

## NHS COMMISSIONING BOARD

### Minutes of the Board meeting held in public on 1 October 2012

**Present**

Professor Malcolm Grant – Chair  
 Sir David Nicholson – Chief Executive  
 Margaret Casely-Hayford – Non-Executive Director  
 Lord Victor Adebawale – Non-Executive Director  
 Dame Moira Gibb – Non-Executive Director  
 Mr Naguib Kheraj – Non-Executive Director  
 Ms Jane Cummings – Chief Nursing Officer  
 Mr Paul Baumann – Chief Financial Officer  
 Mr Ian Dalton – Chief Operating Officer/Deputy Chief Executive  
 Ms Jo-Anne Wass – National Director: HR  
 Mr Bill McCarthy – National Director: Policy  
 Mr Tim Kelsey – National Director for Patients and Information  
 Mr Jon Schick – interim Board Secretary

**Apologies**

Mr Jim Easton – National Director: Transformation  
 Sir Bruce Keogh – National Medical Director  
 Mr Ed Smith – Non-Executive Director  
 Mr Ciaran Devane – Non-Executive Director  
 Dame Barbara Hakin – National Director: Commissioning Development

Item	Action
<p><b>Welcome</b></p> <p>The Chair welcomed everyone to this inaugural meeting of the NHS CB, which had been called to enable the transfer into the new organisation of the policies and procedures from CBA, supporting it to take on its new responsibilities enshrined in the 2012 legislation.</p> <p>For the first time, an independent Board had been established by legislation, with powers and safeguards which combined to allow autonomy in working with NHS providers and commissioners to secure best possible outcomes for patients. Stewardship would remain with the Secretary of State and responsibility for delivery would be shared with partner arms'-length bodies. Liberation from day to day political control would be balanced with accountability to Parliament to secure best outcomes for patients.</p> <p>The NHS CB would be completely committed to the values of the NHS Constitution, as well as to delivering the forthcoming mandate which would set out the Government's expectations from the NHS in England.</p>	

Item		Action
	<p>The Board would be relentlessly focussed on patients and the public at large, ensuring that the organisations moves with NHS to:</p> <ul style="list-style-type: none"> <li>• cope with demographic change;</li> <li>• focus on care as well as cure; and</li> <li>• manage increasing cost pressures into the future, making sure that every pound spent is focused on highvalue and high quality outcomes for patients.</li> </ul> <p>The Chair drew attention to some of the Board’s particular responsibilities over the coming six months, including:</p> <ul style="list-style-type: none"> <li>• the authorisation of 212 CCGs, ensuring they are not only fit for purpose, but also that they are well-equipped to drive forward the transformation of the NHS;</li> <li>• setting the resource allocation model that would govern the way in which NHS funding would be allocated to CCGs from April 2013.</li> </ul> <p>The Chair concluded his introduction by reaffirming the NHS CB’s commitment to a policy of openness and transparency, which had been adopted by the CBA. Meetings would be held in public and transmitted by webcast, with papers available on the internet. The Board remained committed to engaging with the public, their representatives and with professional bodies, and would hold open and robust discussions in public.</p> <p>He was pleased to declare the inaugural meeting open, and began the formal proceedings by welcoming Margaret Casely-Hayford to her first meeting as a non-executive member.</p>	
1	<p><b>Role of the NHS Commissioning Board</b></p> <p>Tim Kelsey introduced a call to action for everyone - in the room, across the NHS, and in local communities. The launch of the NHS CB was an opportunity for all “to be impatient for patients”, and this meeting would be a milestone in creating an independent organisation with the sole objective of improving patient outcomes.</p> <p>The NHS CB would need to build on examples of best practice from its predecessors, putting patients at the heart of its work and decision-making. It would work with two core principles:</p> <ul style="list-style-type: none"> <li>• transparency – ensuring patients are prioritised in everything the NHS CB does; and</li> <li>• participation – working collaboratively with partners to make participation real in the health service.</li> </ul> <p>Today was therefore not simply about the launch of a new organisation, but it would be a landmark for the start of a new</p>	

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	social movement to unleash the power of people. He then introduced a short video presentation, which is available at the NHS CB's website at <a href="http://www.commissioningboard.nhs.uk">www.commissioningboard.nhs.uk</a> .	
2	<p><b>NHS Commissioning Board Corporate Policies</b></p> <p>Bill McCarthy introduced this paper, which included a set of key governance documents to support the organisation through its next phase until taking on its full range of responsibilities from April 2013. He outlined three categories of documents included within the paper:</p> <ol style="list-style-type: none"> <li>(1) Policies that had been previously adopted by CBA, which were largely unchanged, and which the Board was asked to adopt;</li> <li>(2) A set of governance documents which updated and refreshed the Standing Orders and Standing Financial Instructions in order to make them fit-for-purpose for the next phase of the organisation's development. More significant changes had been made to these documents to reflect the new status of organisation, and they had been considered by members of the Audit Committee before being presented to the Board;</li> <li>(3) A small number of new policies in areas including health and safety, business continuity, Freedom of Information and information governance, which were presented for approval.</li> </ol> <p>He concluded by noting that a number of these documents would be subject to a further refresh as the organisation moves to take on its full range of responsibilities from April 2013, and drew particular attention to a likely requirement to undertake further work on the risk management strategy and processes.</p> <p>In discussion, the clarity of the documents was welcomed, and the Board agreed that it would need to continue to be ruthless in ensuring that all of its work was presented in clear and simple terms as part of its commitment to openness and accessibility. It was also agreed that the next revision of the health and safety policy should include specific reference to the Disability Discrimination Act.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> <li>• Adopt the corporate governance documents outlined in paragraph 4 of the Board paper</li> <li>• Adopt the policies and agreements outlined in paragraphs 7-9 of the Board paper</li> <li>• Approve the new policies outlined at paragraph 11 of the Board paper.</li> </ul>	<p><b>Bill McCarthy/Ian Dalton to ensure these revisions are included in the health and safety policy</b></p>

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3	<p><b>NHS CB Business Plan October 2012 – March 2013</b></p> <p>Bill McCarthy introduced this paper, which provided a refresh of the Business Plan from the CBA, covering the period from October 2012 to March 2013. The main changes from the previous plan were refreshed milestones to cover the next phase in the organisation's development, plus the incorporation of a new introduction.</p> <p>Board resolved to adopt the October 2012-March 2013 Business Plan.</p>	
4	<p><b>Becoming an executive non-departmental public body: the impact on employees and other staff</b></p> <p>Jo-Anne Wass introduced this paper, which outlined the arrangements made to transfer staff as the organisation moved from its SHA to ENDPB status. The transfer had been covered by an Order equivalent to TUPE. All directly employed staff had been written to, including an explanation that the transfer would have no impact on their statutory rights or service continuity.</p> <p>She also drew attention to the enormous contribution that had been made by other staff currently on loan to the NHS CB from other NHS organisations or DH. The Board wished to express its gratitude to these staff, and reaffirmed its pledge to confirm their future employment status by December 2012. They agreed that a thank you letter should be prepared to go to these staff from the Chair.</p> <p>The Board noted the report and supported the process that was being undertaken to meet the NHS CB's legal obligations to employees and all other staff affected.</p>	<p><b>Chair to circulate thank you letter to staff.</b></p>
5	<p><b>Any other business</b></p> <p>It was noted that the next meeting of the NHS CB would be held on 8<sup>th</sup> November 2012 in Quarry House, Leeds.</p>	

Signed as an accurate record

Date: 12 October 2012



**Professor Malcolm Grant CBE MA LLD**  
Chairman