

**TRANSITION PROGRAMME BOARD MEETING
24 March 2011**

SUMMARY MEETING NOTE

Thursday 24th March 2011

No.	Issue
1	<p><u>Outstanding Actions from Previous Meeting</u></p> <p>1.1 Two actions remained opened from the last meeting: Transition Manager, PHE and DG Informatics now due to meet on 20 April, and DG PS&F due to meet PICD to discuss Procurement / Business Case approval process.</p>
2	<p><u>Governance</u></p> <p><u>Status Report</u></p> <p>2.1 Comments were received and noted. Issues discussed included team and workstream resourcing.</p>
	<p><u>Risks</u></p> <p>3.1 The Transition Director spoke to the Critical Risks report, commissioned by DG, PS&F at the last meeting.</p> <p>3.2 There was discussion around a number of risks, including those concerned with internal and external engagement, and around the movement of staff that would result from the reorganisation. All the new risks raised by IPO were agreed by the Board.</p>
	<p><u>Scoping Documents</u></p> <p>4.1 The Programme Board approved the EPRR, HR, Workforce, Education and Training Scoping Documents for sign off, along with the Programme Definition Document.</p>
	<p><u>DH & Local Government Programme</u></p> <p>5.1 DD, LG and Regional Development presented a paper setting out the revised scope of the DH & Local Government Programme. The Board noted and approved the changed arrangements.</p>
3	<p><u>Substantive Items</u></p> <p><u>HR & Equality</u></p> <p>6.1 Transition Director brought to the attention of the TPB the Transition</p>

	<p>Resourcing Team paper, which was discussed at the previous meeting, and invited the Board to note it.</p> <p>6.2 It was agreed that the IPO would commission additional work from across the programme on equality.</p>
	<p><u>Estates</u></p> <p>7.1 Director of Operations introduced a paper on plans for Estates. Discussion focused on the movement of staff during transition, workplace design and ensuring the necessary linkages continued to be made.</p>
	<p><u>SHA Closures</u></p> <p>8.1 Transition Director confirmed that more work was required, particularly around critical dependencies and on the transition of people within SHAs.</p> <p>8.2 MD, Commissioner Development confirmed that the Commissioning Board will be responsible for PCT closedown.</p>
	<p><u>Business Case</u></p> <p>9.1 The plan for clearing the Transition Programme was presented and discussed. Document accepted by TPB as opening contribution to scoping cost.</p>
	<p><u>Critical Path</u></p> <ul style="list-style-type: none"> The Critical Path slides were introduced and discussed.
	<p><u>ALB Start Dates and Framework Documents</u></p> <p><u>ALBs</u></p> <ul style="list-style-type: none"> Head, ALB Transition Programme spoke to the ALB paper. Discussion covered dates for organisations' shadow running and executive team appointments. <p><u>Framework Documents</u></p> <ul style="list-style-type: none"> Discussion around timings for getting these in place for key organisations.
	<p><u>Gateway Action Plan</u></p> <p>12.1 Update paper presented for information.</p>
	<p><u>Forward Look</u></p> <p>13.1 Circulated for information.</p>
	<p><u>Communications</u></p>

	14.1 Comms reported that the external-focused Modernisation Hub had received unique 250,000 visits, and contained 140 articles.
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