

EXECUTIVE BOARD
13 January 2011
Board Room, Richmond House

SUMMARY NOTES

PART 1: GENERAL BUSINESS

Present

Name	Title
Una O'Brien	Permanent Secretary
David Nicholson	NHS Chief Executive
Sally Davies	Acting Chief Medical Officer
David Behan	Director General for Social Care, Local Government & Care Partnership
Richard Douglas	Director General for Finance & Chief Operating Officer

In attendance

Stephen Mitchell	Deputy Director, Head of Governance
------------------	-------------------------------------

Secretariat

Siobhan Benita	Board Secretary
Jacqueline Benedetti	Board Secretary

No.	Issue
1	<p>Introduction – Una O'Brien</p> <p><u>Minutes and Action Points</u></p> <p>1.1. The EB minutes of 2 December 2010 were agreed. All actions were confirmed as completed or in hand.</p> <p><u>Updates/Hot Topics</u></p> <p>1.2. Una O'Brien reinforced the importance of Directorates providing high quality returns for the monthly hot topics note. The note would continue to go to Departmental Board members as a way to keep NEBMs and ministers fully informed of high profile and current issues in the Department.</p>
2	<p>Reporting</p> <p><u>Proposals for reporting to EB & DB on finance & performance</u></p> <p>2.1. This item was brought to EB to agree what information should be provided to the Departmental Board to enable it to fulfil its duties as set out in the</p>

	<p>DB's revised Terms of Reference (ToR). The key responsibilities of the DB included ensuring sound financial management of the Department; oversight of progress against DH Business Plan milestones; assurance on performance of the Department's sponsored bodies; and effective management of risk within the Department. Siobhan Benita said much of the information required was already available and being collected across the Department, but this needed to be pulled together in order to provide the Board with a co-ordinated and comprehensive performance pack.</p> <p>2.2. Summing up, Una O'Brien thanked the Board for a useful discussion.</p> <p><u>Progress Report on the Structural Reform Plan</u></p> <p>2.3. The Structural Reform Plan sat within the DH Business Plan 2011-2015. It set out the Department's commitments as part of the Coalition's Programme of Reform and was a key tool against which the public could hold the Department to account. Monthly progress reports were published for each Government Department; DH's report for December was published on 7 January 2011.</p> <p>2.4. Stephen Mitchell updated the Board on progress on the SRP. Una O'Brien would be meeting Kris Murrin, from No10, on the afternoon of 13 January, to discuss progress.</p> <p>2.5. An SRP forward look was being developed with deputy directors who held responsibility for the actions in the SRP, and the Budget Accountability Letters issued to Directors General would also include text on the importance of delivering on the business plan commitments.</p> <p>2.6. The Transparency Framework (also contained with the DH Business Plan) was currently out for consultation, and Stephen Mitchell would provide the analysis when the consultation closed at the end of January 2011.</p>
3	<p>Risk</p> <p>3.1. The DH Strategic Risk Register had been updated, taking on board comments from the EB discussion in November 2010. The Risk Register had now been split into three categories, covering business as usual, transition, and the new system. The Strategic Risk Register and transition related risks were fully aligned. The Audit and Risk Committee would take a closer look at the register at its meeting on 8 February.</p> <p>3.2. It was agreed that it was important to include in the DH Strategic Risk Register explanatory notes on the mitigation actions that were being taken, and this would be included in future versions of the register.</p>
6	<p>Next meetings: 7 February 2011, venue Richmond House Boardroom</p>

PART 2: TRANSITION BUSINESS

Present

Name	Title
Una O'Brien	Permanent Secretary
David Nicholson	NHS Chief Executive
Sally Davies	Acting Chief Medical Officer
David Behan	Director General for Social Care, Local Government & Care Partnership
Richard Douglas	Director General for Finance & Chief Operating Officer
Clare Chapman	Director General, Workforce
Flora Goldhill	Director General, Corporate Development Directorate
Sian Jarvis	Director General, Communications
Karen Wheeler	Transition Director

In attendance

Anita Marsland	Transition Managing Director for Public Health England
----------------	--

Secretariat

Siobhan Benita	Board Secretary
Henry Rogers	Transition Programme Office
Jacqueline Benedetti	Board Secretary

No.	Issue
7	<p><u>Transition Status Report</u></p> <p>7.1 Karen Wheeler referred to the Transition Status Report and Risk Register, and set out key strategic issues for the Board. Following the Gateway Review there would be an opportunity to review the draft Report, which would be helpful in planning next steps.</p> <p>7.2 The Transition Executive Group (TEG) was scheduling a review of Framework Documents, and these would be remitted to the Executive Board for final approval.</p>
8	<p><u>National Research Ethics Service: Transition to a Health Research regulator</u></p> <p>8.1 Sally Davies had to leave the meeting early, and responses to the questions outlined in the paper would be taken outside of the meeting.</p>
9	<p><u>Public Health England – The Transition Journey</u></p> <p>9.1 Richard Douglas and Anita Marsland introduced a paper that set out a challenging programme of work to establish Public Health England (PHE), highlighted the resource issues, and sought views on the plan.</p> <p>9.2 Karen Wheeler stressed the need to get the management team in place in the first six months, so that they were ready to develop a business plan, and provide a structure for mapping staff into the new organisation. She explained that once the PHE Operating Model and Organisation Design were confirmed, the new leadership and management team could be</p>

established.

9.3 Karen and Anita set out the essential elements that would need to be addressed in order for a formative PHE to be in place by April 2012.

9.4 It was agreed that ministers should be kept informed on progress and that an early submission covering the scope of this work, the resource implications and next steps should be prepared.