

TRANSITION PROGRAMME BOARD MEETING
September 2011

MEETING NOTE

Friday 30 September 2011

| No. | Issue |
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| 1 | <p data-bbox="296 524 1422 564"><u>Introduction</u></p> <p data-bbox="296 564 1422 752">1.1 The only outstanding issue from the previous meeting was around how to consider finance issues for those bodies that will come together to make up the new Public Health England.</p> |
| 2 | <p data-bbox="296 752 1422 792"><u>Programme Status</u></p> <p data-bbox="296 792 1422 987">2.1 The Transition Director reported that progress was being made towards improving the programme's status. The overall level of risk across the programme was also heading in the right direction. There was discussion around how best to quality assure programme data.</p> <p data-bbox="296 987 1422 1182">2.2 The Board agreed that the first Transition Board for Cross Cutting Issues (TBCC) in October should have a people transition focus. It should also review the programme assurance process. The Board discussed the level of detail to be included on the programme roadmap.</p> <p data-bbox="296 1182 1422 1346">2.3 The Board considered the need for visibility and assurance around the transition of systems, data and information, and where data protection should sit in the new system.</p> |
| 3 | <p data-bbox="296 1346 1422 1386"><u>Revised Governance Arrangements</u></p> <p data-bbox="296 1386 1422 1615">3.1 The new programme governance structure was agreed by the Board. The Board discussed the relationships, and reporting arrangements, between the various parts of then structure, and how to secure cross-programme input when required.</p> |
| 4 | <p data-bbox="296 1615 1422 1655"><u>Governance & Accountability</u></p> <p data-bbox="296 1655 1422 1805">4.1 There was discussion about the proposed structural design across the system, and the governance structures around that.</p> |
| 5 | <p data-bbox="296 1805 1422 1845"><u>Estates</u></p> <p data-bbox="296 1845 1422 2029">5.1 The Board approved the broad direction that was being proposed for Estates, and it was agreed that a further paper covering cost, governance and location issues would be tabled at the next TBCC.</p> |
| 6 | <p data-bbox="296 2029 1422 2069"><u>Comms / Stakeholder Engagement</u></p> <p data-bbox="296 2069 1422 2166">6.1 The new joint workstream was currently considering whether comms</p> |

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| | <p>and stakeholder engagement plans within individual streams were integrated, robust and appropriately targeted.</p> <p>6.2 The Board was assured that there would be active assurance around communications / stakeholder engagement plans. The team agreed to provide a further report to the October TBCC.</p> |
| 7 | <p><u>Business Case & Transition Costs</u></p> <p>7.1 An updated Business Case went to Treasury in July. Another version would be tabled for the October TBCC. There was discussion around transition costs.</p> |
| 8 | <p><u>AOB</u></p> <p>8.1 It was agreed that the Board would publish a programme plan summary in April 2013</p> <p><u>Next Meeting</u></p> <p>8.2 This was the last meeting of the Transition Programme Board.</p> |