

# Executive Team Meeting



Tuesday 8 January 2013, 11.00am – 12.30pm

The Quiet Room, The Lighthouse

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 | CR       |
| Dr Iain Blake   | Vice Chair, NHS West London CCG        | IB       |
| Dr Fiona Butler | Vice Chair, NHS West London CCG        | FB       |

### Apologies

| Name       | Role/ organisation                            | Initials |
|------------|---|----------|
| Simon Hope | Deputy Managing Director, NHW West London CCT | SH       |

### In attendance

|                         |                        |    |
|-------------------------|------------------------|----|
| Portia Duncan (Minutes) | WLCCG Business Manager | PD |
|-------------------------|------------------------|----|

| Item   | Action |
|--|--------|
| <b>1 Introduction and apologies</b>  |        |
| 1.2 Apologies were received from Simon Hope  |        |
| <b>2 Minutes of the previous meeting</b>   |        |
| 2.1 The minutes of the meeting held on 18 December 2012 were agreed as an accurate record.   |        |
| <b>2.2 <u>Matters Arising</u></b>  |        |
| a) Commissioning Intentions & QIPP 2013/14<br><b>Noted</b> <ul style="list-style-type: none"><li>CR to present to the Wellbeing Boards</li><li>Westminster on 11/1/13</li><li>Kensington &amp; Chelsea 10/1/13</li></ul>   |        |
| b) Enhanced Access (some walk-in and some appointments)<br><b>Noted</b> <ul style="list-style-type: none"><li>Commencing on 1/2/13 until 31/3/13, subject to review.</li><li>All winter funding approved for £150k - <b>Action</b> CR to send draft letter to MS for sign-off.</li></ul> |        |
| c) LES Reviews<br><b>Noted</b> <ul style="list-style-type: none"><li>Paul Williams will be starting as a Project Manager to take forward LES reviews and extended access. Simplifying claims system will be part of this work.</li></ul> <b>Agreed</b>                                   |        |
| d) Fit for Work<br><b>Noted</b> <ul style="list-style-type: none"><li>Claim process to be simplified and logged - <b>Action</b> SH to review expenditure and process</li><li>The ending of the pilot project</li></ul>   |        |
| <b>3 Everyone Counts Planning for 13/14</b>  |        |

# Executive Team Meeting



Tuesday 8 January 2013, 11.00am – 12.30pm

The Quiet Room, The Lighthouse

West London Clinical Commissioning Group

| Item   | Action |
|--|--------|
| <p><b>3.1 Noted</b></p> <ul style="list-style-type: none"> <li>• Planning guidance and timescale</li> <li>• Operating Plan to include focus on National standards, dementia and IAPT development</li> <li>• New quality premium to cover 4 areas :-               <ol style="list-style-type: none"> <li>I. Acquired infections,</li> <li>II. friends and family test,</li> <li>III. avoidable emergency admissions and</li> <li>IV. life years lost.</li> </ol> </li> </ul> <p><b>Agreed</b></p> <p>Three Local Priorities agreed as:-</p> <ol style="list-style-type: none"> <li>a. Increased care plans for patients</li> <li>b. Improved immunisations &amp; vaccinations uptake</li> <li>c. Mental health: increased primary care based service. To be discussed at Health and Wellbeing Boards and at Board</li> </ol> <ul style="list-style-type: none"> <li>• IB to input to CQUIN meeting and Imperial negotiations</li> <li>• Paper for Board for approval</li> <li>• Ensure negotiation strategies available for each provider – <b>Action CR</b></li> <li>• CQUINs to be discussed with input from IB</li> <li>• Summary slides to be sent to CLS for discussions at Executive Team –<b>Action PD</b></li> </ul> |        |
| <p><b>4 Premises Survey (McKinseys)</b></p>  |        |
| <p><b>4.2</b> The presentation from Duke Bajenting (McKinseys) was cancelled.</p>  |        |
| <p><b>5 Recruitment Schedule</b></p>   |        |
| <p><b>5.1</b> Noted</p>  |        |
| <p><b>6. Any other business</b></p>  |        |
| <p><b>6.1</b> CR on annual leave from 14<sup>th</sup> January 2013 to 5<sup>th</sup> February 2013,</p>  |        |
| <p><b>6.2</b> Meetings</p> <p><b>Noted:</b></p> <ol style="list-style-type: none"> <li>a) Chair's Meetings 10/1 – FB to cover</li> <li>b) Joint PCT 19/2 – IB to cover, CR to brief</li> </ol>   |        |
| <p><b>7. Date of next meeting</b></p>  |        |
| <p>22 January, The Quiet Room, The Lighthouse</p>  |        |

Carolyn Regan

8 January 2013