CMM Meeting

19th March 2013 – 10.30am to 12noon

OHG1

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| **Attendees:-** | Helen Kenyon, Cathy Kennedy, Laura Whitton, Emma Kirkwood, Jeremy Baskett, Jake Rollin, Jackie France, Lisa Hilder  Part attendance Geoff Lake and Jo Wilson |

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|  | **Decision/Action** | **Named Officer** | **Completion Date** |
| 1. | **Apologies**: Michelle Barnard, Eddie McCabe |  |  |
| 2. | **Notes of previous meeting: 5th March 2013** | Approved |  |
| 3. | **Matters Arising**  Risk Register – comments received back from colleagues in order to update the register  E- learning updates on Information Governance are now all complete for the CCG – thanks extended to all. We intend to monitor quarterly going forward and receive exception reporting to CMM. We will aim for end for December for everyone to have achieved their mandatory training requirements.  CSU staff are still working to achieve the requisite 95% compliance | Laura Whitton  Cathy Kennedy  Jackie France/Jeremy Baskett |  |
| 4. | **Standing items to enable escalation where required**   * **Workforce and OD:**   Appointment processes are well in hand. In April we will review residual issues related to individual posts. B6 HR post interviews will be on 12th April.  Payroll issues are resolving and Laura is maintaining an active dialogue on this with Payroll services.   * **Partnership Agreement:** * **Performance Exceptions:**   **Other areas:** | Eddie McCabe/Emma Kirkwood  Laura Whitton |  |
| 5. | **Information Governance - 20 mins – 30 mins**  Future agenda item to be added regards Pseudonymisation and implications for information Governance. Jackie to notify when this will be agendad | Jackie France |  |
| 6 | **CCG Time-out Agenda**  The draft agenda for the April Time out was discussed and a number of changes agreed.  Helen to update and share the revised agenda. | Helen Kenyon |  |
| 7. | **Policy Schedule**  Policies are being transferred over from CTP. All of these will need to be reviewed  We will return to this next time  Jeremy will identify which policy development will be included in the core offer and which would involve additional support/cost | Cathy Kennedy  Jeremy Baskett | 16th April 2013 |
| 8. | **Public Health Support to CCG**  Memorandum of Understanding has been developed to describe new relationship and offer from Public Health to CCG  MOU to be considered by senior service leads to identify any possible gaps.  Charges will be applicable regards access to information from IT. It needs to be determined where this charge will sit. Jackie to describe the requirements to Cathy in an e-mail | Cathy Kennedy  All CMM  Service Leads  Jackie France |  |
| 9. | **Workforce Development**  **Presentation given by Geoff Lake** | Geoff Lake |  |
| 10. | **Budget Training**  Budget training delivered by Steve Peart and Lynne Popplewell | All |  |
| 11 | **E-Learning update** |  |  |
| 12 | **Policy Development**   * The Week – Issue * The Week – Issue |  |  |
| 13. | **Any other business** |  |  |
| 14. | **Date, Time and Venue of Next Meeting**  **Date: 16th April 2013 (PLEASE NOTE: meetings being held 4 weekly from April 2013)**  **Time: 10.30am to 12noon**  **Venue: Cromwell Primary Care Centre (Athena Meeting room 3 if renovations complete)** |  |  |