

# Executive Team Meeting



Tuesday 6 November 2012, 11.30am-1.00pm

London Lighthouse, 111 - 117 Lancaster Road,  
London W11 1QT

West London Clinical Commissioning Group

## Minutes

### Present

Name	Role/ organisation	Initials
Dr Mark Sweeney	Chair, NHS West London CCG	MS
Carolyn Regan	Managing Director, NHS West London CCG (minutes)	CR
Dr Fiona Butler	Vice Chair, NHS West London CCG	FB
Dr Iain Blake	Vice Chair, NHS West London CCG	IB

### In attendance

Name	Role/ organisation	Initials
Farid Fouladinejad	Director of Strategy, Outer Cluster, NHS North West London (item 3)	FF
Steve Buck	Pathway Commissioner, Inner North West London Primary Care Trusts (item 4)	SB
Stephen Tucker	Assistant Director, Borough Commissioning, Kensington & Chelsea PCT (item 4)	ST
Kate Brady	Project Manager, NHS West London CCG (items 5 & 6)	KB

Item	Action
<b>1 Introduction and apologies</b>	
1.1 There were no apologies.	
<b>2 Minutes of the previous meeting</b>	
2.1 The minutes of the meeting held on 23 October 2012 were agreed as an accurate record.	
2.2 <u>Matters Arising</u> <u>Commissioning</u> The 2013/14 contracting round was discussed.	<b>Action:</b> <ul style="list-style-type: none"><li>To review staffing for 2013/14 contracting round (<b>CR</b>)</li></ul>

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Item	Action
<p><b>3 IT &amp; Primary Care</b></p> <p>The Chair introduced the lead for IT across CWHH, Farid Fouladinejad. The benefits and disadvantages of introducing at speed a single system were discussed. Functionality of existing systems, and IT links beyond GP practices to other health records were also considered.</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• To present to a meeting of the Governing Board (FF)</li> </ul>
<p><b>4 QIPP 2013/14</b></p> <p>The Exec Team noted the target of 4% and discussed potential QIPP schemes.</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• To be revised with additional analyses (SB/ ST)</li> <li>• To add to agenda for Exec Team, 13 November 2012 (KD)</li> </ul>
<p><b>5 Any other business</b></p>	
<p>5.1 <u>Integrated Care Pilot</u></p> <p>The Exec Team discussed progress to date.</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• To feedback to McKinsey on issues and challenges (IB)</li> </ul>
<p><b>6 Update re: St Charles</b></p> <p>The St Charles estate was discussed. The Exec Team agreed to write to Propco registering the CCG interest, and progress to date. It was also agreed to commence discussions on the outline business case to meet the timetable.</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• To draft letter to Propco (KB)</li> <li>• To begin discussion on outline business case (KB)</li> </ul>
<p><b>7 Office accommodation</b></p> <p>The Exec Team discussed office accommodation for the CCG.</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• To work up a business case to move to St Charles (Exec Team)</li> </ul>
<p><b>8 Agenda for Plenary meeting, 20 November 2012</b></p> <p>The Exec Team noted the agenda, and agreed it could be circulated.</p>	
<p><b>9 Date of next meeting</b></p>	
<p>Tuesday 13<sup>th</sup> November 2012, 11.30am – 1.00pm</p> <p>Venue: Rm 3.2, Marylebone Road</p>	

Carolyn Regan, 6 November 2012