

Executive Team Meeting



Tuesday 20 November 2012, 4.30 – 5.30pm

London Lighthouse, Lancaster Road,

London W11

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 (to 4.50pm)	IB

In attendance

Name	Role/ organisation	Initials
Kerry Doyle	Head of Corporate Services, NHS West London CCG (item 3)	KD
Jacky Elliman	Interim PA to Carolyn Regan	JE
Simon Hope	Deputy Managing Director, NHS West London CCG	SH

Item	Action
1 Introduction and apologies – Carolyn welcomed Simon Hope to the team.	
1.1 There were no apologies.	
2 Minutes of the previous meeting	
2.1 The minutes of the meeting held on 13 November 2012 were agreed as an accurate record.	
2.2 Matters Arising <ul style="list-style-type: none">- Exec is so busy there needs to be space for discussion and decisions, and for upcoming work.- It was noted that CR had provided excellent work to the Exec.- The deadline for CIs is the end of November – the Exec will sign off at next week's meeting.- IB then spoke to the Immunisations & Vaccinations item, explaining that he is meeting with the Assistant Director, Borough Commissioning on Thursday to discuss further. He discussed a meeting with Public Health that he had attended on Childhood Immunisations as being identified as a key area of performance. Also key is training and communications for Practices.	
3 Board Assurance Framework (BAF) <ul style="list-style-type: none">- KD presented the draft BAF to the Exec Team- The Exec Team reviewed the risk register and BAF, and agreed to notify KD of any amendments/ additions- It was noted that the BAF was informed by the organisation's risk register	Action: <ul style="list-style-type: none">• All to send any changes/updates to KD ASAP

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4 Any Other Business	
October CLS Feedback to next Board meeting	
Contract Negotiation Teams	
a) F & P Wednesday, Public Health Trajectories,	
b) Mandate to Board under the Chairs slot, 29/11 Staff meeting (MS sent his apologies) chairs are expected for the 30 minutes prior	
c) Whole systems ICP- cannot be signed off until the mandate has gone to the Board	
d) Meetings – Exec Team meeting are to stay on Tuesdays	
e) Film – MS to be filmed tomorrow	
f) Lay members	
9 Date of next meeting	
27 November	

Carolyn Regan

21 November 2012