

SUMMARY MINUTES
Draft

<p>COMMISSIONING DEVELOPMENT BOARD</p> <p>ACTION NOTE OF THE MEETING HELD 13 JANUARY 2011</p> <p>THE OLD LIBRARY, RICHMOND HOUSE</p>

Attendees	Barbara Hakin (DH) Wendy Saviour (East Midlands) Helen Dowdy (Y&H) Karen Wheeler (DH) Richard Barker (North East) Nic Greenfield (DH) Paul Zollinger-Read (EofE) Claire Aldiss (DH) Sir Bruce Keogh (DH) Christine Connelly(DH)	Bob Alexander (DH) Ben Dyson (DH) Hannah Farrar (London) Ian Carruthers (South West) Colin Douglas (DH) Joe Rafferty (North West) Jim Easton (DH) Gail Richards (DH) Alex Morton(DH)	David White (Norfolk CC) Charles Waddicor (South Central) Mike Farrar (North West) Christine Beasley (DH) John Bewick (South West) Sally Warren (DH) for David Behan Guy Boersma (South East Coast) Tim Rideout (DH) Moira Dumma (West Midlands)
Apologies	Candy Morris (South East Coast)		

No.	Agenda item	Key points / Action	Action
1.	Introduction and minutes of last meeting	<p>The minutes of the previous meeting were agreed. There were no matters arising</p> <p>Barbara Hakin gave a brief update to the group on the progress of the Commissioning Development Programme highlighting:</p> <ul style="list-style-type: none"> • the announcement of Sir David Nicholson, as Chief Executive Designate of the NHS Commissioning Board • that the appointment process for the Chair would begin shortly <p>It was noted that these recent developments were providing more certainty to the programme and the programme's work was now moving very quickly. In addition the Board noted that the Pathfinder programme is now established with over 50% of the England population covered by 141 Pathfinder groups.</p>	

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2.	Commissioning Development Programme	<p>Rosamond Roughton presented the Commissioning Development Programme Plan to the Board. Ros provided an overview of Commissioning Development Programme including the programme's aims, arrangements for management of the programme, including risks.</p> <p>The Board considered the Programme Plan in detail, with the lead for each objective taking the Board through the area. A number of points and suggestions were made.</p> <p>The Board commended and approved the Commissioning Development Programme Plan. Subject to periodic updating.</p> <p>Ros highlighted the Gateway Review of the Transition Programme to take place on 24 – 28 January. It was noted that a selection of Board members would be involved in the review and a briefing pack would be provided directly to them.</p>	All
3.	Discussion	<p>The Board broke out into three working groups to discuss aspects of the programme in more detail.</p> <p>GP consortia oversight – Claire Aldiss The main points of discussion were style of oversight and supporting mind set. The group had considered building oversight on the premise that groups will want to be the best they can be. The group considered a staged process with development and setting out competencies key. Intervention should be the last resort.</p> <p>Leadership – Rosamond Roughton The group had considered three leadership development areas; GP consortia, Clinical Commissioning and Commissioning Board. As part of discussion the group discussed the formulation of the NLC 2011/12 plan. The group highlighted the need to define what good consortia leadership might comprise, as well as building a bottom-up picture of what GP consortia leaders believe they need.</p> <p>Next steps: Rosamond Roughton to highlight outcome of discussion to NLC and Caroline Stanger to take suggestions forward.</p> <p>Local Government – Moira Dumma The group considered the balance at national, regional and local level in relation to local government and consistency in approach. There was discussion regarding opportunities to link HealthWatch early implementers with Pathfinders.</p>	Claire Aldiss

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		<p>Next steps:</p> <ul style="list-style-type: none"> • More work should take place to provide clarity on the role of clusters with Local Government. • SHA CEOs would be clear on roles and accountabilities at the forth coming NHS MB, where this would be an agenda item. • Moira, with the Local Government group would focus on 'permissions' confirm delegation to date, to enable the work to move forward at national, regional and local level focussing on outcomes • Moira and David White would take forward a piece of work to ensure Children's services were fully recognised as part of the process and there was not focus on adults only. 	Moira Dumma
4.	Any Other Business	<p>AWP Barbara Hakin highlighted that FAQs were being produced in relation to AWP.</p>	
5.	Date and time of next meeting	13.00 - 16.00, Tuesday 1 February 2011, The Board Room, Richmond House	