

SUMMARY MINUTES
Draft

CDSG01-11-11

Commissioning Development Board

Action note of the meeting held 25 October 2011
Cathedral Room, Richmond House
Draft

Attendees:

Barbara Hakin (DH)	Alex Morton (DH)	Bob Ricketts (DH)	Freya Lock for John Wilderspin (DH)
Claire Aldiss (DH)	Colin Douglas (DH)	Chris Ricot (DH) *	John Wilderspin (DH) *
Tim Rideout (DH)	Kathryn Tyson (DH)	Ailsa Claire (Y&H)	
Dominic Hardy (South of England)	John Bewick (DH)	Gail Richards (DH)	
Bruce Keogh (DH)	Jane Povey (DH)	Moira Dumma (NHS Midlands & East)	
Joe Rafferty (DH)	David White (Norfolk CC)	Lesley Tillotson (DH) *	
Karen Wheeler (DH)	Ivan Ellul for Wendy Saviour (DH)	Pauline Fryer for Richard Barker (NHS North of England)	
Jonathan Marron (DH)	Liz Bowsher (DH)	Paul Zollinger-Read (NHS Midlands & East)	
Rosamond Roughton (DH)	Ben Dyson (DH)	Helen Cameron for Hannah Farrar (NHS London)	

Apologies

Jayne Brown (NY& York)	David White (Norfolk CC)	Wendy Saviour (East Midlands)
Bob Alexander (DH)	Katie Davis/Alan Perkins (CfH)	

* attended part

No.	Agenda item	Key points / Action	Action
1	Minutes of last meeting and matters arising	The notes of the previous meeting were accepted with no matters arising.	

SUMMARY MINUTES
Draft

CDSG01-11-11

No.	Agenda item	Key points / Action	Action
2	Programme Plan & Governance	<p>Rosamond Roughton presented a refreshed Commissioning Development Programme and outlined proposed new Governance arrangements.</p> <p>The group supported the proposed arrangements with the addition of Ailsa Claire to the membership.</p> <p>The group received a presentation on the refreshed programme plan. Ros particularly highlighted the inclusion of:</p> <ul style="list-style-type: none"> • Primary Care contracts in commissioning enablers. • A new workstream on infrastructure issues. <p>The group endorsed the new plan.</p> <ul style="list-style-type: none"> • PHE creation and implementation issues. It was noted that Dr Nick Hicks will take up post on 1 November to lead this work from a Commissioning Development Direct Commissioning perspective but interface issues were important. Kathryn and Jonathan agreed to do an initial map for discussion at a future meeting (January). • Alignment across the commissioning development programme and also with wider transition programme. It was noted that a critical path is currently being updated for sign off. • Local Government involvement and engagement was highlighted. David White welcomed the reference forum but was keen to ensure LA involvement continues even though the 'LA objective' has transferred. Barbara responded providing assurance and highlighted Wendy's role as local government relationship lead for the NHS CB establishment team and across Commissioning Development. This would also be picked up in interdependencies paper. 	KT/ JM
3	Progress Report	<p>Alex Morton presented the Commissioning Development Programme Progress Report to the Board and provided an update to the Board on key elements of the paper.</p> <p>It was noted that the paper provided an overview of progress particularly in the first half of this financial year with an update on the teams' current focus</p>	

SUMMARY MINUTES
Draft

CDSG01-11-11

No.	Agenda item	Key points / Action	Action
		The Board noted RAG rating of new objectives/workstreams and programme risks.	
4	Commissioning Support	<p>The Board noted that 'Towards Service Excellence' has been released in draft form with a final document likely to be published at the end of year.</p> <p>Liz Bowsher provided the group with an overview and took the Board through a presentation. Liz particularly highlighted:</p> <ul style="list-style-type: none"> • The vision for commissioning support. • Role of commissioning support in helping CCGs through authorisation. • The role of NHS CB in hosting commissioning support organisations for a short-term period. • The development of a vibrant dynamic support market of business development units of 'scale' • Business review. <p>The group discussed the presentation, considering issues such as the opportunity to ensure links are made between support and clinical networks. However the focus of discussion was on Local Government.</p> <p>The group acknowledged the impact of commissioning support on CCG development. It was agreed that Public Health support could be further discussed. Gail and John W also agreed to consider opportunities for efficiencies in development.</p>	LB/ KT GR/ JW
5	Authorisation	John Bewick provided the group with a presentation on 'Delivering CCG Authorisation – issues for consideration'. He highlighted particularly the joint leadership approach across Barbara and David Flory.	

SUMMARY MINUTES
Draft

CDSG01-11-11

No.	Agenda item	Key points / Action	Action
6	Governance	<p>Gail Richards provided the group with an overview of the current position on the governance framework. It was noted that the governance framework will be released in draft form (end Nov) and published following views/comments. She took the group through a presentation outlining the document.</p> <p>Jonathan highlighted earlier work (Monitor) that had developed a toolkit for governance that could be relevant for this work. He will share this. Jonathan agreed to provide some support to the team in developing the framework based on his earlier experience.</p>	JM
7	Commissioning Outcomes Framework	Kathy McLean gave a presentation on Commissioning Outcomes Framework.	
7	Any Other Business	<p>Operating Framework</p> <ul style="list-style-type: none"> • The group noted work currently in train for the Commissioning Development input to the Operating Framework <p>SHA briefing</p> <ul style="list-style-type: none"> • Barbara asked that SHA DCDs to ensure SHA CEs were fully briefed on CDB. 	SHA DCDS
8	Date and time of next meeting	The next meeting will be held on Monday, 21 November, 1100-1400, Richmond House Cathedral Room	