

**EXECUTIVE BOARD SUMMARY NOTE  
8 MARCH 2011**

**PART 1: GENERAL BUSINESS**

**Present**

**Title**

Permanent Secretary

Acting Chief Medical Officer

Director General for Social Care, Local Government & Care Partnership

Director General for Finance & Chief Operating Officer

**Apologies**

NHS Chief Executive

**In attendance for item 2**

Acting Director General, Corporate Development Directorate

Deputy Director, Development and Delivery

Director-General, Health Improvement and Protection and Chief Scientist

**In attendance for item 3**

Director-General, Health Improvement and Protection and Chief Scientist

Director of Transition

**Secretariat**

Deputy Director, Development and Delivery

Team Member, Development and Delivery

**Minutes and Action Points**

- 1.1. The EB minutes of 7 February 2011 were agreed. All actions were confirmed as completed or in hand.

**Business Planning**

- 2.1. The acting Director General for the Corporate Development Directorate presented on this item. A paper had been circulated to Board members which set out the high-level position for the next financial year. Board members discussed the analysis that had been provided, which was based on information from the DH Structural Reform Plan, transition and 'business as usual' costs. It was agreed that the Director General for Finance & Chief Operating Officer would lead on a further discussion of these issues at the next meeting of the DH Management Committee.

**Emergency Planning**

- 3.1 The Director-General for Health Improvement and Protection and Chief Scientist

spoke to this item. Emergency Preparedness, Resilience and Response (EPRR) had been established as a cross-cutting workstream as part of the transition programme. A Steering Group (chaired by the Director General) had been established and included all key stakeholders, including HPA and NHS. An update on progress would be provided to the Transition Board.

## **PART 2: TRANSITION BUSINESS**

### **The following people joined the meeting for part 2.**

Director General, Workforce

Director General, Corporate Development Directorate

Director General, Communications

Transition Director

### **In attendance**

Deputy Director, Business & Strategy, Communications

Head of Brand Management, NHS Communications

### **Secretariat**

Deputy Director, Transition Programme Finance & Policy

Policy Manager, Integrated Programme Office

### **Branding of the new health and care system**

- 4.1 Following the brand architecture presentation to the Transition Board on 24 November, the Executive Board provided strong backing for the continued use of the NHS brand in the new healthcare system, and asked for a more detailed proposal.
- 4.2 The discussion outlined the current departmental approach to, and public perspective of, the NHS brand. The changing nature of how healthcare would be provided presented new challenges for the brand. The vision in 'Liberating the NHS' was for a more devolved system, more focussed on patients. There was a need to develop options that sustained the NHS brand, and Communication colleagues had developed a set of principles to inform these options, and requested EB comment and agreement to the proposals.
- 4.3 The Director General of Communications would put a note to Secretary of State, incorporating the points raised in discussion at the Executive Board.

### **Framework documents**

- 5.1 The Director General for Finance & Chief Operating Officer presented on framework agreements, which were a way of setting out - at high level - the nature of the relationships between DH and its Arms Length Bodies (ALBs).
- 5.2 The relationship could be thought of in four key ways: compliance, assurance,

alignment, and co-production. There would be workshops to work out further detail of individual documents with sponsors.

5.3 The Board agreed that refreshed framework documents had an important role in relation to existing ALBs, as well as new ones.

5.4 The Permanent Secretary asked that Framework documents should be the subject of a future Executive Board discussion.

### **Risk**

6.1 The Deputy Director of Development and Delivery set out to the Board the proposed amendments to the DH Strategic Risk Register.

6.2 The Board approved the following amendments:

- A new category defining “impact”
- Rating the risk “manageability”
- A graphical representation of risks, mapping them against impact, likelihood and manageability was also been proposed.

6.3 The Board agreed that these amendments were useful and that the Secretariat should look to continually improve and refine the register. It was noted that it was more important that risk owners took ownership of their risks and translated discussion in to action. The secretariat would remind risk owners of their responsibilities and use the risk register to shape the Executive Board forward work programme

### **Transition status and risk update**

7.1 In addition to the risks already discussed, the Transition Director highlighted that an additional risk had been added to the Integrated Programme Office Risk Register. The Transition Executive Group would be having a discussion to agree key assumptions on the issue, and a paper would be brought to the next Executive Board.

### **AOB**

8.1 Una O’Brien requested that further work be taken forward on the Equalities Agenda. This should be shared with MS (CS).