

**TRANSITION PROGRAMME BOARD MEETING
August 2011**

MEETING NOTE

Monday 1 August 2011

No.	Issue
1	<p data-bbox="296 524 1422 564"><u>Introduction</u></p> <p data-bbox="296 600 1422 674">1.1 Revised June TPB Meeting Note would be issued following comments from Transition Director Informatics.</p> <p data-bbox="296 710 1422 750">1.2 Costs issues were due to be raised at the forthcoming Executive Board.</p> <p data-bbox="296 786 1422 936">1.3 Transition Director Informatics provided a verbal update on the Informatics Future State. Informatics team would be seeking views from stakeholders by the end of August. The issue would be raised again at future TPB meetings.</p> <p data-bbox="296 972 1422 1012">1.4 EPRR was working on a detailed programme timetable.</p>
2	<p data-bbox="296 1043 1422 1084"><u>Rebaselining the Transition Programme</u></p> <p data-bbox="296 1120 1422 1270">2.1 The programme roadmap, and supporting project plan, will continue to be developed with teams and presented to the Board on a regular basis. There was discussion around proposed timescales, workstream capacity / capability issues, and progress on organisational design.</p> <p data-bbox="296 1305 1422 1456">2.2 The Programme Risk Register had been reviewed and was now deemed baselined, with any further amendments subject to change control. The IPO will continue to work closely with teams on risk and issue management.</p>
3	<p data-bbox="296 1491 1422 1532"><u>Transition Programme: Reporting & Assurance</u></p> <p data-bbox="296 1568 1422 1792">3.1 The Board discussed and approved a paper setting out arrangement for the implementation of the new reporting and assurance process which will take effect from the September Board. The Transition Programme is also discussing new programme governance arrangements which will be consistent with the Department's PPM obligations and other requirements.</p> <p data-bbox="296 1827 1422 1939">3.2 The TRACS programme will move from the Transition Programme responsibility and will be dealt with in future as part of the Commissioning Board arrangements.</p> <p data-bbox="296 1975 1422 2085">3.3 The Workforce workstream was asked to report back to the Board on a number of specific issues. There was also discussion around what was required to facilitate progress in the IT and estates sectors, and how best</p>

	<p>to consider finance issues for those bodies that will come together to make up the new PHE.</p> <p>3.4 The IPO was commissioned to draft an Integrated Assurance Plan (IAP) for the Transition Programme.</p>
4	<p><u>Handover Process</u></p> <p>4.1 The Board commissioned the drafting of a handover process.</p>
5	<p><u>HRA Scoping Document</u></p> <p>5.1 No comments had been received and this was deemed approved by the Board.</p>
6	<p><u>Estates</u></p> <p>6.1 Director Information Services updated the Board on progress. He also agreed to update the Board on progress at the September TPB. There was discussion around the options for locating Monitor.</p>
7	<p><u>HR</u></p> <p>7.1 There was currently agreement on broadly 75% of the functions being mapped from DH. A process to resolve outstanding issues through appropriate escalation was agreed.</p>
8	<p><u>Communications and Stakeholder Management</u></p> <p>8.1 Comms were currently working up a framework within which it will structure its approach between now and April 2012. This included working more closely with the stakeholder management team.</p>
9	<p><u>Digital Comms</u></p> <p>9.1 There was discussion around proposals for digital communications within the Department. There was general agreement that the principles set out were consistent with the aspirations of the Commissioning Board.</p>
10	<p><u>Transforming the Relationship across Citizen & Service (TRaCS)</u></p> <p>10.1 The cross cutting workstream was discussed, and programmes and workstreams were encouraged to consider the linkages across programmes.</p>
11	<p><u>Forward look</u></p> <p>11.1 The Transition Director encouraged Board members to feed back any comments they may have on the Forward Look.</p> <p><u>Next Meeting</u></p>

	11.2 The next meeting will be on Thursday 15 September, 2.00pm – 4.00pm.
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