

Commissioning Development Board

**Action note of the meeting held 11 July 2011
Old Library, Richmond House**

Attendees:

Barbara Hakin (DH)
Bob Alexander (DH)
Tim Rideout (DH)
Moirá Dumma (West Midlands)
Guy Boersma (South East Coast)
Joe Rafferty (North West)
Candi Morris (South East Coast)

Rosamond Rougton (DH)
Christine Beasley (DH)
Kathryn Tyson (DH)
Dominic Hardy (South Central)
Gail Richards (DH)
Sally Warren (DH)
Paul Zollinger-Read (East of England)

Alex Morton (DH)
Claire Aldiss (DH)
Richard Barker (North East)
John Bewick (South West)
Bruce Keogh (DH)
Dr Ruth Hussey (DH)

Ben Dyson (DH)
Colin Douglas (DH)
Ailsa Claire (Y&H)
Jim Easton (DH)
Jane Povey (DH)
Hannah Farrar (London)

Apologies

Jayne Brown (NY& York)
Bob Ricketts (DH)

David White (Norfolk CC)
Katie Davis (CfH)

Wendy Saviour (East Midlands)

Karen Wheeler (DH)

Presenting

Kalee Talvitie-Brown (PWC)

Summary Minutes -Draft

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.	
2	NHS Commissioning Board	<p>NHS CB programme Update Tim Rideout described the road-map for the establishment of the NHS CB (subject to parliament). In particular, he drew the CDB's attention to the recently published document ("NHS CB design") and the four phases of establishment.</p> <p>Cluster Guidance on Direct Commissioning Tim Rideout highlighted the cluster CE away day planned for the 12th July, and the draft cluster guidance which has been circulated in advance. This included a major section on commissioning development. However, more would be required on the specifics of those elements to be commissioned by the NHS CB.</p> <p>Specialised Services Kate Caston introduced the paper setting out a number of key proposals on specialised services.</p> <p>The Board agreed the paper & proposals.</p>	
3	Diagnostic Demo	<p>The group received a demonstration of the "diagnostic tool" for emerging CCGs" from Kalee Talvitier-Brown, PWC. It was noted the tool is for development & not authorisation.</p> <p>It was agreed that the operationalisation of the tool would be covered at CDOG on the 20th July.</p> <p>It was agreed that domain "order" from the authorisation framework should be reflected in the tool.</p>	

Summary Minutes -Draft

No.	Agenda item	Key points / Action	Action
4	Commissioning Support	<p>Liz Bowsher introduced a paper on Commissioning Support, which provided an update particularly on the business review. Joe Rafferty provided an overview of the next phase of Commissioning Support.</p> <p>It was agreed that a paper outlining strategic intent for commissioning support to be developed over the summer with an output Sept/Oct. This needed to take in to account critical path & options appraisal on market models.</p>	Liz Bowsher/Joe Rafferty
5	Authorisation of Clinical Commissioning Groups	<p>Ros Roughton introduced the draft framework for authorisation. Ros emphasised the final decision on the authorisation would lie with the NHS CB. Ros highlighted key areas for consideration by the CDB in advance of discussions at July NHS MB.</p> <p>It was agreed post circulation of the draft Authorisation Framework that a paper would be produced on resourcing for how process could work for consideration at the 19th September CDB.</p>	Gail Richards
6	Progress Reports	<p>Equalities Tim Rideout presented a paper on equalities & how the Commissioning Development Programme is discharging its responsibilities. Moira Dumma in co-presenting emphasised the role of CCGs in taking this work forward, particularly in respect of setting equality objectives.</p> <p>Operational Report Alex Morton presented the operational report to the Board highlighting:</p> <ul style="list-style-type: none"> • SHA Milestones; • Work that has been completed on behalf of the Board; • Pathfinder Progress. <p>Action: All DCDs to confirm exec team content with the delegation proposals.</p>	DCDs

Summary Minutes -Draft

No.	Agenda item	Key points / Action	Action
		<p>CDB Progress Report Ros introduced the progress report & the Board noted in month changes.</p> <p>Barbara highlighted Bill McCarthys' role in coming months as SRO for the establishment of The Board.</p>	
7	Any Other Business	There was no other business	
8	Date and time of next meeting	The next meeting will be held on 19th September, 13.00 -16.00, Cathedral Room, Richmond House	