

**DH MANAGEMENT COMMITTEE MEETING**  
**16 June 2011, 10:00-13:00**  
**Boardroom, Richmond House**  
**Summary Note**

**Present**

<b>Title</b>
Permanent Secretary
Director General, Policy, Strategy & Finance
Director General, Social Care, Local Government & Care Partnerships
Chief Medical Officer
NHS Medical Director
Director General, Communications
Director General, Transition for the Department of Health
Director General, Chief Nursing Officer

**In Attendance**

**Apologies**

Managing Director, Transition - Public Health England	Director General, NHS Finance, Performance & Operations
Managing Director, Provider Development	NHS Chief Executive
National Director, Improvement and Efficiency	Director General, Chief Information Officer
Director, Transition	Director General, Workforce
Deputy Director, Human Resources	Director General, Health Improvement & Protection
DH Non Executive Member	National Managing Director of Commissioning Development
Director Business Services & Governance	
Director, Professional Standards	
Director of Health and Wellbeing	
Establishment Director – NHS Commissioning Board	
Deputy Director, Business Planning & Organisational Development	
Business Planning and DH Functions	
Head of Internal Communications	
Director of Strategy Unit	
Deputy Director - Senior Strategy Adviser	
Strategy Adviser	
Principal Private Secretary to the Permanent Secretary	

**Secretariat**

Deputy Director, DH Corporate Management
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No	Issue
1	<b>Welcome &amp; Introduction and Minutes and Action Note of March DHMC Meeting</b>
	<p>1.1 Members were welcomed to the meeting. The Minutes from the May meeting were agreed with no amendments. Actions from previous meetings were complete or underway.</p>
2	<b>What is important in a successful future DH?</b>
	<p>2.1 The Director of the Strategy Unit, presented this session. The aim of the presentation was to help members think about what a successful, future Department of Health might look like including; how the department would operate, what type of organisational model might be chosen and how 'organisational health' could be measured.</p> <p>2.2 During the presentation, colleagues were asked to take part in an interactive exercise:</p> <ul style="list-style-type: none"> <li>• responding to the question – “What is the core purpose or “essence” of a Whitehall Department?”</li> </ul>
3	<b>Health and Care Reforms Post Listening Exercise</b>
	<p>3 The Director General of Policy, Strategy and Finance led a discussion on the lessons that had been learnt from the listening exercise and explained that:</p> <ul style="list-style-type: none"> <li>• the exercise had provided a good opportunity to improve the way the department engaged with its stakeholders; it had been received well and colleagues should build on the relationships and new ways of working that had emerged,</li> <li>• staff across the department would need to adapt to new ways of engaging with external partners and others,</li> <li>• in future, colleagues would want to ensure that a broad diversity of views was encouraged and listened to as policies and new ideas were being developed,</li> <li>• officials would also want to ensure that when providing policy advice, risks and implications of different options were clearly spelt out for Ministers and that special advisors were also used effectively to provide a political perspective and challenge,</li> <li>• where the department had already been engaging well – on initiatives like Change4Life or policy areas such as dementia strategy – this should be recognised and continued.</li> </ul>
4	<b>DH Planning – operating model</b>
	<p>4 The Deputy Director of Business Planning and Organisational Design, presented this item. Members had received slides on the outline of the new DH Operating model in advance of the meeting.</p> <p>4.1 The document was intended to provide clarity to staff on the current reforms, how the future Department would operate and what the new structures and design would be. It would also be useful in explaining to external partners</p>

how the DH worked.	
<b>5</b>	<b>DH Planning – update and action to be taken</b>
<p>5. The Director General for Transition in DH introduced this item. She informed members that there would be an announcement on the Top Structures for the DH and Commissioning Board on 12<sup>th</sup> July. A Q&amp;A and bespoke slide pack would be made available to each DG to help them explain to their teams what the changes would mean to them.</p>	
<b>6</b>	<b>Internal Audit – update on the proposed Internal Audit Plan</b>
<p>6 The Head of Internal Audit presented the proposed Internal Audit Plan for 2011-12. She told members that she had had some comments back from DGs already and asked others to send further feedback to her.</p> <p>6.1 Internal Audit, at the Permanent Secretary’s request, would be undertaking a baseline review of internal controls and assurance issues across all directorates over the next 3-6 months.</p> <p>6.2 The baseline review would begin in directorates where most of their functions would be moving to the Commissioning Board, followed by those areas that would be moving functions to the new Public Health England. This would help to ensure that the necessary controls were being properly applied as functions were transferred to new organisations.</p>	
<b>7</b>	<b>Comms</b>
<p>7.1 The Permanent Secretary explained that she had given a briefing to SCS staff on 15 June and she expected there would be a meeting for the whole of the SCS and a separate event for all staff before the end of July.</p> <p>7.2 The headline messages from the last round of face to face briefings were:</p> <ul style="list-style-type: none"> <li>• staff were waiting for a clear timeline showing when key decisions and changes would be made and implemented,</li> <li>• the Leeds/London project had been well received by staff but it wasn’t clear what was happening now with the findings,</li> <li>• staff were interested in the long term implications of the Listening Exercise</li> <li>• staff wanted reassurance that they would still have access to good learning and development opportunities</li> </ul>	
<b>8</b>	<b>Close</b>
The meeting closed at 12:30	