

PRIMARY CARE COMMISSIONING COMMITTEES IN COMMON PART ONE

AGENDA

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

Date	08 November 2019	Time	09:00- 11:50
Venue	Martineau Hall, Dorking Halls, Reigate Road, Dorking, Surrey, RH4 1SG		

Item No.	Timings	Item	Action	Presenter	Paper No
1	09:00	Welcome, Introductions and Apologies <ul style="list-style-type: none"> Confirmation of Convener 		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		Quorums *	To confirm	Convener	Verbal
4		Minutes from previous meetings: <ul style="list-style-type: none"> a) ES CCG – 17/09/2019 b) G&W / NWS / SD CCGs – 13/09/2019 	To approve	Convener	2a 2b
5		Action Log <ul style="list-style-type: none"> a) ES CCG b) G&W / NWS / SD CCGs 		Convener	3a 3b

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Working together across Surrey Heartlands

Item No.	Timings	Item	Action	Presenter	Paper No
Chair's Actions					
6	09:20	New Inn Surgery Closure	To ratify	Convenor	4
7		GP Online Consulting	To ratify	Convenor	5
8		Locally Commissioned Service for Antipsychotic Drug Administration in Primary Care	To ratify	Convenor	6
Finance					
9	09:25	2019/20 Month Six Finance Reports <ul style="list-style-type: none"> • ES CCG • G&W CCG • NWS CCG • SD CCG 	To note	AL	7 8 9 10
10		09:45			Delegated Reserve Budget Underspend
Commissioning, Contracting and Localities Development					
11	09:55	Atypical Practice	To approve	NM	12
12	10:05	Implementing Long Term Plan in Primary Care and the Community	To note	NM	13
13	10:15	PCN Development Support Fund	To note	NM / KL	14
14	10:25	Population Health and Mental Health PCN Pilots	To note	NM	Verbal
15	10:30	Risk Register	To approve	HS	15
16	10:40	Issues Log	To approve	HS	16
17	10:50	Programme of Work	To note	NM	17
18	10:55	Care Quality Commission Report	To note	HS	18
19	11:05	GP Resilience Funding Criteria Approach	To approve	KL	19
20	11:15	East Surrey GP Forward View	To note	NM / SB	20
21	11:25	Primary Care Structure	To note	NM	21
22	11:35	East Surrey CCG Quality and Primary Care Highlight Report	To note	SB	22

Item No.	Timings	Item	Action	Presenter	Paper No
23	11:40	Primary Care Contracting Tracker Report	To note	HS	23
Any Other Business					
24	11:45	AOB	To note	All	
25	11:50	Meeting Close			
Future Meeting Dates					
<ul style="list-style-type: none"> • Friday 10 January 2020 – NWS CCG • Friday 13 March 2020 – Venue TBC 					

***Quorum** for each CCG shall be as below:

NHS East Surrey CCG	Quorum for the meeting will be at least four (4) out of seven (7) voting members present and one (1) out of two (2) non-voting members present (where conflicts of interest have been appropriately managed) with the majority of lay and executive members.
NHS Guildford and Waverley CCG / NHS North West Surrey CCG / NHS Surrey Downs CCG	A quorum shall be 5 voting members, to include one independent member ¹ , one clinician ² , 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 Local Medical Committee representative.

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

Members/ Attendees

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
Voting Members					
Jonathan Perkins (JP)	Lay Member, General (Convenor)			✓	
David Congdon (DC)	Lay Member for Primary Care Commissioning (Co-Convenor)	✓			
Jacqui Burke (JB)	Lay Member, Audit			✓	
Adrian Brown (AB)	Lay Member, Audit	A			
Matthew Tait (MT)	ICS Chief Officer			✓	
Carol Pearson (CP)	Lay Member for Finance	A			
Karen McDowell (KMc) Deputy for KMc: Andy Law (AL)	ICS Director of Finance Associate Director of Finance, NWS CCG			A ✓	
Debbie Stubberfield (DS)	Governing Body Independent Nurse Member	✓			
Clare Stone (CSt)	ICS Director of Quality and Surrey Heartlands CCGs Chief Nurse			✓	
Dr David Ratcliffe (DR)	Independent GP			✓	
Dr Jane Dempster (JD)	Independent GP			✓	
Sumona Chatterjee (SC)	Integrated Care Partnership Director	✓			
Vicky Stobart (VS) Giles Mahoney (GM)	ICP Director		✓ A		
Jack Wagstaff (JW)	ICP Director			✓	
Colin Thompson (CT)	ICP Director				✓
Yvette Robbins (YR)	Lay Member for Patient and Public Engagement	✓			
Lynda MacDermott (LM)	Patient Lay Representative		✓		
Catherine Brunton-Green (CB)	Patient Lay Representative			✓	
Jacky Oliver (JO)	Patient Lay Representative				A
Ruth Hutchinson (Rhu)	Interim Director of Surrey County Council Public Health			✓	
Dr Karthiga Gengatharan (KG)	East Sussex Local Medical Committee Medical Director			✓	

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
Non-Voting Members					
Caroline Cameron (CC)	NHS England Representative		✓		
Kate Scribbins (KS)	Surrey Healthwatch Chief Executive		✓		
Sinead Mooney (SM)	SCC Cabinet Member for Health and Wellbeing			A	
Deputy for SM: Alison Griffiths (AG)	Deputy SCC Cabinet Member for Health and Wellbeing			A	
Caroline Farrar (CF)	Programme Director for Integrated Care		✓		
Dr Howard Cohen (HC)	GP Member of the GB (Elizabeth House Medical Practice)	A			
Dr David Hill (DH)	GP Member of the GB (Oxted Health Centre)	A			
Dr Jonathan Inglesfield (JI)	GP Representative (Cranleigh Medical Practice)		✓		
Dr Susan Denton (SDe)	GP Representative (Guildowns Group Practice)		✓		
TBA	GP Representative for Stanwell, Ashford, Staines, Shepperton and Egham (SASSE) Locality			-	
Dr Njaimeh Asamoah-Owusu (NA)	GP Representative, Thames Medical Locality (Crouch Oak Family Practice)			✓	
Dr Deborah Shiel (DS)	GP Representative, Woking Locality (Hillview Medical Centre)			✓	
Dr Robin Gupta (RGU)	GP Representative, Dorking Locality (Longcroft Clinic)				✓
Dr Nazila Toumadj (NT)	GP Representative, East Elmbridge Locality (Capelfield Surgery)				✓
Dr Nicky Kirby (NK)	GP Representative, Epsom Locality (Longcroft Clinic)				✓
TBA	Operational Practice Manager	-			
Isata Green (IGr)	Operational Practice Manager (Fairlands Medical Practice)		✓		
Liz Reynolds (LR)	Operational Practice Manager (Wey Family Practice)			✓	
Claire Yarborough (CY)	Operational Practice Manager (Cobham Health Centre)				A
In Attendance					
Helen Snelling (HS)	Head of Primary Care Contracts			✓	
Rachael Graham (RGr)	Deputy Director of Non-Acute Contracts			✓	

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
Nikki Mallinder (NM)	Associate Director of Primary Care Commissioning and Development			✓	
Sara Brine (SB)	Head of Primary Care Commissioning and Development	✓			
Hannah Yasuda (HY)	Head of Primary Care Commissioning and Development		✓		
Kate Lavery (KL)	Head of Primary Care Commissioning and Development			✓	
Shelley Eugene (SE)	Head of Primary Care Commissioning and Development				✓
Jules Wilmshurst-Smith	Head of Estates			✓	
James Stanton (JS)	(Minute-Taker) Governance Manager			✓	
Rian Hoskins (RHo)	(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.