

Executive Team Meeting



Tuesday 12 February 2013, 11.30am – 13.30pm
Rooms 3.1 and 3.2, 15 Marylebone Road

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
Clare Parker	Director of Finance, CWHH Collaborative (for item 1.2)	CP

Apologies

Name	Role/ organisation	Initials
Dr Fiona Butler	Vice Chair, NHS West London CCG	FB

In attendance

Portia Duncan (Minutes)	WLCCG Business Manager	PD
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Item	Action
1 Introduction and apologies	
1.2 As noted above.	
1.2 <u>Contracting 13/14</u> Noted & Agreed <ul style="list-style-type: none">CP outlined the process and timescale for agreeing financial envelopes and offers to Trusts based on the minimum take. Action – PD to email process to F&P Members, Sandra.Mounier-Jack and Fiona ButlerCR and MS asked that GUM data for C&W be reviewedSteven Buck to review documentation to ensure WLCCG issues from Commissioning Intentions, QIPP Plans and Operating Plan are reflected in CSU strategies for Trust Plans and numbers are reconciled. Action – SB/SH	
2 Minutes of the previous meeting	
2.1 The minutes of the meeting held on 5 th February were agreed as an accurate record.	

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<p>2.2 <u>Matters Arising</u> a) <u>Dermatology</u></p> <p>Noted & Agreed</p> <ul style="list-style-type: none"> Review Hounslow service specification and involve clinical lead <p>St Charles</p> <p>b) Noted & Agreed</p> <ul style="list-style-type: none"> Revised process and timescale starting with service options and quantification of potential contacts. Revenue and capital consequences to be assessed. Update to Executive Team on the 26.2.13 	<p>Action SH/MS</p> <p>Action – PD</p>
<p>3 Integrated Care Pilot (ICP)</p>	
<p>3.1 Noted & Agreed</p> <ul style="list-style-type: none"> CR/MS fed back from Whole System Workshop held on 7.2.13 Susan Sinclair to be invited to Executive Team Meeting on 26.2.13 	<p>Action – PD</p>
<p>4 Community Services</p>	
<p>4.1 Noted</p> <ul style="list-style-type: none"> McKinseys project commissioned by CWHH. FB is clinical lead with support from Liam Knight Consultancy support agreed to move forwards on Provider Networks across West London MS outlined contents of Daniel Elkeles’ letter to James Reilly. <p>Agreed</p> <ul style="list-style-type: none"> CR to brief Chair of K&C H&WWB 	<p>Action – SH</p> <p>Action – PD to circulate letter to Exec. Team on community services consultancy</p> <p>Action -CR</p>
<p>5 Board Membership</p>	
<p>5.1 Noted & Agreed</p> <ul style="list-style-type: none"> Review of remuneration for Board Members CR and MS to meet Patient Representatives in March CR/MS to have objective review and setting discussions with all Board members in April 	<p>Action –PD to organise meetings</p>
<p>6 Conflict of Interest</p>	
<p>5.1 Noted & Agreed</p> <ul style="list-style-type: none"> Daniel Elkeles’ letter dated 6th February 2013 Letter to be discussed by Board 	<p>Action –PD to forward letter to KD for Board Agenda Action – KD to invite LMC to attend future Board meetings</p>

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7 Any Other Business	
7.1 Noted & Agreed <u>Meetings W/C 18.2.13</u> <ul style="list-style-type: none">MS will confirm 21.2.13 meetings which IB will cover <p style="text-align: right;">Action - MS</p> <ul style="list-style-type: none">Executive Team Meeting has been cancelled on the 19.2.13 <p style="text-align: right;">Action – PD to revise interview panel on 21.2.13</p> <u>Darzi Fellows</u> <ul style="list-style-type: none">MS and KD to finalise applications, CR to reviewConsider applications for emergency admissions and effective discharges and children’s dental service <p style="text-align: right;">Action MS & KD/CR</p>	
8 End of Life	
8.1 Agreed <ul style="list-style-type: none">Consider nurse representative	<p style="text-align: right;">Action - CR</p>
9 Date of Next Meeting	
26 th February, Kensington Town Hall at 10.30 to 12.00 (Small Hall)	