

Grŵp Iechyd a Gwasanaethau Cymdeithasol

Health and Social Services Group



Llywodraeth Cymru  
Welsh Government

Alistair MacDonald  
Chief Executive  
NHS Business Services Authority  
Stella House  
Goldcrest Way  
Newburn Riverside  
Newcastle upon Tyne  
NE15 8NY

MA-L-VG-0163-18

22 March 2018

Dear Alistair,

**NHS Jobs - Directions to the NHS Business Services Authority in relation to Wales, having effect on 1 April 2018**

This letter sets out directions to the NHS Business Services Authority (NHS BSA) made pursuant to sections 23 and 204(3) of the National Health Service (Wales) Act 2006, and article 3(q) of the NHS Business Services Authority (Awdurdod Gwasanaethau Busnes y GIG) (Establishment and Constitution) Order 2005.

The Secretary of State (acting on behalf of the Welsh Ministers) entered into a contract with Methods Consulting Ltd on 1 February 2012 for the provision of Electronic Recruitment Services (NHS Jobs) to NHS bodies in England and Wales. The NHS BSA is directed to undertake the Secretary of State's responsibilities for NHS Jobs under that contract in relation to Wales with effect from 1 April 2018.

The NHS BSA is directed to manage the contract entered into by the Secretary of State and Methods Consulting Ltd on 1 February 2012 relating to NHS Jobs for Wales from the date of novation, 1 April 2018, to the NHS BSA until termination of that contract on 31 January 2020.

Before entering into any further contract NHS BSA must consult with the Cabinet Secretary for Health and Social Services and appropriate NHS colleagues.

The NHS BSA must:

- ensure the continued provision of an NHS Jobs advertisement and application service;
- notify the Cabinet Secretary for Health and Social Services of any matter which may disrupt provision of NHS Jobs 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 Wales;
- aim to discharge its functions under these directions in relation to Wales alongside its like functions in relation to England (as the Secretary of State for Health directs) 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;

with effect from 1 April 2018.

My expectation is that the Secretary of State will monitor NHS BSA's performance in relation to the NHS Jobs service through regular accountability meetings and inform the Welsh Government of any pressing issues.

Yours sincerely



**Julie Rogers, FCIPD**  
Director, Workforce & Organisational Development  
Cyfarwyddwr, Yr Gweithlu a Datblygu Sefydliadol

cc: David Roberts - NHS Jobs Service Manager, NHS BSA  
Paul Jackson - Senior Strategic Sourcing Manager, NHS BSA  
Ian Owen – Welsh Government

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