both Wales and England.

The Secretary of State will monitor NHS BSA's performance in relation to the NHS Jobs service through regular accountability meetings.

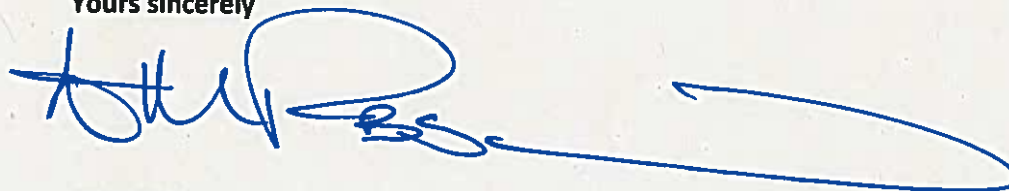
Detailed performance arrangements will be agreed annually in a Service Level Agreement between the Secretary of State and the NHS BSA.

The Service Level Agreement will set out key deliverables and KPIs which will be recorded in the NHS BSA business plan, performance will be monitored through regular accountability meetings. From the date of novation the NHS BSA is directed to:

- take responsibility for the terms of the contract with Methods Consulting;
- manage the Memorandum of Understanding with Cwm Taf University Health Board;
- Procure a new contract (NHS Jobs 3) to start 1 February 2020 (the current contract expires 31 January 2020) to enable the service to continue.

The Department is looking forward to working collaboratively with you to ensure that the NHS BSA manages the NHS Jobs function in an efficient and effective manner.

Yours sincerely



Alan Robson
Deputy Director
NHS Workforce Education, Modernisation and Funding