

# NHS West London Clinical Commissioning Group

## Governing Board meeting

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**Minutes of the meeting held on**  
**Tuesday, 6 November 2012, 3.30-4.30pm**  
**London Lighthouse, 111 - 117 Lancaster Road, London W11 1QT**

**Present**

<b>Name</b>	<b>Role/ organisation</b>	<b>Initials</b>
Dr Mark Sweeney	Chair, NHS West London CCG	MS
Carolyn Regan	Managing Director, NHS West London CCG	CR
Sandra Mounier-Jack	Deputy Chair, Lay member, NHS West London CCG	SMJ
Dr Fiona Butler	Vice Chair, NHS West London CCG	FB
Dr Iain Blake	Vice Chair, NHS West London CCG	IB
Daniel Elkeles	Chief Officer, CWHH Collaborative (items 1-6)	DE
Clare Parker	Director of Finance, CWHH Collaborative (items 1-6)	CP
Dr Val Dias	GP member	VD
Dr Puvana Rajakulendran	GP member (items 1-5.1)	PR
Dr Simon Ramsden	GP member (items 1-5.1)	SRA
Tracey Rigler	Head of Finance, Kensington & Chelsea PCT	TR
Benedict Hefford	Director of Social Care, Tri-Borough	BH
Yvonne Fraser	Practice Manager	YF
Dr Naomi Katz	GP member	NK
Sarah Cuthbert	Lay member, Audit Chair	SC
Dr Andy Rose	GP member	AR
Dr Rachael Garner	GP member	RG
Dr Ike Anya	Public Health representative	IA

**In attendance**

<b>Name</b>	<b>Role/ organisation</b>	<b>Initials</b>
Kerry Doyle	NHS West London CCG (minutes)	KD

Prof Derek Bell	Chair of the National Institute for Health Research, Collaborations for Leadership in Applied Health Research and Care	DB
Ivan Moore	Patient Reference Group member	IM
Stephen Tucker	Assistant Director, Borough Commissioning	ST
Jonathan McInerny	Commissioning Manager West London Clinical Commissioning Group/ Primary Care	JMI

## Apologies

Name	Role/ organisation	Initials
Sonia Richardson	Patient representative	SRI
Afi Tork	Practice nurse	AT
Jonathan Webster	Director of Quality & Patient Safety, CWHH Collaborative	JW
Ken MacDonald	Patient representative	KMD

Item	Action
<b>1 Introduction</b>	
1.1 <u>Apologies</u> Apologies were noted as above.	
1.2 <u>Declarations of Interest</u> No interests were declared.	
<b>2 Minutes of the previous meeting</b>	
2.1 <u>To review the minutes of the meeting held on 2 October 2012</u> The minutes were agreed as an accurate record, subject the first action of item 4.2 being amended to: <ul style="list-style-type: none"> <li>To take forward declarations of interest for the Governing Board and employees</li> </ul>	
2.2 <u>Action log</u> The action log was updated.	
2.3 <u>Matters arising</u>	
2.3.1 <u>Update on mental health consultation</u> The Governing Board noted that the consultation closed in November 2012, and agreed that this would be discussed at the next meeting.	
<b>3 Report from the Chair</b>	
3.1 <u>Authorisation</u> The Chair gave an update on progress with Authorisation, and thanked everybody involved in preparation for this. The CCG had demonstrated that it met 117 of 119 key lines of enquiry, and was submitting evidence to the NHS Commissioning Board to demonstrate that it met the criteria for the two remaining key lines of enquiry, which concerned how the CCG systematically collates and uses	

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<p>patient and stakeholder feedback on quality issues to inform commissioning.</p> <p>The Governing Board thanked the Chair for his presentation at the Authorisation site visit.</p>	
<p><b>4 Commissioning &amp; services</b></p>	
<p>4.1 <u>Commissioning Learning Sets sub-committee Month 6 (September) summary</u></p> <p>The Chair of the Commissioning Learning Sets presented the update to the Governing Board. It was noted that the work on childhood immunisation linked to work being monitored by the Finance &amp; Performance Sub-Committee.</p> <p>The Governing Board noted the report.</p>	
<p>4.2 <u>Commissioning intentions 2013/14</u></p> <p>The Managing Director presented an update to the Governing Board. It was noted that the purpose of the CCG's commissioning intentions was to ensure alignment with the Out of Hospital strategy, and that the draft letter brings together the work led by the CCG over the past few months.</p> <p>The Governing Board was advised that a letter from the CWHH Collaborative had already been circulated to provider Trusts, and that the CCG's commissioning intentions would be taken forward after discussion with the Royal Borough of Kensington &amp; Chelsea and Westminster City Council Health &amp; Wellbeing Boards.</p> <p>It was noted that all eight CCGs in North West London were working together on commissioning, and that contract negotiation was aimed at promoting integrated care.</p> <p>The Governing Board <b>noted</b> the Collaborative 2013/14 Draft Commissioning Intentions letter sent to North West London providers, and <b>reviewed</b> and <b>approved</b> the draft 2013/14 West London CCG Commissioning Intentions letter to providers.</p>	
<p><b>5 Finance &amp; performance</b></p>	
<p>5.1 <u>Finance &amp; Performance sub-committee Month 6 (September) summary</u></p> <p>The Director of Finance presented the report to the Governing Board.</p> <p>The spend against plan for main providers was noted, and the Governing Board discussed use of reserves, delivery of QIPP and progress in getting practices to sign up to the Hospital Avoidance local enhanced scheme.</p> <p>The Governing Board was advised that there was an underspend on capital across London, and that opportunities for new funding to support the Out of Hospital and Shaping a Healthier Future programmes would be identified.</p> <p>The Governing Board:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> areas where the CCG need to take actions;</li> <li>• <b>Agreed</b> to ask for a report on the mitigation actions being taken to reduce the over performance on the acute over performing acute contracts for discussion at the Finance &amp; Performance Sub-Committee; and</li> <li>• Would <b>agree</b> a split with NHS Westminster for QPP QIPP schemes for month 7 reporting</li> </ul>	
<p><b>6 Clinical Commission Groups and Research</b></p>	
<p>6.1 The Chair welcomed Professor Derek Bell, Chair of the National Institute for Health Research, Collaborations for Leadership in Applied Health Research and Care to the meeting.</p> <p>The Governing Board was given an overview of the programme, which aimed to bring research into</p>	

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<p>practices, and work more closely with primary care. Topics already worked on included:</p> <ul style="list-style-type: none"> <li>• Chronic obstructive pulmonary disease</li> <li>• Mental health</li> <li>• Sickle cell disease</li> </ul> <p>Tele and e-health were discussed. The links between the research programme and the aims of the Out of Hospital strategy, the Shaping a Healthier Future programme, self-care for long term conditions and the programme's work in improving patient journeys were also considered. It was agreed that the programme would work collaboratively with the CCG to develop the Out of Hospital strategy.</p> <p>The Governing Board thanked Professor Bell for his presentation, and supported working with the National Institute for Health Research to improve patient care.</p>													
<b>7</b>	<b>Quality, Patient Safety &amp; Risk</b>												
7.1	<p>The Chair of the Quality, Patient Safety &amp; Risk Sub-Committee presented the report to the Governing Board.</p> <p>The Terms of Reference were discussed, and it was agreed to add monitoring safeguarding of adults and children and reporting via Datix to the Sub-Committee's responsibilities.</p> <p>The Governing Board noted the report.</p>												
<b>8</b>	<b>Executive Team</b>												
8.1	The minutes of the meeting held on 23 October 2012 were noted.												
<b>9</b>	<b>Questions from the public</b>												
9.1	<p>The Kensington &amp; Chelsea Local Involvement Network representative advised the Governing Board that the network was finalising its response to the mental health consultation disused at item 2.3.1. It was noted that this was being undertaken with the Health &amp; Wellbeing Board, and that the response would be sent to the CCG.</p>												
<b>9</b>	<b>Date of next meeting in public of the Governing Board</b>												
	<p>Tuesday 4 December 2012</p> <p>Draycott Education Centre Alameda House 90 - 100 Sydney Street London SW3 6NJ</p>												
<b>10</b>	<b>Future meetings</b>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Meetings in public</u></th> <th style="text-align: left;"><u>Development sessions – Board</u></th> <th style="text-align: left;"><u>Plenary meetings – all members</u></th> </tr> </thead> <tbody> <tr> <td>15 January 2013</td> <td>20 November 2012</td> <td>20 November 2012</td> </tr> <tr> <td>5 February 2013</td> <td>18 December 2012</td> <td></td> </tr> <tr> <td>5 March 2013</td> <td>22 January 2013</td> <td></td> </tr> </tbody> </table>	<u>Meetings in public</u>	<u>Development sessions – Board</u>	<u>Plenary meetings – all members</u>	15 January 2013	20 November 2012	20 November 2012	5 February 2013	18 December 2012		5 March 2013	22 January 2013	
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