

**SUMMARY MINUTES**  
Draft

**NHS COMMISSIONING DEVELOPMENT BOARD MEETING**

26 October 2010

**ACTION NOTE**

No.	Issue	Key points / Action	Action
1.	<b>Introduction and minutes of last meeting</b>	The minutes of the previous meeting were agreed.	
2.	<b>Terms of Reference</b>	The Board agreed that membership did not need to be widened; Moira Dumma would continue to forge links with local government colleagues and links were in place between the GP Stakeholder group and this meeting.	
3.	<b>Update on the bill</b>	Claire Aldiss updated the Board on progress.	
4.	<b>Operating Framework Requirements</b>	Richard Barker highlighted the 9 questions in the paper, and asked "what are the key things you want to see in the operating framework?". The Board were asked to send any comments to him.  The group discussed the different SHA approaches to financial support for consortia.	<b>Board members</b> to send comments on the paper to <b>Richard Barker</b> . <b>Timing:</b> as soon as possible.
5.	<b>Building plan for delivery</b>	It was agreed that the group would discuss the level ones and twos at the next meeting, in light of further clarification from the Management Board.  It was confirmed that Paul Zollinger-Read would be the lead for consortia.	
6.	<b>Discussion</b>	The Board broke out into three working groups to discuss aspects of the programme in more detail. Barbara Hakin asked for these to be standing items at each meeting.  <b>Preparation for NHS Commissioning Board – Tim Rideout</b> The main points of discussion were around the role of the Special Health Authority in 2011/12 versus the role of the SHAs in 2011/12.  <b>Consortia – Claire Aldiss</b> The group discussed the developmental path for consortia and the phases of change.  <b>Commissioning Support – Elizabeth Bowsher</b> Mike Farrar said there needed to be a clear market development & procurement strategy.	<b>Claire Aldiss and Paul Zollinger-Read</b> to produce a paper on development path for consortia.

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7.	<b>Pathfinders</b>	Rosamond Roughton thanked everyone for their help over the past week. She stated that there would be a national announcement of the first cohort of pathfinders, and that they would be asked to take part in a national learning network.	
8.	<b>AOB</b>	Barbara stated the importance of remaining consistent across the SHAs and suggested that the DsCD share a weekly update on developments in their region.	

**Next Meeting:- 13.00 – 16.00 23rd October 2010, Boardroom, Richmond House**