

Executive Team Meeting



Tuesday 13 November 2012, 11.30am-1.00pm

Room 2.3 Marylebone Road

London

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 (Item3)

In attendance

Name	Role/ organisation	Initials
Jacky Elliman	Interim PA to Carolyn Regan	JE

Item	Action
1 Introduction and apologies	
1.1 There were no apologies. Jacky was welcomed as interim PA to Carolyn	
2 Minutes of the previous meeting	
2.1 The minutes of the meeting held on 6 November 2012 were agreed as an accurate record.	
2.2 <u>Matters Arising</u>	
a. Noted the staffing update from CR, next steps are shortlisting & Interview for OOH, SLM and PMO positions, and advertising outstanding posts.	
b. Further discussions on Commissioning Support	
c. CCG revised management costs – note reductions to be applied equally over CSU and Collaborative as well as CCG. CR to circulate	
d. Andrew Pike appointed as Communications Director	
e. Staff event on 29 th November – CR to show DVD on authorisation, MS apologies	
	Action:
	<ul style="list-style-type: none">• CR to advertise outstanding posts• CR to discuss contract and role outcomes• CR to lead on Public Health targets across Collaborative

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<p>3 QIPP 2013/14</p> <p>Costing – note the Community Benchmarking focus on costs per contact for CLCH</p> <p>Output on priorities (3.2) for next year from discussions at CLS going to Plenary next week</p> <p>Specialist Commissioning and local commissioning in one contract</p> <p style="text-align: right;">Action:</p> <ul style="list-style-type: none"> • CR to follow up with Hannah Mills • FB & CR to discuss Mental Health QIPP • CR has asked for all a list of all proposed changes from joint Commissioning team <ul style="list-style-type: none"> • CR – add Mental Health to the referral Incentive Scheme • CR – circulate proposals for referral management to Exec Team 	
<p>4 AQP adult hearing : Noted</p> <p>AQP going to Plenary</p>	
<p>5 Practice Nurses</p> <p>Attendance at the Board has been poor, CR to review. Development and training of Practice Nurses to be considered across 4 CGs.</p> <p style="text-align: right;">Action</p> <ul style="list-style-type: none"> • CR to respond to the Nurses' Group 	
<p>6 Stroke Services Update</p> <p>Noted: OOH Stroke work to be funded by re-ablement funding</p> <p>Proposal of joint appointments at Senior Management level between CLCH / Tri-borough</p>	
<p>7 OD Plan</p> <p>To be discussed with Board on 20/11</p> <p>Development Support Plan to go to Board next week</p>	
<p>Any other Business</p> <p>MS & CR presenting to K & C Overview & Scrutiny Committee tomorrow on GP Outcomes framework and Primary Care</p>	
<p>9 Date of next meeting</p>	
<p>Tuesday 20th November 2012, 4.30-5.30pm</p> <p>Venue: Quiet Room, Lighthouse</p>	

Carolyn Regan

13 November 2012