Minutes
V0.2 (11 March 2013)

Name | Role/ organisation | Initials
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Dr Mark Sweeney | Chair | MS
Sandra Mounier-Jack | Lay member, Deputy Chair | SMJ
Carolyn Regan | Managing Director | CR
Daniel Elkeles | Chief Officer | DE
Jonathan Webster | Director of Quality & Safety (items 1-7) | JW
Tracey Rigler | Head of Finance, Kensington & Chelsea PCT | TR
Yvonne Fraser | Practice manager representative | YF
Clare Parker | Chief Financial Officer | CP
Sarah Cuthbert | Lay member, Audit Chair | SC
Sonia Richardson | Patient representative | SRI
Dr Val Dias | GP member | VD
Dr Naomi Katz | GP member | NK
Dr Simon Ramsden | GP member | SRA
Dr Rachael Garner | GP member | RG
Ken Macdonald | Patient representative | KM
Dr Fiona Butler | GP member, Vice Chair | FB
Dr Andy Rose | GP member | AR
Dr Ike Anya | Public Health representative | IA
Dr Iain Blake | GP member, Vice Chair | IB
Stella Baillie | Local Authority representative | SB
Afifi Tork | Practice nurse representative | AT

In attendance

Name | Role/ organisation | Initials
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Ben Westmancott | Company Secretary | BW
Simon Hope | Deputy Managing Director | SH
Kerry Doyle | Head of Corporate Services (minutes) | KD
Susan Sinclair | Integrated Care Pilot Director of Operations (item 2.3.2) | SS
Cath Attlee | Assistant Director, Joint Commissioning, Tri-borough Adult | CA
Item | Action
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1 | Introduction
1.1 | Apologies
The apologies were noted as above.
1.2 | Declarations of Interest
There were no declarations of interest.
2 | Minutes of the previous meeting
2.1 | To review the minutes of the meeting held on 5 February 2013
Subject to adding Drs Garner and Rose to the list of members present, the minutes were agreed as an accurate record of the meeting.
2.2 | Action log
The action log was reviewed and updated.
2.3 | Matters arising
2.3.1 | Central London Community Healthcare Foundation Trust Consultation
The Managing Director advised the Governing Board that the response to this would be agreed on a collaborative basis.
2.3.2 | Integrated Care Pilot (ICP)
The Vice Chair and Clinical Lead for the Out of Hospital Programme introduced the Director of Operations to the Governing Board.
The Governing Board was advised that the proposal had been more closely aligned with local initiatives, and to reflect feedback from CCGs that they should have significant input to the governance of the pilot and more appropriate control over the Innovation Fund. The management and governance structure were discussed, and it was noted that further clarification was required regarding the organisation of ICP central team and other staff.
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<th>Item</th>
<th>Action</th>
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<td><strong>3</strong>  Update from the Chair</td>
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<td>3.1  Authorisation</td>
<td>The Chair informed the Governing Board that the request to discharge the remaining conditions, with supporting evidence, had been submitted to the NHS Commissioning Board on 22 February 2013. The Chief Officer advised the Governing Board that initial feedback about the evidence had been positive, and that results of the application were expected in April 2013.</td>
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<td>3.2  Research and Care (NIHR CLAHRC) Fellows</td>
<td>The Chair advised the Governing Board that the application for funding a Darzi Fellow had been successful. Once recruited to, the Fellow would work on emergency care pathways. The Managing Director informed the Governing Board that four NIHR CLAHRC Fellows has been recruited to work on a range of projects linking to the Out of Hospital programme, one of whom would focus on mental health.</td>
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<td><strong>4</strong>  Commissioning &amp; services</td>
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<td>4.1  Commissioning Learning Sets report – February</td>
<td>The Chair of the Commission Learning Sets (CLS) presented an update to the Governing Board on work in February 2013. This included the joint Commissioning Learning Sets meeting, where over 100 delegates from 53 practices attended. It was noted that key topics such as member engagement, incorporating the work of the CLS into the work of the wider practice, and managing variation in general practice had been discussed. It was noted that the feedback from the Provider Network session would inform the Network Plan, linked to relevant QIPP schemes such as referral standardisation and reduced non-elective admissions, which would be presented to the Governing Board.</td>
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<td>4.2  Update on Partnership Agreement Project</td>
<td>The Assistant Director, Joint Commissioning, Tri-borough Adult Social Care/NHS NWL Commissioning Support Unit was welcomed to the meeting. It was confirmed that the partnership agreement would be in operation for five years, while approval for financial proposals would be sought every year. The Governing Board was informed that the CCG was represented on the steering group for this work. The Governing Board noted the update on the work taking place to prepare and agree new 5-Year Section 75 Health &amp; Wellbeing Partnership Agreements between Local Authorities and CCGs. The Governing Board delegated responsibility to the Finance &amp; Performance Committee to approve the Final Agreements at its meeting on 27 March 2013.</td>
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<td><strong>5</strong>  Finance &amp; performance</td>
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<td>5.1  Finance report – month 10</td>
<td>The Chief Financial Officer presented the report to the Governing Board.</td>
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Item | Action
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It was noted that it was possible to increase planned surplus and carry forward funds to the following year. The CCG position continued to be strong, and successful in the management of its commissioning budgets. The Governing Board was informed that the primary risk was overspend on acute contracts, with these being offset by a favourable variance on the prescribing budget.

The Chief Financial Officer confirmed that the approved bids for year-end expenditure could be actioned.

5.2 **Information Governance**

The Company Secretary presented the report to the Governing Board.

The link to the Board Assurance Framework was discussed, and it was noted that the CCG’s information governance (IG) had been scrutinised by the Audit Committee. The Governing Board was informed that the CCG had achieved everything required for Authorisation, and that progress had been made since then, and that evidence would be uploaded on to the online toolkit by the end of March.

It was confirmed that the CCG was responsible for IG as commissioners, and that the NHS Commissioning Board was responsible for IG for GPs as providers.

The Governing Board noted the report.

6 **Quality, Patient Safety & Risk**

6.1 **Quality, Patient Safety & Risk report – February**

The Chair of the Quality, Patient Safety & Risk Committee presented the report to the Governing Board:

- The CCG had been represented at the governance group set up by Imperial College Healthcare Pathology Services, and that this was leading to service improvements;
- Feedback about the NHS 111 Pilot was being presented to NHS London the following week (week commencing 11 March 2013);
- The annual safeguarding children report had been presented and discussed;
- A telehealth pilot had been set up by Central London Community Healthcare and would use patient feedback in its assessment;
- A formal process for receiving and giving feedback from patients through the Patient & Public Engagement Committee had been agreed;
- The Francis report had been reviewed and discussed.

The Governing Board noted the report, noted the CCG’s input to the Pathology Services governance group at Imperial College Healthcare, and noted that CCG members had good attendance rates for safeguarding training.

6.2 **Board Assurance Framework**

The Chair of the Quality, Patient Safety & Risk Committee presented the framework to the Governing Board.

It was noted that the rating for risk eight had been changed, and that a lead for Safeguarding had been appointed. The link between the role of Committees and the risk register and board assurance framework were discussed. The Governing Board was informed that the plan for 2013/14 would include frameworks for all providers, which would be maintained by the Commissioning Support Unit.

The performance for 18 week referrals transfer at Imperial College Healthcare was discussed. It was
Item | Action
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noted that capacity plans, including staffing numbers, had been discussed and that the contract included penalty clauses.
Serious untoward incident (CSUI) reporting at Chelsea & Westminster was discussed. It was noted that the new senior management team were responsive to working with CCGs.
The Governing Board noted the report and reviewed the register.

### 7 Patient and Public Engagement

#### 7.1 Patient and Public Engagement report – February
The Managing Director presented the report to the Governing Board:
- The new Patient and Public Engagement Officer had started working at the CCG
- Recruitment of the patient and community organisation representatives for the Putting Patients First and Provider Networks Working groups had begun and additional voluntary sector representatives had been recruited to the Patient Reference Group
- Hestia had been appointed as the future provider of Healthwatch across Hammersmith & Fulham, Kensington & Chelsea, and Westminster
- The Patient & Public Engagement Committee received an update on the communications strategy
- The Managing Director, Deputy Managing Director and Patient Representative had met representatives from 38 Degrees

Patient, public and stakeholder attendance at meetings in public was discussed. It was confirmed that the CCG posts meeting information and papers online via its website, and that the Patient & Public Engagement Committee and Patient Reference Group informed members of meetings in public.
The Governing Board noted the report.

### 8 Out of Hospital Programme

#### 8.1 Out of Hospital Programme report – February
The Clinical Lead for the Out of Hospital programme presented the report to the Governing Board.
The Governing Board was informed that representatives had been recruited to the provider networks and Putting Patients First group, and that work was being undertaken to design proposals for the Integrated Care Pilot within the Putting Patients First network.

It was noted that the secondary care consultant on the Governing Board would be invited to participate in developing the model of community care for the elderly.
The Governing Board noted the report.

### 9 Executive Team

#### 9.1 Minutes from meetings January to 26 February
The Governing Board noted the minutes.

### 10 Constitutional arrangements

#### 10.1 Terms of reference
The Governing Board was informed that the terms of reference had not been amended since they were
### Item 10.2 Constitution

The Managing Director presented the draft Constitution to the Governing Board. The Governing Board approved the terms of reference and related amendment to the Constitution, and noted that the terms of reference for the Audit and Remuneration Committees had been amended to reflect the requirements of the authorisation process that each CCG have its own Audit and Remuneration Committee, rather than there being a single Committee across the Collaborative, and that the Investment Committee terms of reference were to follow.

**Action:**
- To amend the text on membership as outlined above (KD)

### Item 11 Transition and handover

#### 11.1 Progress report

#### 12 Any other business

##### 12.1 Memorandum of Understanding between the CCG federation and the NHS Commissioning Board on Emergency Preparedness, Resilience and Response

The lead for emergency preparedness gave a presentation to the Governing Board. The Chief Officer confirmed he had signed the memorandum on behalf of the CCG. It was noted that CCGs did not require public health on-call function, and that incidents would be initiated by providers, Local Authorities or the police. It was confirmed that the senior on-call rota was staffed across all eight CCGs in North West London.

##### 12.2 NIHR North West London Comprehensive Local Research Network (CLRN)

The Primary Care Research Manager, NIHR Comprehensive Local Research Network (LNW) gave a presentation to the Governing Board. The Chair agreed that the CCG’s website would feature a link to relevant research work.

### Item 13 Questions from the public

There were no questions from the public.

### Item 14 Date of next meeting in public of the Governing Board

- **14.1** 20 March 2013, extraordinary meeting
  - 15 Marylebone Road, NW1

### Item 15 Future meetings

- **Meetings in public**
- **Development sessions – Board**
- **Plenary meetings – all members**
Governing Board meeting in public
Tuesday 5 March 2013, 2.45-4.30pm
Isaac Newton Centre, 108a Lancaster Road
London, W11 1QS

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<tr>
<th>Item</th>
<th>Action</th>
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<tr>
<td>Tuesday 2 April 2013</td>
<td>23 April 2013, following plenary meeting</td>
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<td>23 April 2013 - including Constitution</td>
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