

## Surrey Downs Clinical Commissioning Group

### Governing Body Meeting: Friday 27<sup>th</sup> November 2015, 1.00 – 3.30pm

Leatherhead Leisure Centre, Guildford Rd, Leatherhead, Surrey KT22 9BL

For details of the meeting and general information about Surrey Downs CCG visit our website [www.surreydownsccg.nhs.uk](http://www.surreydownsccg.nhs.uk)

### AGENDA

Standing items			
1.	<b>Welcome and introductions</b> – <i>Acting Chairman</i>	To Note	-
2.	<b>Apologies for absence</b> – <i>Acting Chairman</i>	To Note	-
3.	<b>Register of Members’ Interests and potential conflicts of interest</b> – <i>Acting Chairman</i>	To Note	Att 1.
4.	<b>Questions from the public</b> - <i>Acting Chairman</i>	To Discuss	-
5.	<b>Minutes of the Governing Body Meeting held on 25<sup>th</sup> September 2015</b> – <i>Acting Chairman</i>	To Agree	Att 2.
6.	<b>Matters arising not on the agenda</b> - <i>Acting Chairman</i>	To Discuss	-
7.	<b>Acting Clinical Chief Officer’s Report</b> – <i>Acting Clinical Chief Officer</i>	To Discuss	Att 3.
Month 7 Delivery			
8.	<b>Finance Report</b> – <i>Chief Finance Officer</i>	To Agree	Att 4.
9.	<b>Quality and Performance Report</b> – <i>Head of Clinical Quality / Chief Finance Officer</i>	To Agree	Att 5.

10.	<b>Risk Profile</b> – <i>Chief Finance Officer</i>	To Agree	Att 6.
<b>Five Year Forward View: Commissioning and Strategy</b>			
11.	<b>2016/17 Commissioning Intentions</b> – <i>Director of Commissioning and Strategy</i>	To Agree	Att 7.
12.	<b>Epsom Clinical Assessment and Diagnostic Unit (CADU)</b> – <i>Director of Commissioning and Strategy</i>	To Note	Att 8.
13.	<b>Community Hospitals Consultation</b> – <i>Director of Commissioning and Strategy</i>	To Note	Att 9.
<b>Business items</b>			
14.	<b>Financial Controls Assurance</b> – <i>Chief Finance Officer</i>	To Agree	Att 10.
15.	<b>Safeguarding Adults Policy</b> – <i>Chief Operating Officer</i>	To Agree	Att 11.
16.	<b>Emergency Preparedness, Resilience and Response: NHS England Assurance</b> – <i>Chief Operating Officer</i>	To Agree	Att 12.
<b>Committee Reports</b>			
17.	<b>Audit Committee Report</b> - <i>Chair of the Committee.</i>	To Note	Att 13.
18.	<b>Finance and Performance Committee Report</b> – <i>Chair of the Committee</i>	To Note	Att 14.
19.	<b>Quality Committee Report</b> - <i>Chair of the Committee.</i>	To Note	Att 15.
20.	<b>Remuneration and Nominations Committee Report</b> - <i>Chair of the Committee.</i>	To note	Att 16.

Other matters			
21.	Any other business - <i>Acting Chairman</i>	To Discuss	Verbal

### Date of next meeting

The next full meeting of the Governing Body in Public is on the 29th January 2016 at 1pm, venue to be confirmed (please note this is a change from the original date of the 22<sup>nd</sup>).

### Important information on the conduct of this meeting

- In accordance with the CCG's constitution and Section C3.17 (i) (ii) and Sections 1(2) and 1(8) of the Public Bodies (Admission to Meetings Act 1960), it is resolved that it may be necessary for representatives of the press and other members of the public to be excluded from any section of this meeting wherein public discussion, having regard to the confidential nature of the business to be transacted, would be prejudicial to the public interest.
- The quorum of the meeting of the Governing Body shall be not less than one third of the members of the Governing Body present, at least one (1) of whom shall be a Lay Member, one (1) an employee of the Group and two (2) clinical members.
- This meeting is being recorded to ensure the accuracy of the minutes.
- Freedom of Information Act: Those present at the meeting should be aware that their names and designations may be recorded in the minutes of this meeting, which will be published on the CCG's web site and otherwise freely available.

## **Circulation**

### **Governing Body members:**

Peter Collis	Lay member for Governance; Acting Chair
Dr Claire Fuller	Acting Clinical Chief Officer
Karen Parsons	Chief Operating Officer
Matthew Knight	Chief Finance Officer
James Blythe*	Director of Strategy and Commissioning
Dr Jill Evans	East Elmbridge Locality Chair / GP member
Dr Simon Williams	Epsom Locality Chair / GP member
Dr Robin Gupta	Dorking Locality Chair / GP member
Dr Ibrahim Wali	GP member
Dr Andrew Sharpe	GP member
Dr Hazim Taki	GP member
Dr Kate Laws	GP member
Dr Suzanne Moore	GP member
Dr Louise Keene	GP member
Dr Russell Hills	GP Member
Dr Mark Hamilton	Secondary Care Doctor
Debbie Stubberfield	Independent Nurse
Jackie Oliver	Lay Member for Patient and Public Engagement
Gill Edelman	Lay Member for Patient and Public Engagement
Jonathan Perkins	Lay Member for Governance
Eileen Clark *	Chief Nurse
Yvonne Rees *	Surrey County Council representative

### **In attendance:**

Antony Collins	Turnaround Director
Ruth Hutchinson	Surrey County Council Public Health
Mr Cliff Bush	Independent observer
Justin Dix	Governing Body Secretary

*\* Denotes non-voting member*