

**TRANSITION PROGRAMME BOARD MEETING
May 2011**

SUMMARY MEETING NOTE

Wednesday 25 May 2011

No.	Issue
1	<p><u>Introduction</u></p> <p>1.1 In the absence of DG PS&F, the Transition Director chaired the meeting.</p> <p>1.2 There was discussion around the potential need to revisit programme implementation plans in the light of the listening exercise outcome.</p>
2	<p><u>Emergency Preparedness - Update</u></p> <p>2.1 Director, Health Protection & Emergency Preparedness gave a presentation on EPRR programme plans.</p>
3	<p><u>Governance</u></p> <p><i>(i) Status Report</i></p> <p>3.1 Transition Director introduced the status report and invited comments. Discussion issues included the changes arising from the listening exercise.</p> <p><i>(ii) Risks</i></p> <p>3.2 One new risk was approved for inclusion in the programme-wide register by the Programme Board.</p> <p>3.3 Transition Director explained that Internal Audit would be undertaking work into transition risks, and owners of these risks would be expected to assist them with this. Risk owners and programme leads were also encouraged to review their risk actions.</p>
4	<p><u>Decisions Grid</u></p> <p>4.1 This was being amended in the light of the listening exercise, and teams were encouraged to check that the changes in their sectors were consistent with what they understood them to be.</p>
5	<p><u>Interim & Future ICT Arrangements</u></p> <p>5.1 Director, Information Services spoke to two papers, which updated the meeting on progress towards the provision of an interim managed ICT service, and on the procurement status of the future ICT Managed Shared Services for DH and its ALBs.</p>

6	<p><u>Substantive Items</u></p> <p><i>(i) <u>New Framework for Workforce, Education & Planning</u></i></p> <p>6.1 Director, Workforce Development spoke to his paper on this.</p> <p>6.2 The meeting discussed the different options for the transitional, and end state, models. The Board endorsed the work and direction to date.</p> <p><i>(ii) <u>Transition Costs</u></i></p> <p>6.3 Director, NHS Finance spoke to his costings paper, covering running costs and transitional costs.</p> <p>6.4 The Impact Assessment has been revised to take into account the listening exercise and the business case is also being amended accordingly. The Board agreed that DH would publish a summary version of the Business Case after the abolition of PCTs and SHAs.</p> <p>6.5 The Special Allocations Group (SAG) is now operating.</p>
7	<p><u>Readiness Assessments</u></p> <p>7.1 Transition Director referred to the Readiness Assessment work and conclusions.</p>
8	<p><u>Scoping Documents</u></p> <p>8.1 The Social Care scoping document was approved by the Board. Comments were sought on the BSST scoping document with a view to bringing a revised version back to the June TPB for sign off.</p>
9	<p><u>Communications</u></p> <p>9.1 Communications Directorate representative provided a verbal Comms update.</p>
10	<p><u>Forward Look</u></p> <p>10.1 Teams / workstreams were encouraged to feed any thoughts back to the IPO.</p>
11	<p><u>Next Meeting</u></p> <p>11.1 Next Meeting to be held on Wednesday 22 June, 10.30am – 12.30pm, RH Boardroom & QH 5C22.</p>