

**TRANSITION PROGRAMME BOARD MEETING
22 February 2011- SUMMARY MEETING NOTE**

Tuesday 22nd February 2011

| No. | Issue |
|-----|---|
| | <p><u>Outstanding Actions from Previous Meeting</u></p> <p>1.1 SHA Closedown workstream: Transition Director to meet SHA Closedown workstream lead to arrange formal reporting to the Transition Programme Board.</p> <p>1.2 Comms gave an update on the first regional event.</p> <p>1.3 Transition Director and Director, NHS Finance to discuss ALB accounting and audit arrangements.</p> |
| 2 | <p><u>Governance, Status Report</u></p> <p>2.1. Transition Director discussed the status report. Issues covered included decisions around locations and staff numbers.</p> |
| | <p><u>Risks</u></p> <p>2.2 All the new risks raised by IPO were agreed by the Board. There were further discussions around the details of a number of the risks.</p> |
| | <p><u>Scoping Documents</u></p> <p>3.1. The Informatics scoping document was signed off, and Director, Emergency Preparedness spoke to the Emergency Preparedness, Resilience & Response (EPRR) scoping document. Transition Director asked for all remaining scoping documents (with the exemption of Social Care) to be ready for sign off by TPB in March.</p> |
| 3 | <p><u>Substantive Items</u></p> <p><u>Gateway Review</u></p> <p>3.2. Transition Director circulated two documents on the Gateway review, outlining the recommendations and the IPOs actions. All points were agreed by the Board.</p> <p><u>Critical Path</u></p> <p>3.3. Head of Planning and Comms (IPO) introduced the critical path work, and plans for four critical path workshops (NHS commissioning, NHS Provision, DH/ALB & PHE/Local Government). The workshops will feed into a larger workshop in late March/April involving the NHS Chief</p> |

Executive and the DH Permanent Secretary.

Transition Resource Team

3.4. Transition Director introduced a paper on the Transition Resource Team.

4

Transition Costs

4.1 Director, NHS Finance circulated an update on Transition costs to the Board.