DH MANAGEMENT COMMITTEE MEETING
13 July 2012, 10:00 - 12:00
Boardroom, Richmond House
Summary Note

Present

Title
Permanent Secretary Una O'Brien
Chief Medical Officer, Sally Davies
Director General, Transition for the Department of Health, Karen Wheeler
Director General, Social Care, Local Government & Care Partnerships, David Behan
Director General, NHS Finance, performance & Operations, David Flory
Director General, for Policy, Strategy and Finance, Richard Douglas
Director General, Public Health, Felicity Harvey
Director General External Relations, Charlie Massey

In Attendance	**Apologies**
Director of Nursing, Vivienne Bennett	Managing Director NHS Informatics, Katie Davis
Director of Clinical Programmes, Gerard Hetherington	Director General, NHS Medical Director, Bruce Keogh
Deputy Director of NHS Communications, Nikki Yorke	National Director of Improvement and Efficiency, Jim Easton
Director, Public Health England, Transition Team, Janice Shersby	Managing Director, Transition -Public Health England, Anita Marsland
Deputy Director , Head of Engage-ment & Change, Transformation Team, Jane Rintoul (item 2)	National Managing Director of Commissioning Development, Barbara Hakin
Director of HR, Shirley Pointer (item 2)	NHS Chief Executive, David Nicholson
Member of Business Planning & Performance Team(item 3)	Director of Provider Delivery, Matthew Kershaw
Principle Private Secretary to the Permanent Secretary, Mayerling O'Regan	Director of Communications, Sam Lister

Secretariat

Deputy Director, DH Secretariat, Stephen Waring
Team Members, DH Secretariat

No	Issue
1	**Welcome & Introduction and Minutes and Action Note of March DHMC Meeting**

1. The minutes and actions from the June meeting were agreed.

2. The Permanent Secretary asked the Director General for External relations to inform members of the main points from the National Stakeholder Forum event on 21 July. The discussions had been around social care and public health and these had proved to be very engaging and current topics for stakeholders.

2	**DH Transition**

3. The Director General for Transition for the Department of Health presented an item on managing the functions transition process and the need for further progress.

4. The Director for HR explained that 1700 appointments had already been made to the new DH structure. A policy to support the process of filling roles in new bodies was being finalised. Role matching processes had also been tried and tested and these had been proved to work. The next critical milestone was November 2012 by which time there would be a launch of a formal consultation on the actual transfers of named staff.

5. Members were informed that a timeline of the functions process would be circulated, for information, every 4-6 weeks. The Director of HR thanked members and their teams for their cooperation on this process.

6. The Permanent Secretary asked for an update at the next DHMC meeting.

Item 2: Feedback on Pulse Survey and staff events

7. The Deputy Director for Head of Engagement and Change presented the findings from the recent Pulse Survey. She informed members that there had been an overall 60% response rate. The Pulse Survey has always had a lower response rate than the People Survey.

8. 1400 staff had attended the “Town Hall” events. There had been a brief survey carried out at the end of the events - these results were very different from Pulse Survey. Jane explained she and her team would go to Senior Management Team Meetings across the Department to discuss individual scores.

3	**DH Future Design**

9. The Deputy Director for DH Delivery presented information on our

achievements against the activities for the first quarter in the DH Corporate Planand details of progress being made towards implementing Quarterly Accountability and Responsibility Reviews (QARRs). 10. It was explained that the process of quarterly reporting against the plan was in its infancy and was recognised it could be improved upon. It is clearly important that the performance information generated provided the right data for directorates, DGs and DHMC to be appropriately informed of progress, risks and issues. Directorate's business leads would be meeting in July to share experiences and thinking in light of comments from DHMC in order to improve the quarterly report data and make further progress on QARRs. Key achievements would be published quarterly to ensure they are visible to all staff.	
6	**AOB**
11. There were no items of any other business.	