

**TRANSITION PROGRAMME BOARD MEETING
18 OCTOBER 2010**

MEETING NOTE

Monday 18 October 2010

No.	Issue
1.	<p data-bbox="301 546 975 584"><u>Outstanding Actions from Previous Meeting</u></p> <p data-bbox="301 618 1337 689">1.1. The Transition Director explained that the majority of actions were covered in agenda items.</p> <p data-bbox="301 730 1374 837">1.2. Risks – The IPO appointed a Risk and Issue manager who would be pulling an integrated risk register together as part of the programme reporting.</p>
2.	<p data-bbox="301 882 799 920"><u>Feedback from Transition Board</u></p> <p data-bbox="301 954 1415 1061">2.1. The Board had agreed to an implementation strategy workshop to work through the assumptions in each part of the programme and the implications for each stage in transition.</p> <p data-bbox="301 1102 1182 1140">2.2. The IPO will lead on the preparations for the workshop.</p>
3.	<p data-bbox="301 1218 791 1256"><u>Programme workstream reports</u></p> <p data-bbox="301 1290 1406 1397">3.1. A consolidated status report summarising the returns from each part of the programme had been circulated. The Programme Board agreed that this was a useful document.</p>
4.	<p data-bbox="301 1442 852 1480"><u>Scoping documents and milestones</u></p> <p data-bbox="301 1514 1401 1733">4.1 The Permanent Secretary introduced this item and recommended that the Programme Board read the scoping documents of the various programmes in detail. The Programme Board agreed that these were useful documents, particularly to ensure that each part of the programme knew exactly what it and others were doing, and that there were no gaps or overlaps.</p> <p data-bbox="301 1774 1415 1881">4.2 The next version of the scoping documents would need to be signed off at the next Programme Board meeting (17 November) and then go for final sign off to the Transition Board the following week.</p>
5.	<p data-bbox="301 1968 507 2007"><u>Forward look</u></p> <p data-bbox="301 2040 1257 2078">5.1 It would be important to have a clear understanding across the</p>

	<p>programme of the sequence of events between the Spending Review and the publication of the Operating Framework in order to focus activity in priority areas.</p> <p>5.2A key milestone would be the publication of the Command Paper/Government response to the White Paper consultation in early December.</p>