

SUMMARY MINUTES
Draft

<p>COMMISSIONING DEVELOPMENT BOARD</p> <p>ACTION NOTE OF THE MEETING HELD 2 MARCH 2011</p> <p>THE BOARD ROOM, RICHMOND HOUSE</p>

Attendees:	Barbara Hakin (DH) Ben Dyson (DH) Ailsa Claire (Y&H) Karen Wheeler (DH) Richard Barker (North East) Nic Greenfield (DH) Paul Zollinger-Read (EofE) Gail Richards (DH) Bruce Keogh (DH) Rosamond Roughton (DH) Helen Hirst (DH) for items 4 & 5	Bob Alexander (DH) Bob Ricketts (DH) Hannah Farrar (London) Ian Carruthers (South West) Colin Douglas (DH) Joe Rafferty (North West) Jim Easton (DH) Tim Rideout (DH) Alex Morton (DH) Denise McLellan (DH) Andrew Morgan (DH) for item 7	John McIvor for Wendy Saviour (East Midlands) Candy Morris (South East Coast) Liz Bowsher (DH) Christine Beasley (DH) John Bewick (South West) Sally Warren (DH) for David Behan Guy Boersma (South East Coast) Moira Dumma (West Midlands) Victoria Newton for Kathryn Tyson (DH) Andy Smith (DH) for item 8
Apologies:	David White (Norfolk Council) Wendy Saviour (East Midlands) Kathryn Tyson	Mike Farrar (North West) David Behan (DH)	Christine Connelly (DH) Jane Povey (DH)
Shadowing:	Paul Tulley (DH)	John Wicks (DH)	Helen Cameron (NHS London)

No.	Agenda item	Key points / Action	Action
1.	Minutes of last meeting and matters arising	The minutes of the previous meeting were agreed. There was one matter arising. The group agreed in principle with proposals that critical path for commissioning development be developed at local or system level, in parallel to the national work, which would help establish/ test action that needed to take place and products developed by the DH to enable local systems to successfully implement the transition. Ros agreed to work this up further. Moira Dumma proposed that DCDs should meet directly with Deputy Regional Directors	

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2	Monthly Progress Report	<p>The Board received the Commissioning Development Programme Progress Report. Rosamond Roughton provided general context to the Board. It was noted that given the changing environment there were still some areas where plans now needed review and amendment. It was noted that there would be further discussion on reporting at the next Board meeting.</p> <p>Ben Dyson provided an update on Commissioning Outcomes Framework, which was highlighted in the progress report.</p>	
2.	GP Consortia – diagnostic and authorisation	<p>Gail Richards provided the Board with an update on the GP Consortia workstream. It was noted that the third cohort of pathfinders had been announced. Gail described the complexity of the programme and the opportunity the team were taking to review progress and ensure the integrated plan for GP consortia was fit for the future.</p> <p>The Board considered the GP consortia elements of the progress report, in particular, ‘Objective 14 – authorisation and accountability’.</p> <p>Gail Richards presented a paper, ‘GP consortia programme: diagnostic and authorisation process’.</p>	
3	Commissioning Support – business readiness	<p>Liz Bowsher drew the Board’s attention to the Commissioning Support elements of the Progress Report, highlighting specific objectives and reporting on work to date and mitigating actions where required.</p> <p>In discussion the Board:</p> <ul style="list-style-type: none"> • agreed it would be important consider how current specialist expertise, e.g. the Quality Observatory, are treated in the new system • discussed wider issues related to commissioning support that were of particular interest currently eg AWP • considered resilience in commissioning support <p>Joe Rafferty presented a paper on Commissioning Support – business readiness, which included proposals for a business readiness stocktake in May 2011. The group discussed the need to ensure the commissioning support agenda supports the radically different future environment.</p>	
4	NHS Commissioning Board - stocktake -commissioning of primary care	<p>Tim Rideout set the context for updating the Board on progress with the NHS Commissioning Board work.</p> <p>Tim highlighted objective 2 – direct commissioning - where it was noted progress was on track but this was a big ticket item; objective 5 – transition from DH, where it was noted that the process was being reviewed and changed to better articulate scale of safe transfer of function; objective 11 – intelligence for commissioning, where green status reflects that</p>	

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		<p>the objective is delivering, but this would be a focus at the next Board meeting.</p> <p>Denise McLellan provided an update on the 'Stocktake on transition to the NHS CB'. Directors of Commissioning Development will work on this with Denise directly with a view that the stocktake be complete by 31-5-11.</p> <p>Helen Hirst attended the Board and presented the Board with an update on Commissioning of Primary Care. Helen outlined the work to date, drawing attention to the fundamental review of how primary care is currently commissioned and the commonalities and differences. Helen highlighted the role of professional groups other than GPs and highlighted next steps.</p>	
5	Discussion groups – assignment guidance	Nic Greenfield introduced the discussion item, providing context for Board members and highlighting the proposed HR framework for assignment. It was noted that the outputs of the three discussion groups would be used in preparation for the HR workshop on 3 March 2011.	
7	Commissioner engagement in future of NHS Trusts	Guy Boersma introduced the agenda item, highlighting the change in FT pipeline and the role of commissioners in the pipeline. Andrew Morgan provided the Board with a more detailed account of the provider development approach to the FT pipeline.	
8.	Provider Development Issues	<p>The Board noted that a FAQ on AWP had been produced. Draft principles for the AWP Qualification Process were circulated. Comments should be forwarded to Andy Smith.</p> <p>Directors of Commissioning were asked to ensure this topic was properly considered at SHA / local level.</p>	<p>All Board members</p> <p>Directors of Commissioning Development</p>
9	Integrated working – draft narrative	A draft narrative on integrated working had been circulated to the Board prior to the meeting. The Board was asked to provide any comments to Sally Warren	All Board members
10	Any Other Business	Advisory Committee on Resource Allocation Candy Morris updated the group on ACRA in relation to commissioning development.	
11	Date and time of next meeting	The next meeting will be held 13.00 – 16.00 on the 6th April 2011, The Cathedral Room, Richmond House	