

**TRANSFORMING PATHOLOGY SERVICES
PROJECT BOARD MEETING**

AGENDA

Thursday 29th July 2010 – 14:00 – 16:00

Dial in details available as follows: Landline: 08006 925 050, mobile: 01392 308 100
Participant Access Code: 3288578 (followed by the # key)

Attendees: Anna Dugdale (Chair), Andrew MacPherson, Hemal Desai, Amanda Gadsby, Anthony Whitaker, Robert Alexander, Joanne Whittaker, Tom Abell (TBC), Stuart Shields Andrew Brown (for Danielle Freedman) , Helen Williams, Ron Zimmern, Nick Kirk, Susan Stewart, Jacqui Bunce,

Apologies: Paul Zollinger-Read, Danielle Freedman, Dr Stephen Dunn, Marian Wood, Samantha Sherratt, Robert Winter, Tim Wreghitt, Hossein Khaled

In Attendance: Ian White (Secretariat)

Item	Description	By
1	Welcome and apologies	Chair
2	Matters Arising	Verbal ADM
3	Project Update	Attached ADM
4	Project Initiation Document including Risk Log (attached)	Attached ADM
5	Clinical Design Subgroup update – for information	Attached HD
6	Data collection executive summary – for review	Attached HD
7	KPI update – for discussion	Attached HD
8	Strategic Outline Business Case Work Package – for approval	Attached HD
9	Commissioning Subgroup Work Package – for approval	Attached HD
10	Commissioning Workshop - Agree date and brief	Attached HD
11	Revised Project Plan / Change Request	Attached ADM
12	National Pathology Forum update	Verbal HD
13	AOB	ALL

Attachments:

- 03 Project Progress Update Report
- 04 (a-d) Project Initiation Document with other related attachments
- 05 Consolidated TAT Stratification.xls- Board paper confidential (*not attached*)
- 06 Data Analysis Summary paper - 21-07 (B).doc- Board paper confidential (*not attached*)
- 07 (a-b) TPS KPI Summary v2.doc
- 08 Draft OBC Work Package for Pathology Project v0.3.doc
- 09 Draft Commissioning Subgroup Work Package for Pathology v0.3 (*not attached following decision by Project Board at this meeting*)
- 10 TPS delivery Model Workshop Brief v3.doc
- 11 TPS Change Control Form v0.2.doc

Andrew MacPherson
Director of Strategic Projects
26 July 2010