

NHS West London Clinical Commissioning Group

Governing Board action log



West London Clinical Commissioning Group

Last updated: 15 January 2013

Please send updates to: Kerry.Doyle@nw.london.nhs.uk

Last # used: 40

Open Actions

#	Meeting date	Item no	Lead	Action	Progress	Due	status
22.c	25/09/2012	4.1	MW/ BW	To inform the Chair which practices had not signed up to the (IG) toolkit, and draft a letter to remind them to do so	28/12/2012: letter drafted, to be sent to HoC; list of practices received and sent to Chair (KD)	06/11/2012	
35	02/10/2012	4.2	SC	To take forward declarations of interest for the Governing Board and employees		06/11/2012	
37	04/12/2012	5.1	CP	To provide breakdown of corporate costs		15/01/2013	
40	04/12/2012	11.1	BW	To map resources to responsibilities (transition & handover)		15/01/2013	

Actions closed since the last meeting of the Governing Board

#	Meeting date	Item	Lead	Action	Progress	Due	Date closed
36	04/12/2012	4.1	CR/ SH	To finalise commissioning intentions and circulate to stakeholders	13/12/2012: draft CIs circulated to stakeholders for feedback by 04/01/2013 (KD)	15/04/2013	13/12/2012
22.a	25/09/2012	4.1	MW/ BW	To clarify information governance compliance for April 2013 and inform the Governing Board	28/12/2012: referred to IG and Process Improvement Lead (KD). Referred to Finance & Performance Committee	06/11/2012	
22.b	25/09/2012	4.1	MW/ BW	To develop information governance action plan for CCG	28/12/2012: action plan drafted and sent to Head of Corporate Services (Hoc) for review Referred to Finance & Performance Committee	06/11/2012	

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38	04/12/2012	8.1	FB	To add the Out of Hospital Programme Director to the membership of the steering group		15/01/2013	
39	04/12/2012	11.1	KD	To arrange meeting in public between 19-31 March 2013	27/12/2012: 19 March (following development session) unsuitable, due to PCT timetable	15/01/2013	