CMM Meeting

19th February 2013 – 10.30am to 12noon

Cromwell Primary Care Centre – Seminar meeting room

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| **Attendees:-** | Emma Kirkwood, Helen Kenyon, Jake Rollin, Lisa Hilder, Cathy Kennedy, Laura Whitton, Jeremy Baskett |

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|  | **Decision/Action** | **Named Officer** | **Completion Date** |
| 1. | **Apologies**: Michelle Barnard, Jackie France, Zena Robertson, Eddie McCabe, Julie Wilson,  Jeremy Baskett |  |  |
| 2. | **Notes of previous meeting: 5th February 2013**  Financial planning session in diaries for the afternoon of Fri 22nd March |  |  |
| 3. | **Matters Arising**  Information software systems; agreed to leave as is until the outcome of the CSU review of which system to use going forward has been completed. |  |  |
| 4. | **Standing items to enable escalation where required**   * **Workforce and OD:**   A staff briefing session is being organised in March re the staff transfer arrangements. Staff will get individual letters from the cluster transition team.  All staff must be offered 121 - this will be done via email  15th March interview dates for B6/B8 roles  Emma to contact to contact Lisa Revell re the hospice being able to advertise on NHS jobs  Performance Exceptions–   * **Partnership Agreement:**   No items to escalate   * **Performance Exceptions:**   Ambulance turnaround times: IT issue, we have agreed to fund the necessary equipment.  Requirement for sign off of CIPs for 2013/14 contracts, clinical leads identified as follows – Arun Nayyar / Rakesh Pathak (NLAG), Jonathan Plotnek (Navigo ), Karin Severin(Care Plus) – this needs to be done by 8th March. Cathy to write to the Directors of Finance of these organisations to request them to send us their plans by the end of February.  **Other areas:**  None | Emma Kirkwood  Emma Kirkwood  Eddie McCabe  Cathy Kennedy | March 2013 |
| 5. | **Personal Social Services (PSS)**  Presentation by Jake Rollin  900 surveys sent out to people who are in receive receipt of social care (out of a total of 4,000)  Results of the surveys used to identify priorities/development plans.  Report to go to delivery assurance on the action plan to improve local performance. This will also go to the Health & Wellbeing Board.  A Local account document produced & this will be publicised.  Need to focus on 3 key areas & will use Accord/service users to narrow down to final 3 (from long list) |  |  |
| 6. | **Financial Planning and Delivery**  People to let Cathy know if there is anything particular they would like included in the session  Agreed the following would be included:  Finance, some slides showing this is what the CTP used to get & who has responsibility for what going forward. CCG financial 2013/14 plan  2013/14 CCG Plan  Budget Holder Training & Scheme of delegation – to be added to next CMM agenda  HR forms & processes – Emma to look at forms & who signatories. | All  Laura Whitton  Lisa Hilder  Kaye Hancock/Lynne Popplewell  Emma Kirkwood | 22nd March  22nd March  5th March  31st March |
| 7 | **Policy Development**:   * The Week – Issue * The Week – Issue |  |  |
| 8 | **SHMI brief Update**  Specific work taking place as part of sustainable services forms an integral part of the case for change. The mortality action group meeting on Thursday will review of the current action plan & the priorities both in the short & medium term  Strategic group for those commissioners who cover the population who access any of the NL&G sites been set up. Need to ensure get appropriate input from an ASC perspective | Lisa Hilder |  |
| 9. | **Staff inductions**  Steve Thompson is the CSU lead for inductions; the corporate induction will be done by the CSU, with the local induction being led by the CCG.  Need confirmation from Steve Thompson new of when the Corporate induction process will be ready to be rolled out, as the CCG have new starters that need to have an induction.  Agreed to invite Steve Thompson to a CCG T&D group to discuss | Emma Kirkwood  Caroline Reed |  |
| 10 | **E-Learning reminder**  Helen to get an update from Brian Page on where we are with this | Helen Kenyon |  |
| 11. | **Any other business** |  |  |
| 12 | **Date, Time and Venue of Next Meeting**  **Date: 5th March 2013**  **Time: 10.30am to 12noon**  **Venue: OHG1** |  |  |