

## CWHHE Clinical Commissioning Group Collaborative

### Minutes of the Investment Committee meeting held on

Thursday 10 September 2015 12.05–13.00  
 Room 5.4, 15 Marylebone Road  
 (as approved on 15 October 2015)

#### Members in attendance

Philip Young (PY)	Lay member for audit & governance CWHHE CCGs, Chair [i]
Trevor Woolley (TW)	Lay member Hounslow CCG [i]
Dr John Riordan (JR)	Secondary Care Consultant, Ealing CCG [i]
Rohan Hewavisenti (RH)	Lay member, Hammersmith & Fulham CCG [i] – by ‘phone
Dr Tim Spicer (TSp)	Chair, Hammersmith & Fulham CCG
Dr Alan Hakim (AH)	Secondary Care Consultant, CWHH CCGs [i]
Clare Parker (CP)	Chief Officer, CWHHE CCGs
Keith Edmunds (KE)	Chief Finance Officer, CWHHE CCGs

[i] = Independent Member

#### Non-members in attendance

Matthew Bazeley (MB)	Managing Director, Central London CCG
Tessa Sandall (TS)	Managing Director, Ealing CCG
Louise Proctor (LP)	Managing Director, West London CCG
Sue Jeffers (SJ)	Managing Director, Hounslow CCG
Janet Cree (JC)	Managing Director, Hammersmith & Fulham CCG
Ben Westmancott (BW)	Director of Compliance, CWHHE CCGs
Kiran Chauhan (KC)	Deputy Managing Director, Central London CCG (Item 5 only)
Simon Carney (SC)	Interim Governance Officer, CWHHE CCGs, Secretary

	Business items	Action
<b>1.</b>	<b>Welcome/apologies</b>	
1.1	Apologies were received from Mohini Parmar, Ruth O’Hare and Fiona Butler.	
<b>2.</b>	<b>Declaration of interests</b>	
2.1	There were no interests to declare beyond those already registered.	
<b>3.</b>	<b>Minutes of previous meeting held on 23 July 2015</b>	
3.1	The minutes of the previous meetings were approved as a true and accurate record.	
<b>4.</b>	<b>Matters arising from the actions log</b>	
4.1	[7.1 of 23 July 2015 minutes] The Committee noted that the Central London Whole Systems paper had been delayed and was likely to be tabled at the October meeting.	
4.2	[Matter arising no.4] The Committee noted that the Out of Hospital Strategy – Extended Hours paper would be tabled at the 12 November 2015 meeting.	
<b>5.</b>	<b>Managing Service Change</b>	
5.1	Kiran Chauhan introduced the paper, noting that a complementary area of work would be to develop a guidance service redesign. KC also noted that the tabled draft guidance was being reviewed by	

	<p>the CWHHE Quality Team to ensure its adequacy from those perspectives.</p>																															
5.2	<p>The Committee discussed the draft guidance and its appendices in significant detail. The table below sets out the changes <b>agreed</b> by the Committee.</p>																															
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5.3	<p>The Committee <b>agreed</b> that, following the changes above being made, establishing corporate ownership of the guidance, its dissemination and related training was critical. Clare Parker agreed to return to the Committee with the revised guidance, annexes and a progress report on plans to implement its roll out.</p>	CP																														
6.	<p><b>Any other business</b></p>																															
6.1	<p>The Chair reported that he was still considering the best form and process for undertaking an assessment of the Committee's effectiveness.</p>																															
6.2	<p>The Committee discussed its unease regarding the lack of Governing Body-level visibility of live contracts and contract management issues. It <b>agreed</b>, with Clare Parker, that Andrew Burgess should bring a briefing to each CCG's Finance and Performance Committee by <b>November</b> and include within that update a copy of the relevant Contracts database / register.</p>	CP																														

7.	<b>Date and time of future meetings</b>	
	<ul style="list-style-type: none"><li>• 12 November 2015 – 12.05-13.30, Room 5.4, 15 MBR; and</li><li>• 17 December 2015 – 12.05-13.30, Room 5.4, 15 MBR.</li></ul>	

DRAFT