

NHS North East London and the City - Handover Assurance Framework



North East London and the City

Version V 2.5

Sender : NHS NELC

Receiver : London Borough of B & D

Transfer Schemes

Category	Sender Lead	Job Title	Supporting documentation	Due Diligence Completed
IT Hardware	NA	NA	NA	NA
Finance	NA	NA	NA	NA
Intellectual Property Rights	NA	NA	NA	NA
Insurance	NA	NA	NA	NA
Governance Records	NA	NA	NA	NA
Data	Julie Burcham, Sarah Davis	Project Manager	All Annex 2 and Annex 3	
Disputes, Litigations and Claims	NA	NA	NA	NA
Consents, Licenses, Permits & Approvals	NA	NA	NA	NA
Motor Vehicles	NA	NA	NA	NA
Material Contracts	Andrew Bulloch	NELC Contract Transition Project	All Annex 2 and Annex 3	
Clinical contracts	Andrew Bulloch	NELC Contract Transition Project	All Annex 2 and Annex 3	
Employment and Pensions	Julie Burcham	Project Manager	All Annex 2 and Annex 3	
Plant & Equipment	NA	NA	NA	NA
Property	NA	NA	NA	NA
Staff	Pete Sutton	Associate Director Human Resources	Employer to Employer template, Employee template, Policies template, Training records template, Other (ex. Occupational Health)	

Receiver Lead	Job title	Due Diligence Completed	Comments
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
Anne Bristow	Corporate Director, Adult and Community Services		
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
Anne Bristow	Corporate Director, Adult and Community Services		
Anne Bristow	Corporate Director, Adult and Community Services		
Tony Fisher	HR Business Partner		
NA	NA	NA	NA
NA	NA	NA	NA
NA	NA	NA	NA
Tony Fisher	HR Business Partner		

Operational Handover

Contracting Round	Sender Lead	Job Title	Supporting documentation	Comments
Contracts used as basis of contracting round	Andrew Bulloch	NELC Contract Transition Project	Contracts Database	

Receiver Lead	Job title	Date Received	Comments
Anne Bristow	Corporate Director, Adult and Community Services		

Quality and Safety	Sender Lead	Job Title	Supporting documentation	Comments
Quality Handover	Victoria Morgan	NELC Head of Quality and Safety	Quality and Safety Handover Document	

Receiver Lead	Job title	Date Received	Comments
Anne Bristow	Corporate Director, Adult and Community Services		

Legacy	Sender Lead	Job Title	Supporting documentation	Comments
Legacy Information	Sue Assar	Interim Governance and Transition Lead	Cluster Legacy Document	

Receiver Lead	Job title	Date Received	Comments
Anne Bristow	Corporate Director, Adult and Community Services		

Performance Handover	Sender Lead	Job Title	Supporting documentation	Comments
Performance Handover	Alan Steward	Deputy Director of Corporate performance and development	Handover Certificates	

Receiver Lead	Job title	Date Received	Comments
Anne Bristow	Corporate Director, Adult and Community Services		

Handover	Sender Lead	Job Title	Supporting documentation	Comments
Operational	Sue Assar	Interim Governance and Transition Lead	Operational Closedown Report	Due end of March
PCT statutory functions	Sue Assar	Interim Governance and Transition Lead	Destination of statutory PCT functions	

Receiver Lead	Job title	Date Received	Comments

Sender Senior Responsible Officer Sign Off		
Print Name	Signature	Date

Receiver Senior Responsible Officer Sign Off		
Print Name	Signature	Date

Conditions for Sign off