

Primary Care Commissioning Committees in Common

AGENDA (Part One)

Date	14 September 2018	Time	10.40am – 12.55pm
Venue	North West Surrey CCG, 58 Church St, Weybridge, Surrey, KT13 8DP		

Voting Members

Name	Title	Guildford & Waverley	North West Surrey	Surrey Downs
Jonathan Perkins (JP)	Chair. Lay Member General		✓	
Sue Tresman (ST)	Vice Chair. Deputy Lay Member		A	
Jacqui Burke (JB)	Lay Member Audit		✓	
Matthew Tait (MT)	Joint Accountable Officer		✓	
Karen McDowell (KM)	Chief Finance Officer		A	
Deputy : Claire Fuller (CF)	Deputy Chief Finance Officer		✓	
Clare Stone (CSt)	Executive Director of Quality		A	
Nominated Deputy (JD)	Head of Quality (Acute)		✓	
Dr. Jane Dempster (JD)	Independent GP		A	
Dr. David Ratcliffe (DR)	Independent GP		✓	
Karen Thorburn (KS)	Managing Director (NWS)		✓	
Vicky Stobbart (VS)	Managing Director (G&W)	✓		
Colin Thompson (CT)	Managing Director (SD)			✓
Lynda McDermott (LM)	Patient Lay Representative (G&W)	✓		
Catherine Brunton-Green)	Patient Lay Representative (NWS)		✓	
Helen Atkinson (HA)	SCC Director of Public Health		A	
Deputy : Ruth Hutchinson (RH)	Deputy Director of Public Health		✓	
Dr Clare Sieber (CS)	Surrey & Sussex Local Medical Committee Chief Executive (or nominated deputy)		✓	
Caroline Cameron	NHS England Representative		A	

Non-voting Members

Claire Fuller (CF)	Chair of NWS PCOG	See above (voting) list		
Kate Scribbins (KS)	Surrey Healthwatch Representative		A	
Tim Oliver (TO)	County Council Chair of the Health and Wellbeing Board or their nominated deputy		✓	
Dr Seda Boghossian-Tighe (SB)	NWS CCG GP Representation of SASSE Locality		✓	

Please return hard copies to Rian Hoskings at the end of the meeting to ensure secure disposal.

Dr Deborah Shiel (DS)	NWS CCG GP Representative of Woking Locality		✓	
Dr Njaimeh Asamoah (NA)	GP representative of Thames Locality		✓	
Dr Jonathan Inglefield (JI)	G&W CCG GP Representative	✓		
Dr Susan Denton (SD)	G&W CCG GP Representative	✓		
Dr Robin Gupta (RGu)	SD CCG GP Representative of Dorking Locality			✓ ?
Dr Nicky Kirby (Nki)	SD CCG GP Representative of Epsom Locality			✓ ?
Dr Jill Evans (JE)	SD CCG GP Representative of East Elmbridge Locality			✓ ?
Liz Reynolds (LR)	NWS CCG Operational Practice Manager		A	
Isata Green (IG)	G&W CCG Operational Practice Manager	✓		
	SD CCG Operational Practice Manager			?
In Attendance				
Julia Dutchman-Bailey (JDB)	Independent Nurse		✓	
Elaine Newton	Executive Director of Corporate Governance and Comms		✓ (Item 4)	
Nikki Mallinder (NM)	Associate Director of Primary Care Development		✓	
Helen Snelling (HS)	Head of Primary Care Contracts		✓	
Rachael Graham (RG)	Deputy Director of Non-Acute Contracts		✓ (Item 9)	
Elizabeth Ure (EU)	Governance Manager & Governing Body Secretary		✓	
Rian Hoskins (RH)	Corporate Administrator		✓	
Shelley Eugene (SE)	Head of Primary Care Development		✓	
Kathleen Andrews (KA)	Primary Care Commissioning Manager		✓	
Elizabeth Davis	Head of Primary Care Commissioning & Development		✓	

Freedom of Information: Those present at the meeting should be aware that their name will be listed in the agenda and action notes of this meeting, which may be released to members of the public on request under Freedom of Information requirements.

Please return hard copies to Rian Hoskins at the end of the meeting to ensure secure disposal.

Item No.	Timings	Item	Action	Presenter	Paper No
1	10.40am	Welcome and apologies.	To Note	Chair	Verbal
2		Declarations of Interest <ul style="list-style-type: none"> To receive confirmation from all members and attendees that their entry in the Register of Interests is up-to-date, accurate and complete. To receive any declarations of interest pertinent to items on this agenda. 	To Note	Chair	PCCC iC 01-18
3		Quorum *	To Note	Chair	Verbal
4		PCCC Committees in Common Terms of Reference.	To Approve	Chair	PCCC iC 02-18
5		Draft Minutes from July PCCC (Part One) meetings : <ul style="list-style-type: none"> i. Guildford & Waverley PCCC held on 13 July 2018. ii. North West Surrey PCCC held on 13 July 2018. 	To Approve	Chair	PCCC iC 03-18
6		Action Log from July PCCC (Part One) meetings : <ul style="list-style-type: none"> i. Guildford & Waverley PCCC. ii. North West Surrey PCCC. 	To Review	Chair	PCCC iC 04-18
7		Chair's Report <ul style="list-style-type: none"> i. Surrey Downs - vote for delegated commissioning will be held in October 2018. 	To Note	Chair	Verbal
Commissioning, Development and Contracting					
8	11.00	Commissioning and Development Programme Tracker and Update	To Approve	NM	PCCC iC 05-18
9	11.20	Extended Access	To Approve	RG	PCCC iC 06-18
10	11.30	(i) Risk Register (ii) Issues Log Delegated commissioning – Guildford & Waverley and North West Surrey CCGs	To Review	HS	PCCC iC 07-18 (i) PCCC iC 07-18(ii)
11	11.40	General Principle for Practice 'Boundary Maps'	To Approve	HS	PCCC iC

Please return hard copies to Rian Hoskins at the end of the meeting to ensure secure disposal.

Item No.	Timings	Item	Action	Presenter	Paper No
		Proposal			08-18
12	11.50	Special Allocation Scheme (SAS) Policy and Processes	To Ratify	HS	PCCC iC 09-18
13	11.55	PCOG (part one) Approved Minutes i. North West Surrey PCOG (CF) • 29 June 2018 • 27 July 2018 ii. Guildford & Waverley PCOG (NM) • 29 June 2018 • 27 July 2018 iii. Surrey Downs PCOG (NM) • 22 June 2018 • 20 July 2018.	To Note	Chair	PCCC iC 10-18 (i) PCCC iC 10-18 (ii) PCCC iC 10-18 (iii)
14	12.05	Estates Data and Strategy Workload • Weybridge Site Build Progress	To Note	NM KT	Verbal Verbal
15	12.15	2018-19 Minor Improvement Grants (MIG) application Surrey Heartlands	To Note	HS	PCCC iC 12-18
16	12.25	GP Resilience Funding	To Note	NM	Verbal
17	12.35	Delegated Co-Commissioning agreement letter from NHS England	To Note	Chair	PCCC iC 13-18
Finance					
18	12.37	Finance Report – Update	To Approve	CF	PCCC iC 14-18
Any Other Business (AOB)					
19	12.45	AOB		Chair	
20	12.55	Meeting close		Chair	
Future meeting dates:					
<p>NWS CCG offices – 58 Church Street, Weybridge, Surrey, KT13 8DP. Guildford & Waverley (G&W) CCG – Dominion House, Woodbridge Road, Guildford, GU1 4PU.</p> <ul style="list-style-type: none"> • 12 October 2018, G&W CCG • 09 November 2018, NWS CCG. • 14 December 2018, G&W CCG 					

Please return hard copies to Rian Hoskins at the end of the meeting to ensure secure disposal.

Item No.	Timings	Item	Action	Presenter	Paper No
		<ul style="list-style-type: none"> • 11 January 2018, NWS CCG • 08 February 2019, G&W CCG • 08 March 2019, NWS CCG. 			
List of items discussed in July 2018 Part Two meeting					
		<ol style="list-style-type: none"> 1. Primary Care Contract – Contractual Tracker (NWS & G&W) 2. Risks and Issues Log (part two) (G&W) 3. Forward Planner (part two) items for September in Common meeting (NWS & G&W) 4. Primary Care Contract Variations (NWS & G&W) 5. Care Quality Commission Visits (NWS & G&W) 6. Chairs Action (G&W) 7. PCOG (part two) minutes (NWS & G&W) 			

***Quorum and Voting:**

The PCCCs in Common ToR advised that a Quorum shall be:

8. Quorum

8.1. A quorum shall be 5 voting members, to include one independent member, one clinician, the Joint Accountable Officer or Chief Finance Officer, and two other voting members.

8.2. Nominated deputies attending committee meetings, on behalf of substantive members, will count towards quorum.

Please return hard copies to Rian Hoskins at the end of the meeting to ensure secure disposal.