



Surrey Downs Clinical Commissioning Group

Governing Body Meeting

Friday, 29th January 2016

1.00 – 3.30 pm

St Mary's Church Hall, Stoke Road, Stoke D'Abernon, Surrey KT11 3PX

Chair: Dr Claire Fuller, Clinical Chair

For details of the meeting and general information about Surrey Downs CCG visit our website www.surreydownsccg.nhs.uk.

With reference to item 4, individuals that have an interest in a specific agenda item might be directed not to take part in discussions or may be required to leave the meeting for the duration of that item, the Chairman's decision on this matter to be final following any review of whether a conflict of interest exists.

Agenda

Meeting matters (1.00 – 1.30)			
Item	Subject and presenter	Attach.	To:
1)	Welcome and introductions - Chairman		NOTE
2)	Apologies for absence – Chairman		NOTE
3)	Quorum - Chairman		AGREE
4)	Register of Members' Interests and potential conflicts of interests relevant to the meeting - Chairman	01	NOTE
5)	Questions from the public – Chairman		DISCUSS
6)	Minutes of the last meeting, held on 27 th November 2015 – For accuracy - Chairman	02	AGREE

7)	Matters arising - Chairman		AGREE
8)	Chief Officer's Report – Interim Chief Officer	03	DISCUSS
Month 9 Delivery (1.30 – 2.10)			
Item	Subject and presenter	Attach.	To:
9)	Finance Report – Chief Finance Officer	04	AGREE
10)	Quality and Performance Report – Interim Director of Clinical Performance and Delivery	05	AGREE
11)	Risk Profile – Chief Finance Officer	06	AGREE
Five Year Forward View: Commissioning and Strategy (2.10 – 2.50)			
Item	Subject and presenter	Attach.	To:
12)	Operating Plan 2016/17 – Director of Commissioning and Strategy	07	NOTE
13)	Chairman's Action – South West London and Surrey Downs CCG collaboration – Chairman	08	NOTE
14)	Dorking locality and its partners' presentation on its aspirations and plans – Dorking Locality Chair		DISCUSS
Business Items (2.50 – 3.10)			
Item	Subject and presenter	Attach.	To:
15)	Committee Terms of Reference – Clinical Chair	09	AGREE
16)	Equality and Diversity Annual Report – Clinical Chair	10	AGREE

Committee Reports (3.10 – 3.25)

Item	Subject and presenter	Attach.	To:
17)	Audit Committee Report – Chair of the Committee	11	NOTE
18)	Finance and Performance Committee Report – Chair of the Committee	12	NOTE
19)	Quality Committee Report – Chair of the Committee	13	NOTE
20)	Remuneration and Nominations Committee Report – Chair of the Committee	14	NOTE

Other matters (3.25 – 3.30)

Item	Subject and presenter	Attach.	To:
21)	Any other urgent business – Clinical Chair		DISCUSS
22)	Meeting dates for 2016/17 (See below)		NOTE
23)	Date of next meeting – the next full meeting of the Governing Body in Public is on 18 th March 2016 at 1.00 pm, venue to be confirmed.		NOTE

Future meetings of the Governing Body. Please note these may be subject to change; for information on this and on venues please see the CCG website www.surreydownsccg.nhs.uk

Year	Month	Date	Public / seminar	Time
2016	February	26/02/2016	Governing Body Seminar	1.30 - 5.00
2016	March	18/03/2016	Governing Body in Public	1.00 - 3.30
2016	April	29/04/2016	Governing Body Seminar	1.30 - 5.00
2016	May	27/05/2016	Governing Body in Public	1.00 - 3.30
2016	July	01/07/2016	Governing Body Seminar	1.30 - 5.00
2016	July	29/07/2016	Governing Body in Public	1.00 - 3.30
2016	September	30/09/2016	Governing Body in Public (followed by the CCG's AGM)	1.00 - 3.30
2016	October	21/10/2016	Governing Body Seminar	1.30 - 5.00
2016	November	25/11/2016	Governing Body in Public	1.00 - 3.30
2016	December	16/12/2016	Governing Body Seminar	2.00 - 5.00
2017	January	27/01/2017	Governing Body in Public	1.00 - 3.30
2017	February	24/02/2017	Governing Body Seminar	1.30 - 5.00
2017	March	31/03/2017	Governing Body in Public	1.00 - 3.30

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:

Ralph McCormack	Interim Chief Officer
Peter Collis	Lay member for Governance
Dr Claire Fuller	Clinical Chair
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

* Denotes non-voting member

In attendance:

Karen Parsons	Interim Director of Transition
Antony Collins	Interim Turnaround Director
Steve Hams	Interim Director of Clinical Performance and Delivery
Ruth Hutchinson	Surrey County Council Public Health
Mr Cliff Bush	Independent observer
Justin Dix	Governing Body Secretary