

**TRANSITION PROGRAMME BOARD MEETING  
17 NOVEMBER 2010**

**SUMMARY MEETING NOTE**

**Wednesday 17 November 2010**

<b>No.</b>	<b>Issue</b>
1.	<p data-bbox="301 544 1406 577"><b><u>Chair's Introduction and Outstanding Actions from Previous Meeting</u></b></p> <p data-bbox="301 618 1414 763">1.1. Director-General, Policy, Strategy and Finance opened the meeting and described how the programme was now moving out of design and policy and into a new phase. The Transition Director confirmed that most of the actions from the previous meeting were closed.</p>
2.	<p data-bbox="301 813 488 846"><b><u>Governance</u></b></p> <p data-bbox="301 887 738 920"><u>Programme workstream report</u></p> <p data-bbox="301 960 1310 994">2.1. A standardised monthly programme reporting cycle was agreed.</p> <p data-bbox="301 1034 584 1068"><u>Scoping documents</u></p> <p data-bbox="301 1108 1385 1209">2.2. Six programme scoping documents have been identified as having provided the right level of detail at this stage. A second group needed further work; and a third were not yet ready for circulation.</p> <p data-bbox="301 1290 544 1323"><u>Gateway Review</u></p> <p data-bbox="301 1364 1414 1543">2.3. An OGC Gateway review has been proposed. The IPO would arrange planning meetings with SROs to prepare. The OGC team were clear that the purpose of the review was not to judge whether the programme could continue – as legislation was driving it – but to add value to our planning and approach.</p>
3.	<p data-bbox="301 1592 563 1626"><b><u>Communications</u></b></p> <p data-bbox="301 1666 1406 1767">3.1. Director of NHS Communications described proposals for regional engagement events. These would be co-ordinated closely with existing SHA events.</p>
4.	<p data-bbox="301 1821 863 1854"><b><u>Planning assumptions for new ALBs</u></b></p> <p data-bbox="301 1895 1406 2069">4.1 The Transition Director introduced a paper, which set out assumptions re the size, structure and location of the new ALBs, along with estates and shared services principles. A principle of co-location was a good idea, and in order to maximise the existing estate and staff pool, Leeds was a cost-effective proposition for both the Commissioning Board and</p>

	<p>the Economic Regulator.</p> <p>4.2 The Transition Programme Board agreed to the proposal to locate the HQs of the Commissioning Board and the Economic Regulator at Quarry House in Leeds, subject to further clarification re numbers and capacity. A short paper would now be put to the Transition Board for sign-off next week.</p>
5.	<p><b><u>Implementation strategy</u></b></p> <p>5.1 The current proposal is to publish the Command Paper, Operating Framework and NHS Transition letter (plus HR details) on 15 December, with an equivalent letter to go to DH/ALBs.</p>
6.	<p><b><u>Risks</u></b></p> <p>6.1 A new risk has emerged around the change to the Bill timetable and consideration needed to be given to mitigating strategies in relation to implementation.</p>