

South West London Collaborative Commissioning – Joint Committee meeting in public

Action Points

Meeting Date	Minute reference	Action	Who	Update
14 May 2015	2.3	<u>Approval of the Terms of Reference for the SWL Joint Committee</u> Clarification on quoracy and NHS England attendance to be circulated to committee members	Governance lead/SWL CC programme team	Completed: Email circulated on Tuesday 11 th June 2015, to all members providing clarification .
14 May 2015	3.1	<u>Register of Interests</u> All members to ensure they have declared their interest and returned the signed and completed forms.	All members	Ongoing: Email reminder and declaration form resent to all members who have not yet declared their interests (including a request for nil returns) on Thursday 18 th June 2015
14 May 2015	5.4	<u>Primary Care Co-Commissioning Memorandum of Understanding Core Principles</u> Terms of Reference and Memorandum of Understanding to include a date for review.	Governance lead/SWL CC programme team	Completed: TOR now has an annual review date. Next date for review 1 April 2016 MOU now has an annual review date. Next date for review 1 April 2016
14 May 2015	5.8	<u>Memorandum of Understanding</u> A strategy and plan for managing partner engagement activity be developed	SWL Comms and engagement team/SWL CC programme team	Work in progress
14 May 2015	5.13	<u>Memorandum of Understanding</u> Adequate time for consultation and engagement to be included in all decision making processes, with careful attention as to how they are recorded.	Governance Lead/SWL CC programme team	Work in progress
14 May 2015	5.16	<u>Memorandum of Understanding</u> South West London Collaborative Commissioning Patient and Public Engagement Steering Group to be asked to do some initial thinking on how patient engagement should play into this agenda.	Governance Lead	Completed: Sally Brearley discussed the matter with SW London PPESG who were supportive in principle of a proposal to include in their remit public participation in primary care

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				commissioning. Further discussions would be necessary about the governance arrangements and resourcing for different aspects of PPESG's work. Also, NHSE are working on a public participation model for primary care commissioning which the joint committee will need to consider in due course."
14 May 2015	5.17	<u>Memorandum of Understanding</u> All members to give consideration for membership of the Working Groups to support the Joint Committee	All members	Work in progress
14 May 2015	5.18	<u>Appropriate representation from Health Watch and others be included on working groups</u>	All members	Work in progress: Healthwatch & Health & Wellbeing Boards nominations have been sought and received.
14 May 2015	6.1	<u>Operating Model</u> London regional team to finalise Operating model	NHSE London regional team	Awaiting response from NHS England
14 May 2015	6.3	<u>Operating Model</u> NHSE London regional team to agree a version which reflects the Joint Committee's Terms of Reference	NHSE London regional team	Awaiting response from NHS England
14 May 2015	8.1	<u>Terms of Reference</u> Minutes of the meeting to be presented in a manner that was easy for members of the public to follow.	Governance lead/SWL CC programme team	Completed: Draft minutes prepared in easy to understand language.
14 May 2015	8.2	<u>Terms of Reference</u> To be amended to reflect a more achievable turn around for Minutes and Action Points	Governance lead/SWL CC programme team	Completed: Section 27 of the TOR has been amended to reflect 10 working days for minutes and Action points, where enabled.