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**"Re: Alliance House: 1. CE appointment and 2. assurance regarding business continuity arrangements."**

File Reference:	IDY/005/010/006/002/002
File Title:	ID&BP - Blood Safety & Supply - Historical Contamination of Blood and Blood Products - Contaminated Blood Payment Schemes - Caxton Foundation - Appointments
Filed by:	Ben Cole/HP-SL/DOH/GB on 17/01/2013 at 09:29
Created by:	"Roger Evans " <rogerevans4@GRO-C> on 22/08/2012 at 07:38
Recipients:	Rowena Jecock; "charles.lister@GRO-C"; "Peter@GRO-C"; Ben Cole (SendTo, CopyTo & BlindCopyTo if applicable)

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"Roger Evans "  
<rogerevans4@GRO-C>  
>  
22/08/2012 07:38

ToRowena Jecock/PH6/DOH/GB@GRO-C  
"charles.lister@GRO-C" <charles.lister@GRO-C>  
cc"Peter@GRO-C" <Peter@GRO-C>, Ben Cole/HP-SL/DOH/GB@GRO-C  
bcc

SubjectRe: Alliance House: 1. CE appointment and 2. assurance regarding business continuity arrangements.

Dear Charles\Rowena, thank you for the email. I will reply directly on behalf of MfT once I have finalised my reply with my fellow trustees. Before replying I would like to see the recent communications with DH drawing this to your attention. Please could either of you let me have copies of the relevant correspondence to the DH. Incidentally, Martin has not yet signed his retirement letter so he is still in post, effectively.

Best Wishes, Roger

Sent from my BlackBerry® wireless device

-----Original Message-----

From: Rowena.Jecock@GRO-C  
Date: Wed, 22 Aug 2012 06:00:06  
To: <charles.lister@GRO-C>  
Cc: <Peter@GRO-C>; <rogerevans4@GRO-C>; <Ben.Cole@GRO-C>  
Subject: Alliance House: 1. CE appointment and 2. assurance regarding business continuity arrangements.

Dear Charles,

I am writing to you as Acting Chair of the Caxton Foundation while Peter Stevens is abroad on holiday.

Following Martin Harvey's recent decision to retire at the end of August 2012, because of ill-health, I am seeking your assurance that appropriate plans are in place to ensure business continuity at Alliance House while the substantive appointment of a new CE is being undertaken.

I understand that the Caxton Board wishes to appoint an interim Chief Executive whilst the post is put out to open competition. That seems to us to be a sensible approach. We would not wish to see a lengthy gap in executive leadership at Alliance House. I would be grateful if you could confirm whether an interim appointment is what you intend, and if so, how you propose to undertake it. Before you proceed, DH will also need to understand and agree any additional cost implications that might put pressure on the service delivery budget.

Our most immediate concern is to seek assurance that the necessary arrangements are in place to maintain continuity of the day to day operations of the five Alliance House bodies during the next few weeks, including appropriate financial approval for and oversight of the disbursement of payments to beneficiaries, as well as other expenditure.

Beyond the immediate period, DH will wish to receive similar assurance for the medium-term until Martin's replacement takes up the reins, which we appreciate may be several months hence.

To re-cap, I would be grateful for:

1. confirmation of how you plan to proceed with the CE appointment, including interim arrangements and any associated cost implications that may put pressure on the service delivery budget; and
2. your assurance that you are satisfied that:
  - . arrangements are in place to provide continuity of Alliance House business for the next few weeks, including appropriate processes for approval and oversight of all expenditure;
  - . you are able now, or shortly expect to be able to provide similar assurance for the period beyond that, until a new CE is able to take up post.

I am copying this email to Peter and Roger.

Please contact me if you wish to discuss any of this.

Kind regards,

Rowena

Rowena Jecock  
Head of Policy, Blood Safety & Supply  
Dept of Health

Tel: GRO-C

Email: Rowena.Jecock@GRO-C

Message sent from a Blackberry handheld device.

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