

**SUMMARY MINUTES**  
Draft

<p><b>COMMISSIONING DEVELOPMENT BOARD</b></p> <p><b>ACTION NOTE OF THE MEETING HELD 1 FEBRUARY 2011</b></p> <p><b>THE BOARD ROOM, RICHMOND HOUSE</b></p>
--

Attendees	Barbara Hakin (DH) Wendy Saviour (East Midlands) Christine Connelly (DH) Christine Beasley (DH) John Bewick (South West) Gail Richards (DH) Claire Aldiss (DH) Candy Morris (SEC) Alex Morton(DH)	Bob Alexander (DH) Ben Dyson (DH) Hannah Farrar (London) Richard Barker (North East) Joe Rafferty (North West) Tim Rideout (DH) Moira Dumma (West Midlands) Ailsa Claire (YAH) Bob Ricketts (DH)	David White (Norfolk CC) Charles Waddicor (South Central) Mike Farrar (North West) Colin Douglas (DH) Sally Warren (DH) for David Behan Guy Boersma (South East Coast) Giles Wilmore for Jim Easton (DH) Rosamond Roughton (DH) Kathryn Dyson (DH)
-----------	---	--	--

Apologies:           Karen Wheeler (DH)           Ian Carruthers (South West)

No.	Agenda item	Key points / Action	Action
1.	<b>Minutes of last meeting and matters arising</b>	<p>The minutes of the previous meeting were agreed, with the amendment that Christine Connelly had attended the meeting.</p> <p>Bob Ricketts provided the Board with an overview of the current position of the Extended Choice Network.</p>	
2	<b>General update</b>	Barbara Hakin gave an update to the group on the Commissioning Development.	

**SUMMARY MINUTES**  
**Draft**

3.	<b>Commissioning Development Programme – Progress report and risks</b>	<p>Rosamond Roughton presented the Commissioning Development Programme Progress Report to the Board.</p> <p>It was noted that the Commissioning Development Programme Plan had been approved at the previous meeting and the progress report would be provided to the Board on a monthly basis to provide an overview and assurance that the programme was progressing appropriately.</p>	
4	<b>Finance</b>	<p>Bob Alexander took the Board through a presentation on finance.</p> <p>The Board agreed that the item should be considered again in two months time to look at progress on the NHS Commissioning Board, GP Consortia and Commissioning Support</p>	
5	<b>Commissioning Support narrative</b>	<p>Joe Rafferty presented a draft commissioning support narrative to the group asking for views from the Board. Joe emphasised the importance of the narrative and its link with other areas of the commissioning development programme, highlighting the pressing timelines.</p> <p>Members of the Board provided views, which Joe agreed to take into account in a further work up a more final narrative, albeit with caveats.</p>	Joe Rafferty
6.	<b>Discussion</b>	<p>The Board broke out into three discussion groups to discuss the role of clusters in delivery of the programme. The reflections of these groups will be drawn into the thinking of the relevant accountable directors for the respective workstreams.</p>	
4.	<b>Any Other Business</b>	<p><b>Principles of the framework documents for ALBs</b> - these were shared.</p> <p><b>Support to consortia:</b> Barbara Hakin reminded members that the Operating Framework was explicit that emerging consortia should be accessing £2 per head, in addition to access to the expert professional support (eg. finance, OD). This will be tested during the visits to each region in March – May.</p>	
5.	<b>Date and time of next meeting</b>	<p><b>13.00 - 16.00, Wednesday 2 March 2011, The Board Room, Richmond House</b></p>	