

Primary Care Commissioning Committees in Common

AGENDA (Part One)

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

Date	11 January 2019	Time	10:45am – 12:45pm
Venue	NWS CCG, 58 Church St, Weybridge, Surrey, KT13 8DP (Rooms 2, 3 and 4)		

Item No.	Timings	Item	Action	Presenter	Paper No
1	10:45	Welcome and Apologies <ul style="list-style-type: none"> Peter Collis attending as Deputy for Jacqui Burke 		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	Convenor	PCCC iC 01-19
3		Quorum *	To note	Convenor	Verbal
4		Draft Minutes from the PCCC in Common Meeting held on 09 November 2018	To approve	Convenor	PCCC iC 02-19
5		Action Log	To review	Convenor	PCCC iC 03-19
6	11:00	Chair's Report	To note	Convenor	Verbal
Commissioning, Contracting and Localities Development					
7	11:05	Data Protection Officer for Surrey Heartlands GP Practices Note : Anthony Shipley will present this item	To approve	AS	PCCC iC 04-19
8	11:15	Interpreting and Translation Procurement Proposal <ul style="list-style-type: none"> Surrey Heartlands CCGs Surrey Heath CCG (Exclusion) 	To approve	HS	PCCC iC 05-19 PCCC iC 06-19

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

Item No.	Timings	Item	Action	Presenter	Paper No
9	11:25	Risk Log and Issues Log Delegated Commissioning – Guildford & Waverley CCG and North West Surrey CCGs <ul style="list-style-type: none"> Risk Log Issues Log 	To review	HS	PCCC iC 07-19 PCCC iC 08-19
10	11:35	Surrey Heartlands Primary Care Update – December 2018 <ul style="list-style-type: none"> Commissioning & Development Assurance Report Exception Report – ‘GP Quick Start Programme’ progress. Surrey Heartlands’ PCOGs’ minutes and recommendations <ul style="list-style-type: none"> i. NWS CCG PCOG – 26/10/2018 – Confirmed ii. GW CCG – 26/10/2018 – Confirmed iii. SD CCG – 26/10/2018 – Confirmed iv. SD CCG – 23/11/2018 – Unconfirmed 	To review	ED CFu CFa SE SE	PCCC iC 09-19
11	11:45	Primary Care Network Development	To note	ED	Verbal
12	11:50	Workforce Update Note : Joanna Hodgkinson will be in attendance for this item	To discuss	NM/JH	Presentation
13	12:00	Work Planner <ul style="list-style-type: none"> Primary Care Data Assurance Report for March 2019 	To review	NM	Verbal
Finance					
14	12:05	Month 8 Finance Reports 2018/19 <ul style="list-style-type: none"> Guildford and Waverley CCG North West Surrey CCG Surrey Downs CCG 	To note	CFu	PCCC iC 10-19 PCCC iC 11-19 PCCC iC 12-19
Any Other Business					
15	12.15	Any Other Business <ul style="list-style-type: none"> PCOG / PCCC Roles and Responsibilities 	To note	Convenor HS	PCCC iC 13-19

Item No.	Timings	Item	Action	Presenter	Paper No
16	12:45	Meeting Close		Convenor	
Future Meeting Dates					
<ul style="list-style-type: none"> • 08 March 2019, GW CCG – Dominion House, Woodbridge Road, Guildford, GU1 4PU • 10 May 2019, SD CCG – Cedar Court, Guildford Road, Leatherhead, KT22 9AE • 12 July 2019, NWS CCG – 58 Church Street, Weybridge, Surrey, KT13 8DP • 13 September 2019, GW CCG – Dominion House, Woodbridge Road, Guildford, GU1 4PU • 08 November 2019, SD CCG – Cedar Court, Guildford Road, Leatherhead, KT22 9AE 					
List of items discussed in 09 November 2018 part two meetings					
<ol style="list-style-type: none"> 1. Primary Care Contract – Contractual Tracker (GW & NWS) 2. Contract Variation Report (GW & NWS) 3. Care Quality Commission Report (GW & NWS) 4. Risk Register (part two) (GW) 5. Issue Log (part two) (NWS) 6. Estates Update (GW & NWS) 7. NiCS Federation – Business Case LTS 2018/19 (NWS) 8. Delegated Commissioning (NWS) 9. PCOG (Part Two) Minutes (GW & NWS) 					

*** Quorum and Voting (ToR as approved by Governing Bodies in Common on 26/09/2018)**

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).

Members/ Attendees

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Voting members				
Jonathan Perkins (JP)	Lay Member General, Surrey Heartlands CCGs (Convenor)		✓	
Sue Tresman (ST)	Deputy Lay Member General (PCCC), Surrey Heartlands CCGs (Vice Convenor)		✓	
Jacqui Burke (JB) Deputy for JB : Peter Collis (PC)	Lay Member Audit, Surrey Heartlands CCGs Deputy Lay Member Audit, Surrey Heartlands CCGs		A ✓	
Matthew Tait (MT)	Joint Accountable Officer, Surrey Heartlands CCGs		✓	
Karen McDowell (KM) Deputy for KM : Claire Fuller (CFu)	Chief Finance Officer, Surrey Heartlands CCGs Deputy Chief Finance Officer (Chair of NWS PCOG)		A ✓	
Clare Stone (CSt)	Executive Director of Quality, Surrey Heartlands CCGs		✓	
Dr David Ratcliffe (DR)	Independent GP		✓	
Dr Jane Dempster (JD)	Independent GP		✓	
Vicky Stobbart (VS)	Managing Director	✓		
Karen Thorburn (KT)	Managing Director		✓	
Colin Thompson (CT)	Managing Director			✓
Lynda MacDermott (LM)	Patient Lay Representative	✓		
Catherine Brunton-Green (CB)	Patient Lay Representative		✓	
Helen Atkinson (HA)	Surrey County Council Director of Public Health		✓	
Dr Clare Sieber (CSi)	Surrey & Sussex Local Medical Committee Chief Executive (or nominated deputy)		✓	
Non-Voting members				
Samantha Harris (SH)	NHS England Representative		✓	
Kate Scribbins (KS)	Surrey Healthwatch Representative		✓	
Tim Oliver (TO)	Surrey County Council Chair of the Health and Wellbeing Board (or nominated deputy)		A	
Caroline Farrar (CFa)	Deputy Managing Director – (Chair of GW PCOG)		✓	
Dr Jonathan Inglesfield (JI)	GP Representative	✓		
Dr Susan Denton (SD)	GP Representative	✓		
Dr Seda Boghossian-Tighe (SB)	GP Representative, SASSE Locality		✓	

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Dr Deborah Shiel (DS)	GP Representative, Woking Locality		✓	
Dr Njaimeh Asamoah (NA)	GP Representative, Thames Locality		✓	
Dr Robin Gupta (RGu)	GP Representative, Dorking Locality			✓
Dr Nicky Kirby (NK)	GP Representative, Epsom Locality			✓
Dr Jill Evans (JE)	GP Representative, East Elmbridge Locality			✓
Isata Green (IG)	Operational Practice Manager	✓		
Liz Reynolds (LR)	Operational Practice Manager		✓	
Vacant	Operational Practice Manager			-
In Attendance				
Nikki Mallinder (NM)	Associate Director of Primary Care Development		✓	
Helen Snelling (HS)	Head of Primary Care Contracts		✓	
Rachael Graham (RGr)	Deputy Director of Non-Acute Contracts		✓	
Shelley Eugene (SE)	Head of Primary Care Development		✓	
Elizabeth (Liz) Davis (ED)	Head of Primary Care Commissioning & Development		✓	
Anthony Shipley (AS)	Deputy Director of Corporate Affairs		✓ (Item 6)	
Joanna Hodgkinson (JH)	Primary Care Workforce Tutor		✓ (Item 12)	
Elizabeth Ure (EU)	Governance Manager		✓	
Rian Hoskins (RHo)	(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.