

# Executive Team Meeting



Tuesday 5 February 2013, 11.30am – 13.30pm  
Board Room - Draycott Education Centre

West London Clinical Commissioning Group

## Minutes

### Present

| Name            | Role/ organisation                            | Initials |
|-----------------|---|----------|
| Dr Mark Sweeney | Chair, NHS West London CCG                    | MS       |
| Carolyn Regan   | Managing Director, NHW West London CCG        | CR       |
| 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       |
| Daniel Elkeles  | Accountable Officer, Collaborative            | DE       |

### Apologies

| Name | Role/ organisation | Initials |
|------|--------------------|----------|
|------|--------------------|----------|

### In attendance

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

| Item   | Action             |
|--|--------------------|
| <b>1 Introduction and apologies</b>  |                    |
| 1.2 No apologies were received   |                    |
| <b>2 Minutes of the previous meeting</b>   |                    |
| 2.1 The minutes of the meeting held on 29 <sup>th</sup> January were agreed as an accurate record.   |                    |
| 2.2 <u>Matters Arising</u>   |                    |
| a) End of year shopping cart   |                    |
| <b>Agreed</b>  |                    |
| <ul style="list-style-type: none"><li>Ensure the money across CCG is consistent with key objectives</li><li>Focus on voluntary sector and patient engagement projects</li><li>Ensure CWHH IMT Project meets WLCCG requirements for hardware and project management support</li></ul> | <b>Action - CR</b> |
| <ul style="list-style-type: none"><li>Single telephone system for GP practices - this is early in development and should be included in "shaping a healthier future" bids</li></ul>  | <b>Action - SH</b> |
| <ul style="list-style-type: none"><li>WLCCG's list to be reviewed with CLH's</li></ul>   | <b>Action - SH</b> |

| Item   | Action  |
|--|---|
| <b>3 St Charles Development</b>  |   |
| 3.1 <u>St Charles</u><br><br><b>Noted</b> <ul style="list-style-type: none"> <li>• There is a need to understand CCG’s strategic vision and service developments e.g. GP beds and Educational Hubs, these are currently not in the business case with long list of options with capital and revenue consequences and options for funding these</li> <li>• Re-evaluation of business case</li> <li>• Possible extension of KB’s team</li> </ul> <b>Agreed</b> <ul style="list-style-type: none"> <li>• To work towards OBC and clarify process and timescale</li> </ul>                         | <b>Action - CR/KB</b>   |
| <b>4 Dermatology</b>   |   |
| 4.1 <b>Noted</b> <ul style="list-style-type: none"> <li>• Need to link with Hounslow re procurement protocol</li> </ul> <b>Agreed</b> <ul style="list-style-type: none"> <li>• SH to discuss key GP’s i.e. to Richard Hooker and Rachael Gardner</li> <li>• SH to draft holding letter to R Hooker on behalf of MS</li> </ul>  | <b>Action – SH</b>  |
| <b>5 Any Other Business</b>  |   |
| 5.1 <u>Dressings/ CLCH Contract</u><br><b>Noted</b> <ul style="list-style-type: none"> <li>• Current system is disorganised there needs to be a cost effective alternative to supplying dressings</li> <li>• The system needs to be more coordinated</li> <li>• There should be specific guidelines about dressing types and availability</li> <li>• Possible option is to dispense all dressings from St Charles Pharmacy</li> </ul>  | <b>Action – IB/MS to take forward</b><br><b>Action – SH to talk to Hannah Mills re possible CQUIN with CLCH</b>                                   |
| 5.2 <u>CQUINS Draft Working Paper</u><br><b>Noted</b> <ul style="list-style-type: none"> <li>• The actions for each CCG is to:</li> <li>• Supply specific of Out-of-Hospital schemes that may be used as part of the “Supporting Care outside of Hospital” CQUIN, and</li> <li>• Suggest a local CQUIN for each of our main providers</li> </ul> <b>Agreed</b> <ul style="list-style-type: none"> <li>• A small group should discuss how ICP will link to whole systems project and current work on pathway redesign IB, SH, FB – for discussion at the next Executive Team Meeting</li> </ul> | <b>Action – PD to Invite Susan Sinclair – Newly appointed Director of Operations for the Integrated Care Pilot to next Executive Team Meeting</b> |
| 5.3 <u>Older People’s Mental Health Service</u><br><b>Agreed</b> <ul style="list-style-type: none"> <li>• SH to discuss with Cath Attlee re capacity to develop service mode pre-consultation</li> </ul>   | <b>Action - SH</b>  |
| <b>12 Date of Next Meeting</b>   |   |
| 12 <sup>th</sup> February, 15 Marylebone Road, Rooms 3.1 & 3.2 at 11.30 – 13.00  |   |