

**Board Task and Finish Group**

**15 April 2014**

**AGENDA**

**2pm – 3:30pm**

(Malcolm Grant's Office, Room 6A1, 6<sup>th</sup> Floor, Skipton House, London)

**Members in attendance:** Professor Sir Malcolm Grant, Board Chair, (Chair)  
 Professor Sir Bruce Keogh, National Medical Director  
 Bill McCarthy, National Director: Policy  
 Professor Sir Michael Rawlins, Chair of the Clinical Advisory Panel  
 Ed Smith, Non-Executive Director

**Member apologies:** Margaret Casely-Hayford, Non-Executive Director

**Additional attendees:** John Holden, Director of System Policy  
 Lauren Phillips, Programme Development Manager (Secretariat)

Item	Agenda Item	Action	Lead
1	<b>Welcome and Apologies</b>	To note	Chair
2	<b>Minutes of the last meeting (7 January 2014)</b>	To agree	Chair
3	<b>Declarations of Interest</b>	To note	Chair
4	<b>Action Log</b>	To discuss	Chair
5	<b>Update and Assurance Process</b>	To discuss and approve	John Holden / Professor Sir Michael Rawlins
6	<b>Feedback from engagement and advisory groups (Jan / Feb 2014)</b>	To note	John Holden
7	<b>Update from Programme Board (verbal)</b>	To note	Bill McCarthy
8	<b>Update from the Clinical Advisory Panel (verbal)</b>	To note	Professor Sir Michael Rawlins
9	<b>Highlight report</b>	To note	Bill McCarthy
10	<b>Any other business</b>	To discuss	All