

**NHS NORTH CUMBRIA CLINICAL COMMISSIONING GROUP  
MINUTES OF THE IMPLEMENTATION REFERENCE GROUP  
17 November 2017, 14:30  
The Conference Room, Rosehill, Carlisle, CA1 2SE**

Present: Kevin Windebank Lay Member Secondary Doctor (**Chair**) (KW)  
Denise Leslie Lay Member for Public Engagement (DL)  
Caroline Otley Third Sector Representative (CO)  
Dr David Rogers Medical Director / Interim Accountable Officer (DR)  
Peter Rooney Chief Operating Officer (PR)  
Sue Stevenson Healthwatch Cumbria (SS)

In Attendance: Lisa Gibbons Transformation and Delivery Manager (LG)  
Jennifer Lawson General Manager (JL)  
Sally Rushton Business Support Assistant (SR)

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IMP Ref/ **AGENDA ITEM 01: Welcome and Apologies**  
01/17

The Chair welcomed everyone to the meeting, apologies were received from Eve Miles and Celia Heasman.

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IMP Ref/ **AGENDA ITEM 02: Declaration of Interests**  
02/17

There were no Declarations of interest.

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IMP Ref/ **AGENDA ITEM 03: Terms of Reference**  
03/17

The terms of reference were agreed subject to the following amendments

Page 3 Bullet point 2 to read:

- Capacity – are there clear and robust plans for workforce capacity, operational capacity, and patient flow *and which are likely to be sustainable for medium term.*

An additional bullet point to be added to the critical appraisal of implementation plans including:

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- Evidence of good engagement

Page 3, section iii) to include a description on which members will be eligible to make recommendations to Governing Body.

**Resolved:** The terms of Reference be approved

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IMP Ref  
04/17

**AGENDA ITEM 04: Ways of Working**

A general conversation ensued around who would be invited to the meetings where appropriate to provide the group with information / materials already there to share.

It was noted that the group would be only making recommendations based on an overall consensus.

It was agreed that the group would commence work on the Community Hospital's, PR advised that a conversation would be had with CPFT to see who would be best to invite to the next meeting to give an update and provide information as necessary.

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IMP Ref  
05/17

**AGENDA ITEM 05: Six Key Decisions Progress Report**

LG presented the report advising that it was to provide the group with an understanding of how the six consultation decision areas were progressing.

**Resolved:** The report be noted

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IMP Ref  
06/17

**AGENDA ITEM 06: AOB**

There were no items of AOB for discussion

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**AGENDA ITEM 07: Date and Time of Next Meeting**

The next date is to be TBC, preferred day was agreed as a Wednesday

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