

## CWHHE Clinical Commissioning Group Collaborative

### Minutes of the Investment Committee meeting held on

Thursday 23 July 2015 12.05–13.05  
 Room 5.4, 15 Marylebone Road  
 (as approved on 10 September 2015)

#### Members in attendance

Philip Young (PY)	Lay member for audit & governance CWHHE CCGs, Chair [i]
Trevor Woolley (TW)	Lay member Hounslow CCG [i]
Mohini Parmar (MP)	Chair, Ealing CCG
Nicola Burbidge (NB)	Chair, Hounslow CCG
Ruth O'Hare (RO'H)	Chair, Central London CCG
Alan Hakim (AH)	Secondary Care Consultant, CWHH CCGs [i]
David Tomlinson (DT)	Interim Chief Finance Officer, CWHHE CCGs
Kathryn Magson (KM)	Acting Deputy Chief Officer, CWHHE

[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
Ben Westmancott (BW)	Director of Compliance, CWHHE CCGs
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 Rohan Hewavisenti, John Riordan, Sue Jeffers, Fiona Butler and Clare Parker.	
<b>2.</b>	<b>Declaration of interests</b>	
2.1	All GPs present re-stated their general interest as commissioners and providers. Declaration was agreed to be sufficient and no recusal was necessary for the items under consideration.	
<b>3.</b>	<b>Minutes of previous meeting held on 18 June 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	The Chair reported that the Committee's annual assessment was due and that a questionnaire-based approach would be taken. The questionnaire would be circulated in due course after the meeting, for completion before the next meeting.	
<b>5.</b>	<b>Ealing CCG's Connecting Care for Children - GP payments</b>	
5.1	Tessa Sandall introduced the item, flagging that the scheduling of meetings was such that the paper had yet to be considered by Ealing's Finance and Performance Committee.	
5.2	The Committee discussed the proposal in the above context and noted that the service, whilst good, did appear to be relatively expensive. It <b>agreed</b> that Ealing's F&P Committee might wish to consider agreeing relevant measurable success criteria before the pilot is undertaken, so as to allow an objective evaluation of the pilot's achievements / impact. The	

	Committee felt that the scheme's impact on 2016/17 next year's commissioning intentions could be usefully projected as one such measure. The Committee also <b>agreed</b> that the end date in the second paragraph of page three should be amended to read 'October 2016'.	
<b>6.</b>	<b>Procurement Framework and Guidance</b>	
6.1	David Tomlinson introduced the item, reporting that, with David's imminent departure, Kieran Chauhan, Central London CCG's Deputy Managing Director, had volunteered to apply his procurement policy expertise and experience and 'operationalise' the revised process and guidance.	
6.2	The Committee reiterated its discomfort with the recognised deficiencies of procurement and legal advice available to the CCGs and remained keen to see substantive progress in getting at least the basics established. Whilst it acknowledged that getting the pre-procurement process right, fundamental gaps remained, particularly the absence of a contracts register, strategic procurement leadership and formal post-procurement reviews.	
6.3	<p>In this context, the Committee:</p> <ul style="list-style-type: none"> <li>• <b>noted</b>, with thanks, the progress made and the further work that was to be undertaken by Kiran Chauhan;</li> <li>• <b>agreed</b> that the attempted shift of policy to 'formal procurement only when all other appropriate routes have been ruled out' needed strengthening. Further, this shift could only be achieved if it was to be underpinned by a robust system to capture decisions whether to take a formal procurement route. This would need to be a key aspect of Kiran Chauhan's review;</li> <li>• <b>agreed</b> that the decision tree used for the Out of Hospital Services and the approach to managing conflicts of interest taken with the Ealing CCG Cardiology procurement should be incorporated into the guidance;</li> <li>• <b>agreed</b> that para 2.4.2.2 was not correct and needed looking at again; and</li> <li>• <b>agreed</b> that the Chair would raise with the CO the need to map out a way forward for ensuring consistent access to professional procurement advice, including issues such as strategic procurement leadership, streamlining processes, contract registers and post-procurement reviews.</li> </ul>	<p><b>KC</b></p> <p><b>KC</b></p> <p><b>KC</b> <b>Chair</b></p>
<b>7.</b>	<b>Any other business</b>	
7.1	Matthew Bazeley flagged that Central London CCG's paper on Whole Systems would be brought to the September meeting.	<b>MB</b>
<b>8.</b>	<b>Date and time of future meetings</b>	
	<ul style="list-style-type: none"> <li>• 10 September 2015 – 12.05-13.30, Room 5.4, 15 MBR; and</li> <li>• 15 October 2015 – 12.05-13.30, Room 5.4, 15 MBR.</li> </ul>	