

Board Task and Finish Group

30 September 2013

AGENDA

12:00 – 13:00

(Meeting Room 4, Maple Street, London)

Members in attendance: Professor Sir Malcolm Grant (Chair)
Margaret Casely-Hayford
Ed Smith
Professor Sir Bruce Keogh
Bill McCarthy

Additional attendees: John Holden, Director of System Policy
Michael Wilson, Programme Director

Item	Agenda Item	Action	Lead
1	Welcome and Apologies	To note	Malcolm Grant
2	Note of the last meeting – 29 July 2013	To agree	Malcolm Grant
3	Action Log	To discuss	Malcolm Grant
4	Terms of reference	To agree	Bill McCarthy
5	Scope and Interdependencies	To note	Bruce Keogh
6	Proposed governance and decision making and arrangements: <ul style="list-style-type: none"> • Programme Board (including proposed terms of reference) • Clinical Advisory Panel (including proposed terms of reference) • Managing conflicts of interest • Publication scheme for the review 	To discuss	Bill McCarthy / Bruce Keogh
7	Proposed stakeholder participation and engagement arrangements	To discuss	Bill McCarthy / Bruce Keogh
8	Developing the proposition	To discuss	Bill McCarthy
9	Highlight report	To note	Bill McCarthy
10.	Any other business		All