

Kingston Clinical Commissioning Group
Surbiton Health Commissioning Sub Committee

Monday 14 May 2012

Minutes

Present:	Tonia Michaelides (TM)	Phil Moore (PM) (arrived 10.30)
	Beverley Peppard (BP)	Junaid Syed (JS)
	Yarlini Roberts (YR)	Ban Ratti (BR)
	Sandra Berry (SBe)	Jonathan Hildebrand (JH)
	Steve Buck (SBu)	
Apologies:	David Knowles (DK)	Julia Gosden (JG)
	Simon Pearce (SP)	Dan Fisher (DF)
	Ian Nixon (IN)	

Declaration of interest was given by Dr Phil Moore (standing declaration)

1.0 Welcome and introductions

2.0 Minutes

Minutes of the meeting held on 12 April 2012 were agreed

3.0 Review of Action log

The Committee reviewed the Action Log and amended accordingly

4.0 Feedback from YHC meeting

The meeting was attended by SBu & JG for NHSK and the SLT for YHC including Siobhan Clarke. YHC felt that this 1500m² was for their exclusively but Steve Harrison had concerns about this. The YHC current planning assumptions is based on Mon-Fri, 9-5, which leaves the rooms empty for a large amount of time and the gym will only be used for approximately 43% of the time

5.0 Project Plan

It was agreed that some of the project plans will need to go to the Business Case Sub-Committee (BCSC) first and then ratified by the Governing Body, however, until 2013 final approval will need to be given by the Joint Board. TM stated that should

there not be time for the case to be put before the BCSC then it would go straight to the Governing Body.

5.1 ACTION: BP to send meeting schedule to SBu

Communications – there will be a quarterly report to major stakeholders and an event planned for March 1, 2013.

Procurement – Timeline is very tight, Specs in June, Business Case July and go in August.

Urgent Care, Minor Ops and Diagnostics will all need to go to procurement, other services can be put forward as pilot schemes. Minimum procurement should be put in place.

5.2 ACTION: SBu to keep project plan updated along with a risk register.

6.0 Commissioning Update

List of Services – this will be on an agenda for the workshop on 13 June 2012.

ENT – are there rooms for that have the specs for adult and paediatrics.

6.1 ACTION: JS, SBu, IN & Mike Harrison to check room specs for audiology. Variations need to be done quickly.

Urgent Care – Draft spec, that or different model. No examples for exactly what we want. We may need to use a mix and match approach.

Would this service be nurse or GP led, this could have implications with paediatric care. Opening hours should be 8-8 minimum 7 days a week. There should be maximum use of what is already in Surbiton Hospital. Assessment bays, are they going to be run by Urgent Care or separately? What else could be needed, should deliver more than minor injuries. There are 4 GPs on site all the time but should a GP be commissioned separately? There should be synergies with 100 hours pharmacy.

Beds also need to be mentioned in the service spec. Would talking to the practices about using GPs be an advantage? What of the practices not based there, would using GPs from the whole community give a feeling of ownership? This could be run 8 – 10.

Use spec sent round by IN, Vince Grippaudo & Charles Alessi.

6.2 ACTION: TM to send message to Vince around urgent care meeting with SBu

‘Business Case’ needs to show best way to work urgent care. Is this something we can afford to tender, if not then thought needs to be given to whether it is included.

Hounslow have a polyclinic run along the same lines, could we look at these attendance figures.

6.3 ACTION: SBu to provide a Business Case for the June Governing Body with spec in place.

Minor Ops – We are currently waiting for bids, there is 200m² free after 4 GPs pulled out. There have been several expressions of interest, dead line is Friday.

Reporting procedures need to be negotiated. IT links secure and clinical governance looked at; reporting needs to include clinical interpretation.

7.0 Communications

The communication strategy is within the project plan.

7.1 ACTION: Communications to be a standing agenda item

8.0 Any other Business

8.1 ACTION: BP to check with IN about large scale floor plans.

8.2 ACTION: BP to check with Kaz Wilkins of KCI regarding use of their meeting room for next Sub-Com. If not available get plans in Meeting Rom 1

9.0 Next Meetings

Wednesday 13 June	12 – 3	HFRD, MR 1	(½ day)
Monday 9 July	12 – 2	HFRD, MR 1	
August	no meeting booked due to holidays		
Tuesday 11 September	1 – 3	HFRD, MR2	(½ day)
Thursday 18 October	9 – 11	HFRD, MR 2	
Friday 9 November	2 – 4	HFRD, MR 2	
Tuesday 11 December	1 – 4	HFRD, MR 2	(½ day)