

Date	20 November 2018			
Title of paper	Summary of the 1 November Shadow Joint Committee			
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Responsible Director	Mark Easton, Accountable Officer, NW London CCGs			
Clinical Lead	Not applicable as this is a communications summary.			
Confidential	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> Items are only confidential if it is in the public interest for them to be so

The Committee is asked to:

Note the summary of the meeting in advance of the distribution of a full set of minutes.

Summary of purpose and scope of report

The purpose of the summary is to provide an abridged account of the proceedings. The full minutes of the meeting require more time to draft and review, so the aim of distributing the summary is to provide governing bodies with an update on the proceedings as quickly as possible.

What are the benefits of this project?

The benefit of the summary is to make sure that governing bodies are made aware as quickly as possible on any developments that are undertaken at the Shadow Joint Committee.

Patient, staff and stakeholder engagement

The meeting is open to members of the public and the summary contains an account of written questions submitted in advance and questions asked at the meeting. There has been no engagement except with internal governance and communications colleagues on the summary itself.

Jargon buster
Quality & Safety

There are no quality impacts arising from the summary.

Equality analysis

No equalities impacts directly, however distribution of the summary to governing bodies does aim to ensure engagement with the committee across the NW London CCG landscape.

Finance and resources
None.

Risk	Mitigating actions
Not applicable.	Not applicable.

Supporting documents
<ul style="list-style-type: none"> Shadow Joint Committee 1 November summary Questions raised by the public in advance of the 1 November Shadow Joint Committee meeting

Governance, reporting and engagement		
<i>Provide a brief overview of where this paper – or work in developing it – has been discussed. Signpost to where in the paper more detail on this can be found.</i>		
Name	Date	Outcome and where in the report can you find out more

Conflict of interest
No conflicts of interest have been identified in relation to the production and dissemination of the summary.