

**TRANSITION PROGRAMME BOARD MEETING  
21 September 2010**

**MEETING NOTE**

**Tuesday 21 September 2010**

<b>No.</b>	<b>Issue</b>
1.	<p><b><u>Introductions</u></b></p> <p>Members were welcomed to the meeting</p> <p><b><u>Programme Governance</u></b></p> <p>1.1. The Programme Board agreed the governance structure of the programme with each implementation programme and functional workstream having its own Board or Steering Group, with representation from the IPO and Comms threaded through each body. Standardised reporting would also be adopted.</p> <p>1.2. An approach to a programme wide integrated risk register was approved.</p>
2.	<p><b><u>Next steps on programme governance</u></b></p> <p>2.1. It was agreed that each implementation programme and functional workstream would complete an outline scoping document for sign-off at Programme Board. This process would also help identify the interdependencies across the programme.</p>
3.	<p><b><u>Future locations</u></b></p> <p>3.1. The Director of Estates gave an update on Estates. Prior policy consideration would be given as to whether ALBs should be able to decide their own location, within cost envelopes, or whether the Department should have the right to a formal veto over all aspects of business support services, including estates and locations. The Cabinet Office public bodies guidance might also set parameters for estate locations.</p>
4.	<p><b><u>Implementation and next steps</u></b></p> <ul style="list-style-type: none"><li>▪ The Transition Director presented the expected implementation timeline and outlined key deliverables up to December.</li></ul>
5.	<p><b><u>Next Meeting</u></b></p> <p>The next Transition Programme Board meeting will be held on 18 October.</p>

