

Minutes

Present

Name	Role/ organisation	Initials
Dr Mark Sweeney	Chair, NHS West London CCG	MS
Simon Hope	Deputy Managing Director, NHS West London CCG	SH
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
Carolyn Regan	Managing Director, NHW West London CCT	CR

In attendance

Portia Duncan (Minutes)	WLCCG Business Manager	PD
Paul Williams	Project Manager	SW
Kate Brady	Project Manager	KB
Clare Parker	Chief Financial Officer, Inner CCG Collaboration, NWL	CP

Item	Action
1 Introduction and apologies	
1.2 Apologies were received from Carolyn Regan. SH introduced Paul Williams, Project Manager working on LES reviews.	
2 Minutes of the previous meeting	
2.1 The minutes of the meeting held on 8 th January were agreed as an accurate record.	
2.2 <u>Matters Arising</u>	
a) Commissioning Intentions Noted	
<ul style="list-style-type: none"> Good feedback received from a variety of sources including Local Authorities, these need to be incorporated – W.I.P 	
Enhanced Access	
b) Noted	
<ul style="list-style-type: none"> New service proposed from 1/2/13. Just over 50% the practices have signed up Just over 50% of FAQs were sent out last week and no further questions have come back since then 	
Agreed	
<ul style="list-style-type: none"> Practices need to be signed up and on board and systems need to be in place 	Action – KT
c) Everyone Counts Planning 13/14 Operating Plan Noted	
<ul style="list-style-type: none"> Draft submission will be made on Friday 25th January to NCB and final submission is due in early March. Daniel Elkeles (DE) has commented on local priorities and PPF Care plans as being good examples. 	

Item	Action
7 LES Reviews (Item brought forward)	
<p>7.1 Noted</p> <ul style="list-style-type: none"> We need to try and address the issue of disparity in funding that currently exist between PMS and GMS Practices. Challenge is that LES has to be offered to all practices which will make it difficult to address this disparity. <p>LES Review</p> <ol style="list-style-type: none"> Payment mechanism needs to be revised Post March 2014 LES's will not exist therefore the CCG needs to have a relevant strategy for how to commission relevant services at this point <p>Agreed</p> <ul style="list-style-type: none"> Opportunity to review LES i.e. take out old and introduce new LES's <p style="text-align: right;">Action - In two weeks' time SH to update Exec Meeting with ToR/project plan</p>	
3 St Charles Development	
<p>3.1 Noted</p> <ul style="list-style-type: none"> Update from CCG Governance Board Paper highlights McKinsey's OH Estates plan 7,000 sq m of vacant space on St Charles site, 5,000 sq m of redevelopment space included in the OBC at this stage. 1700m2 for OOH. Demolition will result in a loss of circa 2,000 sq m (Courtfield) Space allocated to CCG offices is 200 – 300 sq m Execs unsure as to who is responsible for rental. Action KB to share at next Exec Team Meeting <p>Agreed</p> <ul style="list-style-type: none"> Rethink the concept of St Charles Development and impact of the sale of the Northern Strip Options and appraisals to be carried out by KB Further 1 hour meeting at next Executive Team and ½ hour pre-meet before Board with CP to make a decision Action KB to propose other options 	
4 The development of community based education hubs	
4.1 MS described proposed developments and the paper was noted .	
5. West London Governing Board Report – Modernisation of Older People Mental Health (OPMH) Services in Kensington and Chelsea and Westminster	
<p>5.1 Noted</p> <ul style="list-style-type: none"> The need to understand details of finance This is an old fashioned model of care Unsure of who is responsible for consultation Initial consultation plan will not proceed Possibility of Blenheim being moved into Chamberlain Look at the use of the site and other options i.e. not selling Pembridge and Courtfield WLCCG's vision for St Charles requires appropriate option appraisals <p>Agreed</p> <ul style="list-style-type: none"> More work needs to be done to understand existing community-based finances It is necessary to know what OPMH landscape looks like <p style="text-align: right;">Action – SH to respond to Paula Action – FB to progress development of redesign options</p>	

Executive Team Meeting



Tuesday 22 January 2013, 11.30am – 13.30pm

The Quiet Room, The Lighthouse

West London Clinical Commissioning Group

6	Procurement brief for basic foot care service
6.1	<p>Noted</p> <ul style="list-style-type: none"> • Central London want to go to market to tender for better value • There is currently no service in Wes London • CSU are doing a scoping exercise • MS will await outcome of scoping • Should we be funding this?
8	Lay Member Recruitment
8.1	<p>Noted & Agreed</p> <ul style="list-style-type: none"> • Three Lay Members to be recruited <ul style="list-style-type: none"> ○ Two lay members to lead on championing patient and public involvement ○ One lay member with professional expertise in finance and performance, legal matters, quality, or HR <p style="text-align: right;">Action – SH to speak to Ben Westmacott re clarity about advertisement and other non-executive personnel.</p>
10	Any other Business (Item brought forward)
10.1	<p>Provider Networks</p> <p>Noted</p> <ul style="list-style-type: none"> • Naomi Katz has been appointed as Provider Network Lead in the North • Liam Knight is looking for someone for the South
9	End of year Shopping Cart
9.1	<p>Noted</p> <ul style="list-style-type: none"> • Compare/contrast WLCCG shopping cart with other CCG's <p style="text-align: right;">Action – SH</p>
11	Financial Strategy
11.1	<p>Noted</p> <p>Board CSU SLA</p> <ul style="list-style-type: none"> • Need to be signed off by 31.1.12 to ensure certainty of income for checkpoint 4 • Initiative is to sign-off subject to CCG Board approval in February <p style="text-align: right;">Action – CP to circulate running cost calculation</p> <p style="text-align: right;">Action - CP to share information and come back with more detailed figures</p>
12	Date of Next Meeting
	29 th January, Board Room, 15 Marylebone Road, 11.30 – 13.00