

**TRANSITION PROGRAMME BOARD MEETING**  
**24 January 2011**

**SUMMARY MEETING NOTE**

**Monday 24 January 2011**

No.	Issue
	<p><b><u>Outstanding Actions from Previous Meeting</u></b></p> <p>1.1. <u>Comms</u> action for “<i>Rachel Neaman to double-check the Comms steering group to ensure SHA Director of Comms representation</i>”. Now Closed.</p> <p>1.2. <u>Comms</u> action for “<i>Colin Douglas and Rachel Neaman to develop regional engagement proposals further...</i>”. Colin to report back after the first event.</p> <p>1.3. <u>HR</u> action that “<i>Richard Douglas raised the anecdotal concern that key members of staff were leaving PCTs...</i>” Work in hand to address this and Richard, and Harbhajan to pull together firmer data on this.</p> <p>1.4. <u>Estates</u> action for “<i>Flora Goldhill to provide further information to Rob Smith about indicative DH numbers for planning purposes</i>”. Completed.</p> <p>1.5. Other actions covered in forthcoming agenda.</p>
2	<p><b><u>Governance, Status Report and Risks</u></b></p> <p>2.1. Karen Wheeler explained that status reports would have a new cover sheet from February, and provided other programme updates. Two new risks agreed for inclusion in the IPO Register, and one to be closed.</p>
3	<p><b><u>Scoping Documents &amp; TEG Update</u></b></p> <p style="padding-left: 40px;"><u>Scoping Documents</u></p> <p>3.1. Three attached for information: Business Support Services (BSS); Governance &amp; Accountability, and Finance Transition.</p> <p>3.2. There are also EPRR and Governance documents in preparation.</p> <p style="padding-left: 40px;"><u>TEG</u></p> <p>3.3. Henry Rogers provided a short report.</p>
4	<p><b><u>Estates</u></b></p> <p>4.1 There was a discussion around the size and location of the new estates.</p>
5	<p><b><u>Substantive Items</u></b></p> <p style="padding-left: 40px;"><u>Implementation Programme Plans and Dependencies</u></p> <p>5.1 Karen reported that these were being updated and milestones were being worked on.</p>

	<p><u>Transition Costs</u></p> <p>5.2 Uncertainty around costs would remain while decisions remained to be taken around the organisational structure. There was discussion around succession body liability and cost limits.</p>
6	<p><b><u>Forward Look and AOB</u></b></p> <p>6.1 The February Programme Board would be considering the Gateway action plan, and possibly aspects of the Framework Documents.</p> <p>6.2 The Programme Board would also look to sign off the Business Case during the March meeting.</p> <p>6.3 Next Meeting to be held on Tuesday 22 February, RH Boardroom and QH 5C15.</p> <p><b>Nick Crowther</b> <b>24 January 2011</b></p>