

DH MANAGEMENT COMMITTEE MEETING
18 February 2011, 10:00-13:00
Boardroom 1, Richmond House
Summary Note

Present

Title
Permanent Secretary
Director General, Policy, Strategy & Finance
Director General, Chief Information Officer
Acting Director General, Transition for the Department of Health
Director General, Social Care, Local Government & Care Partnerships
Director General, Health Improvement & Protection
Director General, Workforce
Director General, Communications
National Director for Improvement and Efficiency
Director, Human Resources
Director, Transition

In Attendance

Director, DH Development & Delivery
Deputy Director, DH Development & Delivery
Director of Policy, Commissioning & Primary Care (Deputy)
Director of CNO Directorate (Deputy)
Directorate Operating Officer (Deputy)
Director of MPI (Deputy)
Principal Private Secretary to the Permanent Secretary

Apologies

Director General, NHS Finance, Performance & Operations
Director General, Chief Nursing Officer
Director General, Research and Development
Deputy Director of DH Delivery
National Managing Director of Commissioning Development
National Director for NHS Flu Resilience
Deputy Director, Internal Communications
Transition Managing Director - Public Health England

Secretariat

Deputy Director, DH Corporate Management
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No	Issue
1	<p>Welcome & Introduction and Minutes and Action Note of January DHMC Meeting</p>
	<p>1.1 Members were welcomed to the meeting. The minutes of the 20 January 2011 meeting were approved without comment.</p>
2	<p>Communications – face to face feedback</p>
	<p>2.1 2.1 The Director for Communications presented this item. She gave an update on the Transition Hub, the new channel for the latest news and information on transition-related issues. The Permanent Secretary praised the new Hub.</p> <p>2.2 The last face-to-face round had focussed on: the emerging vision for DH, the business planning process and the voluntary exits scheme. Key messages received were:</p> <ul style="list-style-type: none"> - staff in Leeds and the Regions wanted more information on what the future would mean for them, - anxiety levels amongst some teams were growing as the implementation of changes approached, - staff were looking for “safe spaces” where they could raise concerns about transition and what it might mean for them. <p>2.3 The Director General for Social Care, Local Government & Care Partnerships had held the first DG-led “open session” for staff in Leeds. The session had been constructive and staff had raised legitimate concerns. Further sessions would be held across the DH estate in March.</p>
3	<p>Performance and Risk</p>
	<p>Status Report – DH transition programme board</p> <p>3.1 The Acting Director General for Transition for the Department of Health presented this item. She explained that further work had been done on the organisational design toolkit to ensure that organisational design thinking could begin in directorates in March.</p> <p>3.2 The Head of Leadership & People Capability had offered to run organisational design training sessions and would set up some bespoke sessions for directorates if that was helpful.</p> <p>3.3 The Director of DH Development and Delivery gave an update on the Leeds Project. The Terms of Reference and other information about the project had been published on Delphi. She explained that there was currently no formal Government policy on location / relocation of civil service posts. The Shareholder Executive at BIS had responsibility for property efficiency across the public sector estate, reporting to the Efficiency and Reform Group.</p> <p>3.4 The Permanent Secretary would be holding engagement sessions with staff in Leeds and London and the Minister for Transition would also provide support</p>

and help deliver some of the key messages.

4 | **Managing 2011/12**

4.1 The Director General for Transition for DH presented this item. She told members that the big challenge for DH would be to identify priorities in the context of what was affordable and to manage resources across directorates accordingly.

4.2 The Director General for Policy, Strategy and Finance pointed out that there were only 6 weeks until the start of the new financial year.

4.3 Members agreed that they wanted to end the financial year with clear plans for a balanced 2011/12 budget rather than carrying forward some residual financial risk with an aim to bring the budget down further during 2011/12.

Voluntary Exits Scheme

4.4 The Director General for Transition for DH and the Director for Human Resources presented this item. The scheme had been over-subscribed on all grades under grade 7.

4.5 DGs would be notified of the decisions on Monday 21 February and applicants would be notified on Tuesday 22 February. Unsuccessful applicants would be given details of the appeals process as well as the offer of a 1-to-1 meeting with HR.

4.6 Approved applicants would need to respond to their offers by 28 February. The last day of service for the majority of leavers would be 31 May 2011, but some staff had requested a deferred date so would be leaving later.

4.7 Equality Impact Assessments had been carried out in Leeds and London and the Director for Human Resources was confident that there were no problems.

4.8 With regard to filling vacancies created by the exit scheme, colleagues should try to do this within directorates where possible. DH did not have the money to recruit new staff to fill the posts.

4.9 As the department started to implement changes over the coming months, the Permanent Secretary was clear that she would expect to see "slotting in" taking place where it was fair and possible to do so.

5 | **Estates Strategy**

5.1 The Director of Operations presented a paper on the DH HQ property strategy. The paper focused on the DH London HQ Estate. There were currently 4 buildings in London and an oversupply of space. Analysis suggested that London-based DH staff in the future would be able to fit into Richmond House plus one other building.

4.1 DH was tied into a lease until 2016 on Skipton House. There was little scope to exit the lease early as the location was relatively unattractive and there was a surplus of property in the area. DH owned Wellington House and might be able to sell the building. Members were also informed that consideration was

being given to selling A Block in Richmond House.

4.2 Members agreed to DH vacating and selling Wellington House and A Block in Richmond House and to concentrating its London activity in Richmond House and Skipton House.

6 | Communication

6.1 Before the meeting closed, it was agreed that the following key messages would be circulated to staff in the next round of Face-to-Face briefings:

- show that DHMC was listening to staff and valued the feedback from face 2 face and other channels,
- DHMC recognised that staff wanted more detail on the changes to the department,
- DHMC would be working on a "critical path" timeline from 2015 backwards to show when key decisions would be made about organisations and people,
- the business planning process was going well but was showing that resources would be very tight for 2011/12 and onwards. The peer review process should be explained and page 10 of the business planning guidance should be attached to the face 2 face guide for reference.
- The new Hub should be highlighted,
- The recent batch of new senior appointments, including non-executive Board Members and David Bennet should be included in the guide,

11 | Close

The meeting closed at 13:00