

**EXECUTIVE BOARD SUMMARY NOTE  
7 APRIL 2011**

**PART 1: GENERAL BUSINESS**

**Present**

<b>Title</b>
Permanent Secretary
NHS Chief Executive
Chief Medical Officer
Director General for Social Care, Local Government & Care Partnership
Director General for Finance & Chief Operating Officer

**Secretariat**

Deputy Director, Development and Delivery
Team Member, Development and Delivery

**Update**

- 1.1. The Permanent Secretary welcomed Board members. The Board discussed the recent announcement in the House of Commons by Secretary of State. The Permanent Secretary brought Board members up to date on the 'Listening Exercise' and the recent activity and arrangements being put in place to take this work forward.
- 1.2. The leadership of the NHS Future Forum was now in place, with Steve Field as Chair, Julie Moore (Chief Executive, University Hospitals Birmingham) leading on Education and Training; Geoff Alltimes (Chief Executive, London Borough of Hammersmith & Fulham) leading on Accountability and Patient Involvement; Kathy McLean (Medical Director, East Midlands Strategy Health Authority) leading on Clinical Advice and Leadership; and Stephen Bubb (Chief Executive of ACEVO) leading on Choice and Competition. Membership of the Forum would be finalised soon, with the expectation of around 40 other forum members.

**PART 2: TRANSITION BUSINESS**

**The following people joined the meeting for part 2.**

Director General, Workforce
Director General, Corporate Development Directorate
Director General, Communications
Director, Transition

**In attendance for item 3**

Director, Policy Support Unit
Deputy Director, Equality and Inclusion
Head of Listening Exercise Team
Bill Manager

**In attendance for item 5**

Director, Public Health England (PHE) Transition Team
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**Secretariat**

Deputy Director, Transition Programme Finance & Policy
Policy Manager, Integrated Programme Office

**Minutes and Action Points**

2.1. The EB minutes of 8 March 2011 were agreed. All actions were confirmed as completed or in hand.

**Engagement over the next 8 weeks**

3.1. The NHS Chief Executive introduced this item. The timetable for the NHS Reforms had been put back. This was a good opportunity to listen and engage with the NHS, clinicians and the service

**Listening Exercise**

3.2. The Head of the Listening Exercise Team presented to the Board on the listening exercise, the role and membership of the NHS Future Forum, what ‘success’ should look like, and key issues to resolve. It was hoped that the first meeting of the NHS Future Forum would take place by the end of next week.

**The Bill**

3.3. The Bill Manager updated members on the Bill process, and presented options to the Board regarding timing of Commons Report Stage.

**Engaging Stakeholders**

3.4. The Permanent Secretary introduced this item, and stated the importance of engaging with stakeholders in a strategic and focussed way. Feedback from the annual stakeholder survey showed some concern with the scale and pace of the changes, but also some positive messages about working with the Department. A stakeholder engagement strategy would be developed for further consideration.

**Implications for the Transition Programme**

4.1. The Transition Director gave a short presentation detailing the effect of the listening exercise on the transition programme, and how it would impact the transition timeline.

- 4.2. The Board agreed that all internal preparatory work that did not prejudice the outcome of the listening exercise could continue.
- 4.3. The Transition Director would prepare a submission to ministers that set out the impact of the 'Listening Exercise' on the timetable for Transition, and provide an indication of activity that would be put on hold during the 'Pause'.

## **Risks and Opportunities**

### **Social Care**

- 4.1 At the meeting of the Executive Board on 8 March, it had been agreed that there should be a discussion at today's Board on the social care risks included on the DH Strategic Risk Register. The Director General for Social Care, Local Government & Care Partnership spoke to this item, and updated the Board on the risks related to the reform of social care funding. DH was working well with other Government Departments on securing collective agreement to the reforms.
- 4.2 Summing up, the Permanent Secretary thanked the Director General for Social Care, Local Government & Care Partnership for a helpful update, and was assured on the leadership and mitigation arrangements that were in place.

### **Public Health England**

- 4.3 The Director of the Public Health England (PHE) Transition Team provided an update on the recruitment of the management team, and confirmed that a Regional Director of Public Health had been appointed, and three Deputy Directors were in place. Practical decisions around HR, branding, and IT were still to be agreed. The Director of PHE confirmed that the structure and a list of the key decisions would be in place before recess.