

NHS COMMISSIONING BOARD AUTHORITY

Decisions of the public Board meeting held on 2 February 2011

	Agenda Item	Person(s) Responsible
2	Structural Design Proposals – Organisational Design	
<p>The structural design proposals build on the vision set out last July in <i>Developing the NHS Commissioning Board</i>. This described the Board's overarching role in ensuring that the NHS delivers better outcomes for patients through its own direct commissioning function and by supporting, developing and holding to account clinical commissioning groups. The structural design proposals set out how the Board will discharge this role through: its main functions; the values and culture it will foster; its key relationships; the key processes for transacting business; and its work at sub-national and local levels, with a single operating model through sector and local teams.</p>		
<p>The Board resolved:</p> <ol style="list-style-type: none"> 1. To approve the structural design proposals, including: <ul style="list-style-type: none"> • the disposition of the NHS CB's running costs; • the directorate structures and staffing; and • the model of matrix working as the basis for further work. 		
3	CCGs – Policy and Guidance	
<p><i>Towards establishment: Creating responsive and accountable clinical commissioning groups</i> provides guidance to support GP practices, and all those they work with in order to apply to the Board to be established as a Clinical Commissioning Group (CCG). It advises how to set up their structures and cultures to become transparent and accountable organisations and compliant with the relevant legislation. The legislative framework is subject to the passage of the Health and Social Care Bill.</p>		

CCG Authorisation represents a significant challenge in terms of scale and pace. The approach is based around co-production. During 2011 pathfinder CCGs, national primary care organisations and other stakeholders developed initial thinking on the content and process of authorisation, which was summarised in *Developing Clinical Commissioning Groups: Towards Authorisation* (published 30th September 2011).

The Board resolved:

1. to approve publication of *Towards establishment: Creating responsive and accountable clinical commissioning groups* and its associated two appendices;
2. to note progress on authorisation of CCGs and formally adopt *Developing Clinical Commissioning Groups: Towards Authorisation*;
3. to agree the future work plan on authorising CCGs as outlined; and
4. to note the key risks identified around CCG authorisation and the proposed actions to manage these risks.

4	Commissioning Support
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The White Paper, *Equity and Excellence: Liberating the NHS* proposed that CCGs should have the freedom to decide which commissioning activities they do themselves, share with other groups or buy in from external organisations. The assistance that they buy in can be described as commissioning support and will help them to carry out key activities such as information analysis, procurement, negotiating and managing contracts and back office support for HR and IT.

Developing Commissioning Support Towards Service Excellence, set out the issues, described work to date, and the proposals for navigating a way through the transition.

The Board resolved:

1. to note and agree the key next steps for the assessment and development of commissioning support;

	<ol style="list-style-type: none"> 2. to approve publication of the final version of <i>Developing Commissioning Support - Towards Service Excellence</i>; and 3. to note that further updates will be shared with the Board at key points throughout the commissioning support programme and business review process. 	
5	Equality Analysis – Functions of the NHS Commissioning Board Authority	
<p>In order to meet the Public Sector Equality Duty, the Board needs to be assured that the Authority is advancing equality across all of its business, both strategically and systematically. An equality analysis has been undertaken to assess the equality impact of the Authority’s functions and identify the key actions required to ensure compliance. Work is already underway to progress some of the high-level actions identified.</p>		
<p>The Board resolved:</p> <ol style="list-style-type: none"> 1. to receive a copy of the published equality analysis for information; and 2. to approve the draft response to the equality analysis. 		
6	Governance Issues – Standards of Business Conduct Policy	
<p>It is good practice for all organisations to adopt a Standards of Business Conduct policy. This becomes part of the contract of employment of all staff working for the organisation and covers all arrangements such as permanent and temporary employment and secondees. The policy specifies the Board’s expectations of all staff with regard to their business conduct.</p>		
<p>The Board resolved:</p> <ol style="list-style-type: none"> 1. to approve the Standards of Business Conduct Policy. 		
7	AOB and date of next meeting	
<p>The Board resolved:</p>		

1. To note that the date of the next meeting is 13 April 2012