

**Minutes of the additional Governing Body meeting held on
 Tuesday 3 February 2015 4.15pm-5.00pm
 Part 2 (Public)
 St Paul's Church, Hammersmith**

Present

Name	Role	Organisation	Initials
Tim Spicer	GP Member (Chair)	H & F Clinical Commissioning Group	TS
Susan McGoldrick	GP Member (Vice Chair)	H & F Clinical Commissioning Group	SM
Peter Fermie	GP Member	H & F Clinical Commissioning Group	PF
James Cavanagh	GP Member	H & F Clinical Commissioning Group	JC
Tony Willis	GP Member	H & F Clinical Commissioning Group	TW
Zohreen Ashraff	GP Member	H & F Clinical Commissioning Group	ZA
Paul Skinner	GP Member	H & F Clinical Commissioning Group	PS
Michele Davison	GP Member	H & F Clinical Commissioning Group	MD
Vanessa Andreae	Practice Nurse Member	H & F Clinical Commissioning Group	VA
Paul Ferguson	Practice Manager Member	H&F Clinical Commissioning Group	PF
Trish Longdon	Lay Member	H & F Clinical Commissioning Group	TL
Jane Wilmot	Lay Member	H & F Clinical Commissioning Group	JW
Alan Hakim	Secondary Care Consultant	H & F Clinical Commissioning Group	AH
Philippa Jones	HFCCG Managing Director	H & F Clinical Commissioning Group	PJ
Clare Parker	Chief Finance Officer	CWHHE Collaborative	CP

In attendance

Name	Role	Organisation	Initials
Ben Westmancott	Director of Compliance	CWHHE Collaborative	BW
Mark Jarvis	Interim Company Secretary	H&F Clinical Commissioning Group	MJ
Helen Poole	Deputy Managing Director	H&F Clinical Commissioning Group	HP
Julie Scrivens	Out of Hospital Clinical Pathway Lead for Planned Care	H&F Clinical Commissioning Group	JS
Ed Cox	Out of Hospital Programme Manager	H&F Clinical Commissioning Group	EC

Apologies

Name	Role	Organisation	Initials
Philip Young	Lay Member	H & F Clinical Commissioning Group	PY
Jonathan Webster	Director of Quality and Safety & Secondary Care Nurse Member	H & F Clinical Commissioning Group	JWe
Stuart Lines	Deputy Director of Public Health Public Health	London Borough of Hammersmith & Fulham - Westminster City Council - Royal Borough of Kensington & Chelsea	SL

Minutes

Item	Agenda Item /Discussion	Actions
1.	Welcome, Introductions and Apologies	
1.1	TS welcomed everyone to the meeting noting that this was an additional meeting of the Governing Body in public specifically to consider the two items on the agenda.	
1.2	Apologies were received from Philip Young, Jonathan Webster and Stuart Lines.	
2.	Declarations of Interest	
2.1	Given the nature of the proposal in item 4 of the agenda TS asked all members to specifically indicate any conflicts of interest in relation to this item. All GP members present, Vanessa Andrea and Paul Ferguson declared an interest.	
3.	Tri-Borough Community Ophthalmology Service Business Case	
3.1	<p>JS introduced the paper and advised the Governing Body that the tri-borough CCGs had worked collaboratively to develop a service specification and business case for community ophthalmology services. It was noted that the Finance and Performance Committee had considered the business case at its meeting on 27 January and agreed to recommend the business case and service specification to the Governing Body for approval. The Committee did note a number of queries during their discussion and the Governing Body noted that these would be addressed prior to the procurement starting.</p> <p>TL asked that further consideration be given to the proposed waiting times as she felt that there needed to be greater scope for reducing these. It was acknowledged that waiting times should be specified more in relation to certain conditions and that these should be based on a risk analysis of the proposed number of patients to be seen in order to determine the optimum throughput and average waiting time.</p> <p>TL also asked for there to be greater clarity in the documentation about the proposed operational elements of the services to be commissioned, for example, opening times.</p> <p>Whilst it was noted that there had been patient representation in the design of the service specification JW sought clarification that there would still be scope for flexibility during the procurement process as more user engagement was undertaken as this might lead to the need for some</p>	<p>JS/EC</p> <p>JS/EC</p>

	<p>changes. It was agreed that reasonable patient feedback would be reflected in the final award of the contract.</p> <p>JW also asked that there be monitoring of the impact on traveling times and access for patients in order to assess whether the proposed changes, once implemented, were having any adverse impact. It was agreed that this should be undertaken.</p> <p>The Governing Body approved the updated business case and agreed that procurement should proceed, in conjunction with tri-borough CCGs, through a single procurement with two lots.</p>	<p>JS/EC</p> <p>JS/EC</p>
4.	Out of Hospital Services	
4.1	<p>In light of the number of members declaring and interest in this item BW reminded the Governing Body of the processes that had been established across the CCGS for managing conflicts of interest effectively. He reminded the Governing Body that the Investment Committee had been established across the CCGs to manage such situations and confirmed that the proposals in relation to the level of proposed investment, service models and contract award had been referred to the Investment Committee for advice on process and governance. He said that the Investment Committee had established an independent review panel to consider the proposals which had recommended endorsement of the proposals. He said that the Investment Committee had accepted this recommendation. In light of the Investment Committee's involvement and the process of independent review of the proposals BW advised the Governing Body that it was not necessary for any Governing Body members to be excluded from the discussion or decision making process in relation to the item.</p> <p>HP introduced the paper and advised the Governing Body that, with the exception of 2 practices, all practices were now members of the Hammersmith and Fulham GP Federation which had been established as a limited company and would manage the implementation of the out of hospital services contract. She said that discussions were on-going with the remaining practices to resolve outstanding issues. HP assured the Governing Body that patients in these practices would not be disadvantaged if the outstanding issues were not resolved by the go-live date.</p> <p>HP advised the Governing Body that the Finance and Performance Committee had considered the proposals and been assured that, with the exception of the issue highlighted in relation to the remaining two practices, all other areas of assurance had been addressed and that the Committee recommended that the Governing Body approve the assurance processes that had been established and award of the contract to the Federation.</p> <p>TS noted that the achievement of 100% coverage for patients across Hammersmith and Fulham was a significant step forward and that all those involved in delivering the proposals and moving them forward should be congratulated. It was agreed that there should be appropriate media coverage following the decision of the CCG although it was acknowledged that there needed to be some specific messaging tailored to different audiences in order that the benefits to the public could be made clear and</p>	<p>HP</p>

	explicit. The Governing Body approved the assurance process and award of the contract to the Hammersmith and Fulham GP Federation.	
5.	AOB	
5.1	VA advised the Governing Body that following the setting up of a walk in clinic for children to receive the flu vaccine, 28 children had attended. She said that there was still vaccine available and if any other practices wished to utilise it they should contact the practice.	

DRAFT