

Primary Care Commissioning Committees in Common

AGENDA (Part One)

Guildford and Waverley CCG	✓
North West Surrey CCG	✓
Surrey Downs CCG	✓

Date	12 October 2018	Time	10:30- 11:30
Venue	Board Room, Dominion House, Guildford and Waverley CCG, Woodbridge Road, Guildford, GU1 4PU		

Members/ Attendees

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Voting members				
Jonathan Perkins (JP)	Lay Member General for the Surrey Heartlands CCGs (Chair)		✓	
Sue Tresman (ST)	Deputy Lay Member General (PCCC) for the Surrey Heartlands CCGs (Vice Chair)		A	
Jacqui Burke (JB)	Lay Member Audit for the Surrey Heartlands CCGs		✓	
Matthew Tait (MT)	Joint Accountable Officer for the Surrey Heartlands CCGs		✓	
Karen McDowell	Chief Finance Officer for the Surrey Heartlands CCGs		A	
Claire Fuller (CFu) <i>(On behalf of Karen McDowell)</i>	Deputy Chief Finance Officer (Chair of NWS PCOG)		✓	
Clare Stone (CSt)	Executive Director of Quality for the Surrey Heartlands CCGs		✓	
Dr David Ratcliffe (DR)	Independent GP		✓	
Dr Jane Dempster (JD)	Independent GP		A	
Vicky Stobbart (VS)	Managing Director (G&W)	✓		
Karen Thorburn (KS)	Managing Director (NWS)		✓	
Colin Thompson (CT)	Managing Director (SD)			✓
Lynda MacDermott (LM)	Patient Lay Representative (G&W)	✓		
Catherine Brunton-Green (CBG)	Patient Lay Representative (NWS)		✓	

Please return hard copies to the Governance Team at the end of the meeting to ensure secure disposal.

Working together as the Surrey Heartlands Clinical Commissioning Groups
 Guildford and Waverley CCG | North West Surrey CCG | Surrey Downs CCG

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Helen Atkinson (HA)	SCC Director of Public Health		✓	
Dr Clare Sieber (CS)	Surrey & Sussex Local Medical Committee Chief Executive (or nominated deputy)		✓	
Non-Voting members				
Caroline Cameron (CCa) OR Samantha Harris (SH)	NHS England Representative		✓	
Kate Scribbins (KS)	Surrey Healthwatch Representative		✓	
Tim Oliver (TO)	County Council Chair of the Health and Wellbeing Board or their nominated deputy		✓	
Dr Jonathan Inglesfield (JI)	GP Representative	✓		
Dr Susan Denton (SD)	GP Representative	A		
Dr Seda Boghossian-Tighe (SB)	GP Representation of SASSE Locality		✓	
Dr Deborah Shiel (DS)	GP Representative of Woking Locality		✓	
Dr Njaimeh Asamoah (NA)	GP representative of Thames Locality		✓	
Dr Robin Gupta (RGu)	CCG GP Representative of Dorking Locality			✓
Dr Nicky Kirby (Nki)	CCG GP Representative of Epsom Locality			✓
Dr Jill Evans (JE)	CCG GP Representative of East Elmbridge Locality			✓
Isata Green (IG)	Operational Practice Manager	✓		
Liz Reynolds (LR)	NWS CCG Operational Practice Manager		✓	
Vacant	Operational Practice Manager			
In Attendance				
Nikki Mallinder (NM)	Associate Director of Primary Care Development		A	
Helen Snelling (HS)	Head of Primary Care Contracts		✓	
Rachael Graham (RG)	Deputy Director of Non-Acute Contracts		✓	
Shelley Eugene (SE)	Head of Primary Care Development		A	
Kathleen Andrews (KA)	Primary Care Commissioning Manager		✓	
Elizabeth Davis (ED)	Head of Primary Care Commissioning & Development		✓	
Caroline Farrar (CFa)	Deputy Managing Director- G&W (Chair of G&W PCOG)		✓	

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Marion Heron (MH)	Commissioning Manager Mental Health & Learning Disabilities – G&W CCG	✓		
Safron Simmonds (SS)	Commissioning Manager Mental Health & Learning Disabilities – NWS CCG		✓	
Linda Honey (LH) <i>For item 7 via telecon</i>	Head of Medicines Optimisation- NWS		✓	
Elizabeth Ure (EU)	(Note-taker) Governance Manager & Governing Body Secretary		✓	
Rian Hoskins (RH)	(Note-taker) Corporate Administrator		✓	

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.

Item No.	Timings	Item	Action	Presenter	Paper No
1	10:30	Welcome and apologies		Convenor	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		PCCC iC 15-18
3		Quorum *	To note	Convenor	Verbal
4		Draft Minutes from the PCCC in Common meeting held on 14 September 2018	To approve	Convenor	PCCC iC 16-18
5		Action Log	To review	Convenor	PCCC iC 17-18
6	10:45	Chairs Report: <ul style="list-style-type: none"> Review of PCCC inC meetings including: <ul style="list-style-type: none"> PCCC Workplan; and Frequency- to move to bi-monthly meetings. 	To review/ To approve	Convenor/ All	PCCC iC 18-18 to follow
Commissioning, Development and Contracting					
7	10:55	Locally Commissioned Services: <ol style="list-style-type: none"> Severe Mental Illness (SMI) Physical Health Checks ADHD 	To approve	MH/ SS	PCCC iC 19-18
			To approve	LH	PCCC iC 20-18

Item No.	Timings	Item	Action	Presenter	Paper No
8	11:05	Primary Care Commissioning and Development Programme Assurance Report including Primary Care Home exception report	To review	ED	PCCC iC 21-18
Finance					
9	11:15	Month 5 Finance Reports: i. Guildford and Waverley ii. North West Surrey iii. Surrey Downs	To approve	CFu	PCCC iC 22-18 PCCC iC 23-18 PCCC iC 24-18
For Information					
10	11:25	PCOG Part One Minutes i. Guildford & Waverley: 31/08/18 ii. North West Surrey: 31/08/18 iii. Surrey Downs: 31/08/18	To approve	CFa/ CFu	PCCC iC 25-18 To follow
Other Business					
11	11:30	Any other business	To note	Convenor	
12	11:35	Meeting close		Convenor	
Future meeting dates:					
<ul style="list-style-type: none"> • 09 November 2018, NWS CCG offices – 58 Church Street, Weybridge, Surrey, KT13 8DP. • 14 December 2018, G&W CCG – Dominion House, Woodbridge Road, Guildford, GU1 4PU. • 11 January 2019, NWS CCG offices – 58 Church Street, Weybridge, Surrey, KT13 8DP. • 08 February 2019, G&W CCG – Dominion House, Woodbridge Road, Guildford, GU1 4PU. • 08 March 2019, NWS CCG offices – 58 Church Street, Weybridge, Surrey, KT13 8DP. 					
List of items discussed in September 2018 Part Two meetings					
<ol style="list-style-type: none"> 1. Primary Care Contract – Contractual Tracker (G&W & NWS) 2. Risk Register (part two) (G&W) 3. Issue Log (part two) (NWS) 4. Primary Care Contract Variations (G&W & NWS) 5. Care Quality Commission Visits (G&W & NWS) 6. PCOG (part two) minutes (G&W & NWS) 7. Estates Update (G&W) 8. ETTF (NWS) 9. List Capping (NWS) 					

***Quorum and Voting:**

The Quorum as per the Terms of References shall be:

- 9.1 A quorum shall be 5 voting members, to include one independent member¹, one clinician², the Joint Accountable Officer or Chief Finance Officer, and two other voting members.

¹ The “Independent Member” may be a lay or independent member, the independent GP member or the LMC representative.

² The “Clinician” may be an independent GP member, the Executive Director of Quality or the LMC representative (doctor).