

Governing Body Meeting in Public

Members of the public are invited to attend the meeting to be held on:

Tuesday, 2 June 2015, 3.00-5.15

Linden House, Upper Mall, Hammersmith, London W6 9TA

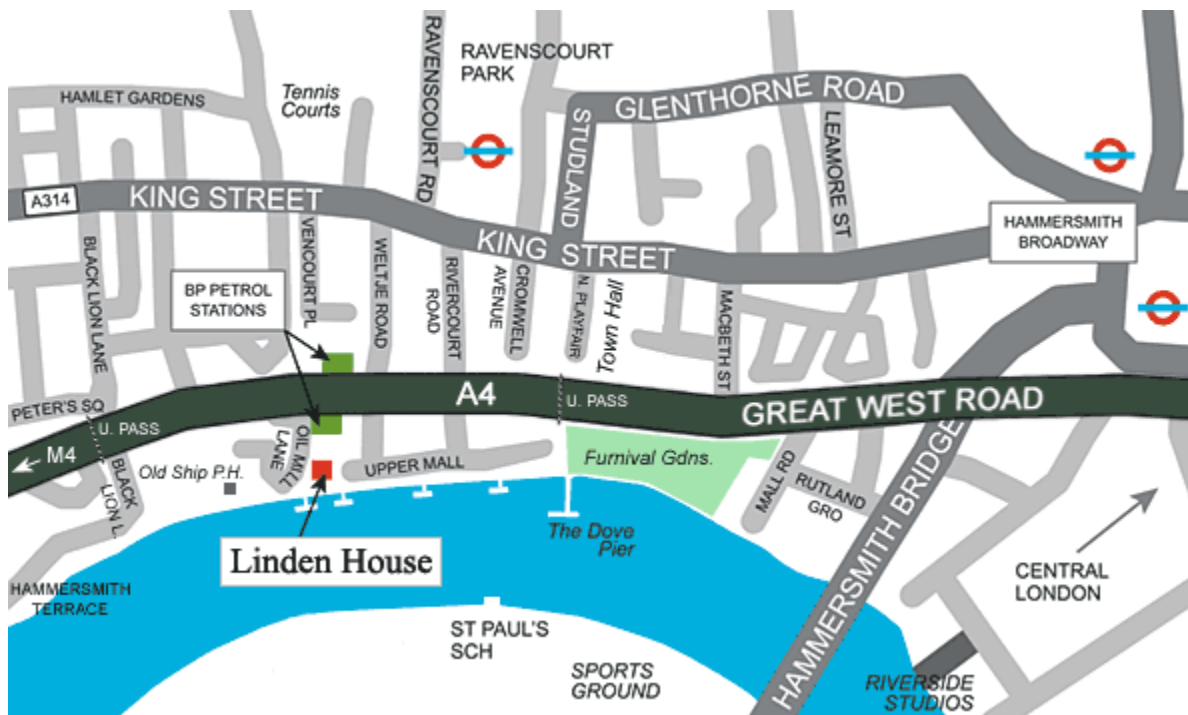
Public information sheet

Attendance at meetings

The public are welcome to attend the following meetings of NHS Hammersmith and Fulham Clinical Commissioning Group Governing Body in public:

Date	Time	Venue
14 July 2015	3.00-5.00	St Paul's Church Hammersmith, Queen Caroline Street, W6 9PJ
8 September 2015	3.00-5.00	St Paul's Church Hammersmith, Queen Caroline Street, W6 9PJ
10/ November 2015	3.00-5.00	St Paul's Church Hammersmith, Queen Caroline Street, W6 9PJ

Getting to Linden House



By Road

If approaching from the west, follow the A4 and take the Hammersmith exit. Drive down the slip road and turn right, underneath the flyover, then back onto the A4. Turn left into and straight through the BP petrol station. Turn left as you exit, (Oil Mill Lane). The last entrance on the left leads onto our forecourt. Approaching from London, turn left after the flyover as above. Upper Mall is a private road, so we would ask you not to park here at any time.

From Ravenscourt Park Underground Station (District Line)

8 minute walk

Come out of the front exit at the tube station (you will see Ravenscourt Baptist Church across the road). Turn left and walk along Ravenscourt Road for 1 minute to reach King Street. Turn left and after a short distance cross over the road at the zebra crossing and turn left. At the Rivercourt Methodist Church turn right onto Rivercourt Road. Walk along Rivercourt Road and at the dual carriageway turn left and walk along the pavement to the subway. Walk under the subway and as you exit turn right. Walk with the dual carriage way on your right for about 1 minute before turning left into Rivercourt Road. At the end of Rivercourt Road you will reach Upper Mall. Turn right (the river is on your left) and walk for 2 minutes until you see Linden House on your right, behind black railings and with a bright red door.

From Hammersmith Underground Station (District and Piccadilly Line)

16 minute walk

Come out of the front exit at the tube station facing King Street – Starbucks on your left. Cross over the road at the pedestrian crossings and walk straight ahead along King Street (busy shopping area) for about 8 minutes. When you see Primark turn left onto Bridge Avenue (corner with the Halifax Bank). After a short distance you will see the Hammersmith Flyover, cross over the road at the zebra crossing with the Hammersmith Flyover above you. Continue straight onto Bridge View and after 1 min then turn right into Rutland Grove, continue straight to Furnival Gardens. Keep walking (about 4 minutes) until you reach The Dove Pub. Pass through the narrow alley past the Dove. Continue walking (the river is on your left) for a further 4 minutes until you see Linden House on your right behind black railings and with a bright red door.

Fire alarm

If the fire alarm sounds please leave the building by the nearest available exit without deviating to collect your belongings. The meeting will reconvene if safe to do so.

Disabled access and special requirements

Despite Linden House being a period property, every effort has been made to make it easily accessible for people who need wheelchair access. The ground floor function rooms and toilets are easily accessible for wheelchair users via a low-gradient portable ramp. Prior

notice is not essential for wheelchair access, but a phone call in advance will help us ensure access arrangements are in place on arrival.

Documents can be made available in large print. For further information, contact hf.ccg@inwl.nhs.uk

Please inform us 3 days in advance if you wish to record the meeting.

Electronic agenda, reports and minutes

Copies of agenda, reports and minutes for CCG meetings can be found on [our website](#) 4 days before the meeting:

Questions from the public

The Governing Body welcomes questions from the public who can ask the Governing Body a question in 2 ways:

In advance of the meeting	At the meeting
<p>All questions received 48 hours before the meeting will be answered and recorded in the meeting.</p> <p>Please email hf.ccg@inwl.nhs.uk with your question.</p>	<p>If you are asking a question at the meeting, please use the sign in sheet in the public area of the meeting.</p> <p>You will be asked for your name, your question and the agenda item number your question refers to.</p>

Glossary of Terms

A	
AC	Audit Commission
A&E	Accident & Emergency
AAGBI	Association of Anaesthetists of Great Britain and Ireland
ACAS	The Advisory Conciliation and Arbitration Service
ACS	Ambulatory Care Sensitive
ADV	Advance Medical Directives
AHP	Allied Healthcare Professional
AHSNs	Academic Health Service Networks
API	Actual or Potential Incident
APMS	Alternative provider medical services
AQP	Any Qualified Provider
ASC	Adult Social Care
ASH	Accredited Safe Haven
ASP	Ashford & St Peter's Hospital
B	
BAF	Board Assurance Framework
BAU	Business as Usual
BC	Business Continuity
BCF	Better Care Fund
BDU	Business Development Unit
BEHH	Brent, Ealing, Harrow and Hillingdon
BHH	Brent Hillingdon Harrow
B & H	Brent & Hammersmith
BI	Business Intelligence
BLT	Bart's Health NHS Trust
BMA	British Medical Association
BME	Black, Asian and Minority Ethnic
BPCC	Better Payment Practice Code
BPAS	British Pregnancy Advisory Service
BSA	Business Society of Audiology
C	
CAB	Choose and Book
CAD	Coronary Artery Disease
CAG	Clinical Academic Group
CAMHS	Child and Adolescent Mental Health Services
CAT	Commissioning Action Team
CCG	Clinical Commissioning Group
CBT	Cognitive Behavioural Therapy

CDG	Commissioning Delivery Group
CEC	Cluster Executive Committee
CEO	Chief Executive Officer
CIG	Certified Information Group
CIS	Community Independence Service
CFH	Connecting for Health
CFO	Chief Finance Officer
CHC	Continuing Health Care
CHS	Community Health Services
CHD	Coronary Heart Disease
CHAS	Contractor Health and Safety Scheme
CHOG	Children and Health Group
CIMS	Customer Information Management System
CIDS	Community Information Data Set
CIO	Chief Information Officer
CIP	Cost Improvement Programme
CIPOLD	Confidential Inquiry into the deaths of People with Learning Disabilities
CLCH	Central London Community Healthcare
CMC	Coordinate My Care
CMH	Central Middlesex Hospital
CMH	Clinical Management Team
CMHT	Community Mental Health Team
CMO	Chief Medical Officer
CNC	Chiswick Nursing Centre
CNO	Chief Nursing Officer
CNWL	Central North West London
COO	Chief Operating Officer
CofC	Continuity of Care
COPD	Coronary Obstructive Pulmonary Disease
COSHH	Control of substances hazardous to health
CPA	Care Programme Approach
CPD	Continuing Professional Development
CPN	Community Psychiatric Nurse
CPR	Child Protection Register
CQC	Care Quality Commission
CQG	Clinical Quality Groups
CQRM	Clinical Quality Review Management
CQUIN	Commissioning for Quality and Innovation
CRB	Criminal Records Bureau
CRHT	Crisis Resolution Home Team
CSC	Customer Service Committee
CSO	Central Statistics Office
CSP	Commissioning Strategic Plan
CSU	Commissioning Support Unit
CS3	Commissioning Support 3

CVD	Cardio Vascular Disease
CVS	Community and Voluntary Sector
CWHFT	Chelsea and Westminster Hospital Foundation Trust
CWHHE	Central, West, Hammersmith & Fulham, Hounslow and Ealing
CX	Charing Cross
D	
DAT	Drug Action Team
DBS	Disclosure Barring Service
DDA	Disability Discrimination Act
DES	Direct Enhanced Service
DGH	District General Hospitals
DH/DoH	Department of Health
DSCRO	Data Services for Commissioners Regional Offices
DMBC	Decision-making Business Case
DMIC	Data Management Integration Centre
DMT	Departmental Management Team
DNA	Did Not Attend
DN	District Nursing
DOLs	Deprivation of Liberty Safeguards
DOS	Directory of Services
DPA	Data Protection Act
DQ	Data Quality
DQIP	Data Quality Improvement Plan
DSE	Display Screen Equipment Policy
DSU	Day Surgery Unit
DTOC	Delayed Transfers of Care
DVT	Deep Vein Thrombosis
E	
EAU	Emergency Assessment Unit
EBH	Evidence-based Healthcare
EBM	Evidence-based Medicine
EBS	Emergency Bed Service
ED	Emergency Department
E&D	Equality and Diversity
EDC	Emergency Dispatch Centre
EHR	Electronic Health Record
EHT	Ealing Hospital Trust
EIA	Equality Impact Assessment
EIP	Early Intervention in Psychosis
EMI	Elderly Mentally Infirm
EMIS	Egton Medical Information Systems
EMT	Emergency Medical Technician
ENP	European Neighbourhood Policy

ENT	Ear, nose and throat
EOIs	Expression of Interest
EOL	End of Life
EPR	Electronic Patient Record
EPS	Electronic Prescription Service
EPRR	Emergency Preparedness, Resilience and Response
EQIA	Equality Impact Assessment
ERS	Electronic Record System
ERCP	Endoscopic Retrograde Cholangio-Pancreatography
ESH	Epsom And St Helier University Hospitals NHS Trust
ESR	Electronic Staff Record
ETP	Electronic Transmission of Prescriptions
EU	European Union
EWC	Expected Week of Childbirth
F	
FACS	Fair Access to Care Services
FAQ	Frequently Asked Questions
FBC	Full Business Case
FDB	First Databank
FDP	Facilitator Development Programme
FFT	Friends and Family Test
FGM	Female Genital Mutilation
FHS	Family Health Services
FIPs	Family Intervention Projects
FOI	Freedom of Information
FOIA	Freedom of Information Act
FPC	Finance and Performance Committee
FRP	Financial Reporting Procedures
FRU	First Response Unit
F&P	Finance and Performance Committee
FT	Foundation Trust
FTE	Full Time Equivalent
G	
GDC	General Dental Council
GDP	General Dental Practitioners
GMC	General Medical Council
GMS	General Medical Services
GOSH	Great Ormond Street Hospital For Children NHS Foundation Trust
GP	General Practitioner
GPCC	General Practice Commissioning Consortia
GP	General Practitioner
GPS	Government Procurement Services
GPwSI	General Practitioner with Special Interest

GSTT	Guys And St Thomas NHS Foundation Trust
GUM	Genito-urinary medicine
H	
HCA	Health Care Assistant
HCAI	Health Care Acquired Infection
HCHS	Hospital and Community Health Services
HCSIC	Health and Social Care Information Centre
HDU	High Dependency Unit
HEMS	Helicopter Emergency Medical Service
HENWL	Health Education North West London
HFCCG	Hammersmith and Fulham Clinical Commissioning Group
HFMA	Healthcare Financial Management Association
HH	Hammersmith Hospital
HH ED	Hammersmith Hospital Emergency Department
HH EU	Hammersmith Hospital Emergency Unit
HH UCC	Hammersmith Hospital Urgent Care Centre
HIA	Health Impact Assessment
HIV	Human Immunodeficiency Virus
HIE	Health life expectancy
HOF	Head of Finance
HONOS	Health of the Nation Outcomes Scales
HOSC	Hammersmith and Fulham Overview and Scrutiny Committee
HPA	Health Protection Agency
HPV	Human Papilloma Virus
HUH	Homerton University Hospital NHS Foundation Trust
HR	Human Resources
HRCH	Hounslow and Richmond Community Healthcare
HSCA	Health and Social Care Act
HSCIC	Health and Social Care Information Centre
HSC	Health Select Committee
HSE	Health & Safety Executive
HSJ	Health Service Journal
HSO	Health and Safety Officer
HV	Health Visitor
HWB	Health and Wellbeing Board
HWE	Healthwatch England
HWPFT	Heatherwood And Wrexham Park Foundation Trust
H&F	Hammersmith and Fulham
I	
IAPT	Improving Access to Physiological Therapies
ICAS	Independent Complaints Advocacy Service
IC	Information Commissioner
ICE	Incremental Cost-Effectiveness

ICHT	Imperial College Healthcare Trust
ICIP	Intermediate Care Inpatients
ICSA	International Centre for Security Analysis
ICO	Information Commissioners Office
ICP	Integrated Care Pathway
ICP BI	Integrated Care Pilot Business Intelligence
ICU	Intensive Care Unit
ICSA	Institute of Chartered Secretaries and Administrators
ICT	Information and Communication Technology
IFR	Individual Funding Request
IG	Information Governance
IHA	Initial Health Assessments
IM&T	Information Management & Technology
INWL	Inner North West London
IP	Inpatient
IPR	Intellectual property Rights
IQM	Inclusion Quality Mark
IRP	Independent Reconfiguration Panel
ISA	Individual Service Agreements
ISFE	Integrated Single Financial Environment
IT	Information Technology
ITT	Invitation to Tender
IUCD	Intrauterine Contraceptive Device
ITU	Intensive Therapy Unit
J	
JHWS	Joint Health & Wellbeing Strategy
JCPCT	Joint Committee of Primary Care Trusts
JCT	Joint Commissioning Team
JNCC	Joint Negotiating and Consultative Committee
JOSC	Joint Overview and Scrutiny Committee
JPCT	Joint Primary Care Trust
JSNA	Joint Strategic Needs Assessment
K	
KCT	Kings College Hospital NHS Foundation Trust
KHT	Kingston Hospital NHS Trust
KLOEs	Key Lines of Enquiries
KMCS	Kent and Medway Commissioning Support
KPI	Key Performance Indicator
KSF	Knowledge and Skills Framework
K&C	Kensington & Chelsea
L	
LA	Local Authority
LACS	Look Ahead Care and Support

LAP	Local Area Partnership
LAS	London Ambulance Service
LBHF	London Borough Hammersmith & Fulham
LBTH	London Borough Tower Hamlets
LCFS	Local Counter Fraud Specialist
LCW	London Central and West
LD	Learning Disability
LDF	Local Delivery Plan
LES	Local Enhanced Service
LETB	Local Education & training Board
LGA	Local Government Area
LIFT	Local Improvement Finance Trust
LINKs	Local Involvement Networks
LMC	Local Medical Committee
LOS	Length of stay
LSABs	Local Safeguarding Adults Boards
LSCB	Local Safeguarding Children Board
LSOA	Layer Super Output Area
LSP	Local Strategic Partnership
LRTIs	Lower Respiratory Tract Infections
LTFM	Long Term Financial Model
LSMS	Local Security Management Specialist
LTCs	Long-term Conditions
M	
MAU	Medical Assessment Unit
MCA	Mental Capacity Act
MCAP	Medical Care Assistance Plan
MD	Managing Director
MDA	Medical Device Alert
MDG	Multi-Disciplinary Group
MDT	Multi-Disciplinary Team
MEDFASH	Medical Foundation for AIDS and Sexual Health
MEH	Moorfields Eye Hospital
MFF	Market Forces Factor
MH	Mental Health
MHA	Mental Health Act
MHPB	Mental Health Programme Board
MHRA	Medicines and Healthcare products Regulatory Agency
MIND	Mental Illness and Neuroscience Discovery
MMR	Measles Mumps and Rubella
MOPS	Minimum Operational Performance Standards
MoU	Memorandum of Understanding
MRSA	Methicillin-Resistant Staphylococcus Aureus
MRF	Monoclonal Rheumatoid Factor

MSA	Mixed Sex Accommodation
MRSA	Methicillin-resistant Staphylococcus Aureus
MSK	Musculoskeletal
MSI	Marie Stopes International
MPIG	Minimum practice income guarantee
MRI	Magnetic resonance imaging
MTFS	Medium Term Financial Strategy
MUR	Medicines Use Review
MUS	Medically Unexplained Symptoms
N	
NCA	Non Contracted Activity
NCB	National Commissioning Board
NDA	National Diabetes Audit
NTDA	NHS Trust Development Authority
NEDs	Non-Executive Director
NEL	Non Elective
NELCSU/ CSU	North East London Commissioning Support Unit
NEQAS	National External Quality Assessment Service
NES	National Enhanced Services
NHS	National Health Service
NHSIC	NHS Information Centre
NHSBT	NHS Blood and Transplant
NHSE AT	NHS England Area Team
NHSE	NHS England
NHS THCCG	NHS Tower Hamlets Clinical Commissioning Group
NICE	National Institute for Clinical Excellence
NICU	Neonatal Intensive Care Unit
NIST	National Institute of Science and Technology
NLF	National Loans Fund
NLG	Network Leadership Group
NMC	Nursing & Midwifery Council
NPSA	National Patient Safety Agency
NQB	National Quality Board
NRLS	National Reporting & Learning System
NSF	National Service Framework
NSR	Next Stage Review
NTA	National Treatment Agency
NWL	North West London
NWLHT	North West London Hospitals Trust
O	
OBC	Outline Business Case
OBNs	Occupied Bed Nights
OD	Organisational Development

OOA	Out Of Area
OOH	Out of Hospital
OPFA	Out-Patient first Attendance
OpExec	Operations Executive
OP	Outpatient
Ops	Operational Group
OPRAC	Older Persons Rapid Access Clinic
OPVA	Older People and Vulnerable Adults
ORH	Oxford Radcliffe Hospital
OT	Occupational Therapist/Therapy
P	
PALS	Patient Advice and Liaison Service
PAS	Patient Administration System
PbR	Payment by Results
PCE	Primary Care Executive
PCMHWs	Primary Care Mental Health Workers
PDG	Policy Development Group
PDC	Public Dividend Capital
PDP	Personal Development Plan
PDSA	Plan Do Study Act
PEAT	Patient Environment Action Team
PELC	Partnership of East London Co-operative
PFI	Private Finance Initiative
PFU	Private Finance Unit
PGD	Patient Group Direction
PHE	Public Health England
PH	Public Health
PICU	Psychiatric Intensive Care Unit
PID	Project Initiation Document
PIP	Patient Information Point
PPC	Pre-Payment Certificate
PPE	Patient and public engagement
PPG	Patient Participation Group
PPI	Patient and Public Involvement
PLACE	Patient-Led Assessments of the Care Environment
PMO	Project Management Officer
PPE	Patient and Public Engagement
PPI	Patient and Public Involvement
PPI	Preferred Provider Organisation
PPQ	Pre-Purchase Questionnaire
PRB	Pay Review Body
PRF	Patient Report Form
PPRG	Paediatric Practice Research Group
PPwT	Planned Procedure with Thresholds

PQQ	Pre-Qualification Questionnaire
PTSD	Post-Traumatic Stress Disorder
PU	Pressure Ulcers
PREMs	Patient Reported Experience Measures
PRC	Performance Review Committee
PRISM	Personnel Resource Information System for Management
PROM	Patient Reported Outcome Measures
PRP	Policy Research Programme
PSED	Public Sector Equality Duty
PTL	Patient Treatment List
PYLL	Potential Years of Life Lost
Q	
QA	Quality Assurance
QAF	Quality Assurance Framework
QEQM	Queen Elizabeth and Queen Mother Hospital
QIPP	Quality, Innovation, Productivity and Prevention
QMS	Quality Management System
QOF	Quality and Outcomes Framework
QSC	Quality and Safety Committee
QPSR	Quality Patient Safety and Risk
R	
RAG	Red Amber Green
RAID	Rapid Assessment, Interface and Discharge
R&D	Research & Development
RBFT	Royal Berkshire NHS Foundation Trust
RBHT	Royal Brompton Hospital Trust
RBKC	Royal Borough of Kensington and Chelsea
RCA	Root Cause Analysis
RCT	Randomised Controlled Trial
RCGPs	Royal College of General Practitioners
RCOG	Royal College of Obstetricians and Gynaecologists Guideline
RFT	Royal Free London NHS Foundation Trust
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RMH	The Royal Marsden Hospital NHS Foundation Trust
RNOH	Royal National Orthopaedic Hospital NHS Trust
RO	Responsible Officer
RMO	Responsible Medical Officer
RN	Registered Nurse
RRU	Regional Rehabilitation Unit
RSC	Royal Surrey County NHS Foundation Trust
RSM	Royal Society of Medicine
RTT	Referral to Treatment
S	

SaHF	Shaping a Healthier Future
SAE	Serious Adverse Events
SALT	Speech & Language Therapy
SBS	Shared Business Services
SCAS	South Central Ambulance Service
SCR	Summary Care Record
SCT	Small Contracts Team
SEA	Significant Event Analysis
SEWG	Stakeholder Engagement Working Group
SGT	St George's Healthcare NHS Trust
SHAs	Strategic Health Authorities
SHMI	Summary Hospital-level Mortality Indicator
SI	Serious Incident
Sis	Serious Incidents
SIRI	Serious Incident Requiring Investigation
SIRO	Senior Information Risk Owner
SLAs	Service Level Agreements
SLAM	South London And Maudsley NHS Foundation Trust
SMART	Specific, Measurable, Achievable, Realistic, Time-based
SMH	St Mary's Hospital
SMT	Senior Management Team
SOC	Strategic Outline Case
SoS	Secretary of State
SPA	Single Point of Access
SPoR	Single Point of Referral
SPS	Surrey Pathology Services
SRO	Senior Responsible Owner
StEIS	Strategic Executive Information System
SUIs	Serious Untoward Incidents
SUS	Secretary Users Service
SWLEOC	South West London Elective Orthopaedic Centre
SWL&StG	South West London And St George's Mental Health NHS Trust
T	
TAG	Travel Advisory Group
TBC	To Be Confirmed
TDA	Trust Development Authorities
TDL	The Doctors Lab
THHT	The Hillingdon Hospitals
TIC	Transformation and Innovation Committee
TIPS	Time for Improving Patient Services
TOPs	Termination of Pregnancies
TORS	Terms of References
TUPE	Transfer of Undertakings (Protection of Employment)
TVN	Tissue Viability Nurse

TVPCA	Thames Valley Primary Care Agency
U	
UCC	Urgent Care Centre Urgent Care Centre
UKCRN	UK Clinical Research Network
UCLH	University College London NHS Foundation Trust
V	
VCS	Voluntary and Community Sector
VfM	Value for Money
VSM	Very Senior Manager
VTE	Venous Thromboembolism
W	
WCC	World Class Commissioning
WCCCC	White City Collaborative Care Centre
WHH	The Whittington Hospital NHS Trust
WHO	World Health Organisation
WLMHT	West London Mental Health Trust
WMUH	West Middlesex University Hospital
WIC	Walk in Centre
WSIC	Whole Systems Integrated Care
WTE	Whole time Equivalent