

**TRANSITION PROGRAMME BOARD MEETING
16 DECEMBER 2010**

MEETING NOTE

Thursday 16 December 2010

No.	Issue
	<p data-bbox="300 575 975 609"><u>Outstanding Actions from Previous Meeting</u></p> <p data-bbox="300 647 1410 757">1.1. DH Transition Director provided an update on resources, and confirmed that work was in hand to produce a more streamlined process for securing Transition resources.</p> <p data-bbox="300 792 1262 826">Head of Internal communications updated on regional engagement.</p>
2	<p data-bbox="300 878 879 911"><u>Governance, Status Report and Risks</u></p> <p data-bbox="300 949 1394 1016">2.1. Two workstreams on Emergency Preparedness, and Governance and Accountabilities were being developed.</p> <p data-bbox="300 1055 507 1088">Status Report:</p> <p data-bbox="300 1126 1321 1160">2.2. A consolidated status report had been submitted for the meeting.</p> <p data-bbox="300 1198 395 1232">Risks:</p> <p data-bbox="300 1270 1374 1337">2.3. The Transition Director highlighted that the linkages between the HR frameworks were crucial.</p>
3	<p data-bbox="300 1400 612 1433"><u>Scoping Documents</u></p> <p data-bbox="300 1471 1353 1538">3.1. The Scoping Documents for Communications and Health and Well-Being were circulated and signed off.</p>
4	<p data-bbox="300 1628 823 1662"><u>Implementation Programme Plans</u></p> <p data-bbox="300 1700 1410 1809">4.1 Implementation plans were discussed and it was agreed that TPB must robustly test plans, and ensuring HR, Informatics and Estates are checked that they are deliverable to timescale.</p>
5	<p data-bbox="300 1856 549 1890"><u>Business Cases</u></p> <p data-bbox="300 1928 1394 2067">5.1 The costs of resourcing the transition programme was discussed. The Director General for Policy, Strategy and Finance asked for a further discussion as we go through the Departments Business Planning process, to ensure we allocate the correct proportion of resources to</p>

Transition related activity.

- 5.2 The Board confirmed that it was content with the structure of the Business Case.
- 5.3 The scoping document for Shared Services was discussed. Director General for Informatics was keen to understand whether IT was in scope. It was agreed that it would be out of scope but closely aligned.
- 5.4 It was agreed that Shared Services would be written into Framework Documents.