

PRIMARY CARE COMMISSIONING COMMITTEES IN COMMON PART ONE

AGENDA

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

Date	10 May 2019	Time	09:30- 11:40
Venue	Cedar and Hazel Room, First Floor, SD CCG, Cedar Court, Guildford Road, Leatherhead, Surrey, KT22 9AE		

Item No.	Timings	Item	Action	Presenter	Paper No
1	09:30	Welcome, Introductions and Apologies		Convener	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	Convener	1
3		Quorum *	To confirm	Convener	Verbal
4		Minutes from Last Meeting on 08 March 2019	To approve	Convener	2
5		Action Log		Convener	3
6	09:45	Terms of Reference (ToR)	To approve	Convener	4

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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
Chair Items					
7	09:55	Chair's Action: Interpretation and Translation Services Procurement Proposal	To approve	Convenor	5
8	10:00	Chair's Report	To note	Convenor	Verbal
Commissioning, Contracting and Localities Development					
9	10:05	Risk Register and Issues Log <ul style="list-style-type: none"> Risk Register Issues Log 	To review	HS	6 7
10	10:15	Care Quality Commission (CQC) Report	To note	HS	8
11	10:20	Primary Care Core General Practitioner (GP) Contract <ul style="list-style-type: none"> Technical Guidance Primary Care Network (PCN) Directed Enhanced Services (DES) Support Offer 	To review	NM	9
12	10:35	Estates Update	To review	NM	10
13	10:45	Primary Care Programme Project Update – April 2019 <ul style="list-style-type: none"> Commissioning & Development Assurance Report Surrey Heartlands' Primary Care Operational Groups' (PCOG) Minutes and Recommendations <ol style="list-style-type: none"> NWS CCG PCOG – 22/02/2019 – Confirmed NWS CCG PCOG – 29/03/2019 – Confirmed NWS CCG PCOG – 26/04/2019 - Unconfirmed G&W CCG – 22/02/2019 – Confirmed 	To review	NM	11

Item No.	Timings	Item	Action	Presenter	Paper No
		v. G&W CCG – 20/03/2019 – Confirmed vi. G&W CCG – 26/04/2019 - Unconfirmed vii. SD CCG – 15/02/2019 – Confirmed viii. SD CCG – 22/03/2019 – Confirmed ix. SD CCG – 26/04/2019 – Unconfirmed			
14	10:55	Extended Access	To review	NM	12
15	11:05	General Practice Forward View (GPFV) Review and Update	To review	NM	13
Finance					
16	11:20	Month 12 Finance Reports 2018/19 <ul style="list-style-type: none"> • G&W CCG • NWS CCG • SD CCG 	To note	CF	14 15 16
Any Other Business (AOB)					
17	11:35	AOB		All	
18	11:40	Meeting Close			
Future Meeting Dates: <ul style="list-style-type: none"> • 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 					

***Quorum** 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	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Convener				
Jonathan Perkins (JP)	Lay Member General, Surrey Heartlands CCGs			
Voting Members				
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		✓	
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 (CSt)	Executive Director of Quality, Surrey Heartlands CCGs		✓	
Dr David Ratcliffe (DR)	Independent GP		✓	
Dr Jane Dempster (JDe)	Independent GP		✓	
Vicky Stobart (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		✓	
TBA	Patient Lay Representative			-

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Helen Atkinson (HA)	Surrey County Council Director of Public Health		✓	
Dr Clare Sieber (CSi)	Surrey & Sussex Local Medical Committee Medical Director (or nominated deputy)		✓	
Non-Voting Members				
Samantha Harris (SHa)	NHS England Representative		✓	
Kate Scribbins (KS)	Surrey Healthwatch Representative		✓	
Sinead Mooney (SM)	Surrey County Council Chair of the Health and Wellbeing Board (or nominated deputy)		✓	
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)		✓	
Dr Njaimh Asamoah (NA)	GP Representative, Thames Medical Locality (Crouch Oak Family Practice)		✓	
Dr Robin Gupta (RGu)	GP Representative, Dorking Locality (Brockwood Medical Practice)			✓

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
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)		✓	
Claire Yarborough (CY)	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		✓	
Justin Dix (JDi)	(Minute-Taker) Head of Governance and Risk		✓	
James Stanton (JS)	(Minute-Taker) Governance Manager		✓	
Rian Hoskins (RH)	(Minute-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.