

Primary Care Commissioning Committees in Common

AGENDA (Part One)

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

Date	08 March 2019	Time	09:30am – 11:55am
Venue	G&W CCG, Third Floor, Dominion House, Woodbridge Road, Guildford, GU1 4PU (Board Room)		

Item No.	Timings	Item	Action	Presenter	Paper No
1	09:30am	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	Convenor	PCCC iC 14-19
3		Quorum *	To note	Convenor	Verbal
4		Draft Minutes from the PCCC in Common Meeting Held on 11 January 2019	To approve	Convenor	PCCC iC 15-19
5		Action Log	To review	Convenor	PCCC iC 16-19
6	09:45am	SD CCG Chair's Action: ADHD Services	To approve	Convenor	PCCC iC 17-19
7	09:50am	Chair's Report	To note	Convenor	Verbal
8	09:55am	Committee Effectiveness Framework <ul style="list-style-type: none"> • Terms of Reference Review • PCCC Part Two in Common 	To approve	Convenor	PCCC iC 18-19
Commissioning, Contracting and Localities Development					
9	10:05am	SD CCG Delegation <ul style="list-style-type: none"> • Delegation Agreement • Transition of Functioning from NHS England 	To note	HS/CT	PCCC iC 19-19

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

Item No.	Timings	Item	Action	Presenter	Paper No
10	10:15am	Risk Register and Issues Log <ul style="list-style-type: none"> Risk Register Issues Log 	To review	HS	PCCC iC 20-19 PCCC iC 21-19
11	10:25am	Surrey Heartlands Primary Care Update – February 2019 <ul style="list-style-type: none"> Commissioning & Development Assurance Report Data Protection Officer Role and Programme Plan Primary Care Networks (PCN) Update Surrey Heartlands' PCOGs' Minutes and Recommendations <ol style="list-style-type: none"> NWS CCG PCOG – 30/11/2018 – Confirmed NWS CCG PCOG – 25/01/2019 – Confirmed NWS CCG PCOG – 22/02/2019 - Unconfirmed GW CCG – 30/11/2018 – Confirmed GW CCG – 25/01/2019 – Confirmed GW CCG – 22/02/2019 - Unconfirmed SD CCG – 23/11/2018 – Confirmed SD CCG – 18/01/2019 – Confirmed SD CCG – 15/02/2019 – Unconfirmed 	To review	NM CFu NM SE	PCCC iC 22-19
12	10:40am	Surrey Heartlands Prescribing Scheme <ul style="list-style-type: none"> NWS CCG Medicines Optimisation Quality Delivery Scheme G&W CCG Local Prescribing Scheme SD CCG Level 1 Prescribing Scheme 	To approve	NM	PCCC iC 23-19 PCCC iC 24-19 PCCC iC 25-19
13	10:55am	Booking of Extended Access Appointments Evaluation	To review	SE	Verbal
14	11:05am	GP Contract Reform	To review	NM/HS	PCCC iC 26-19

Item No.	Timings	Item	Action	Presenter	Paper No
15	11:20am	Clinical Waste Management Contract Proposal	To approve	HS	PCCC iC 27-19
Finance					
16	11:30am	Month 10 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 28-19 PCCC iC 29-19 PCCC iC 30-19
17	11:45am	DOCMAN CAS – Financial Assistance	To note	NM	PCCC iC 31-19
Any Other Business					
18	11:50am	Any Other Business	To note	Convenor	
19	11:55am	Meeting Close		Convenor	
Future Meeting Dates					
<ul style="list-style-type: none"> • 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 11 January 2019 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. Minor Improvement Grant Update (NWS) 8. GP Resilience Programme 2018/19 (GW, NWS & SD) 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)	Lay Member Audit, Surrey Heartlands CCGs		✓	
Matthew Tait (MT)	Joint Accountable Officer, Surrey Heartlands CCGs		A	
Karen McDowell (KM)	Chief Finance Officer, Surrey Heartlands CCGs		A	
Deputy for KM : Claire Fuller (CF)	Deputy Chief Finance Officer (Chair of NWS PCOG)		✓	
Clare Stone (CS)	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		A	
Dr Clare Sieber (CSi)	Surrey & Sussex Local Medical Committee Medical Director (or nominated deputy)		A	
Dr Julius Parker (JPa)	Surrey & Sussex Local Medical Committee Chief Executive		✓	
Non-Voting members				
Samantha Harris (SHa)	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	
Dr Jonathan Inglesfield (JI)	GP Representative (Cranleigh Medical Practice)	✓		
Dr Susan Denton (SDe)	GP Representative (Guildowns Group Practice)	✓		
Dr Seda Boghossian-Tighe (SB)	GP Representative, SASSE Locality (Staines Thameside Medical)		✓	
Dr Deborah Shiel (DS)	GP Representative, Woking Locality (Hillview Medical Centre)		✓	

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Dr Njaimeh Asamoah (NA)	GP Representative, Thames Medical Locality (Crouch Oak Family Practice)		A	
Dr Robin Gupta (RG)	GP Representative, Dorking Locality (Brockwood Medical Practice)			✓
Dr Nicky Kirby (NK)	GP Representative, Epsom Locality (Longcroft Clinic)			✓
Dr Jill Evans (JE)	GP Representative, East Elmbridge Locality (Esher Green Surgery)			✓
Isata Green (IGr)	Operational Practice Manager (Fairlands Medical Practice)	✓		
Liz Reynolds (LR)	Operational Practice Manager (Wey Family Practice)		✓	
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		✓	
Jules Wilmshurst-Smith (JW)	Head of Estates		✓	
Michelle Hayman-Joyce (MH)	Programme Manager for UC, PC and OOH		✓	
Justin Dix (JDi)	Head of Governance and Risk		✓	
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.