



Surrey Downs Clinical Commissioning Group

Governing Body Meeting

Friday, 29th July 2016

1.00 – 3.30 pm

Leatherhead Leisure Centre, Guildford Road, Leatherhead KT22 9BL

Chair: Dr Claire Fuller, Clinical Chair

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

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 May 2016 – for accuracy - Chairman	02	AGREE
7)	Matters arising and action log – Chairman	03	AGREE
8)	Chief Officer's Report – Interim Chief Officer	04	NOTE
Five Year Forward View: Commissioning and Strategy (1.30 – 2.30)			
Item	Subject and presenter	Attach	To:
9)	Community Hospitals Decision – Director of Commissioning and Strategy	05	AGREE
10)	Epsom Health and Care update – Director of Commissioning & Strategy/Epsom Health and Care Programme Director	06	NOTE
11)	Primary Care Strategy – Director of Commissioning and Strategy	07	AGREE
12)	CCG Outcome Indicators for 2015/16 – Interim Director of Clinical Performance and Delivery	08	NOTE
13)	Chairman's Actions <ul style="list-style-type: none"> • Ratification of recommendations from the Children's Community Health Services Committees in Common • Nomination of two deputies for Surrey Downs representatives on the Children's CIC and Stroke CIC 	09	NOTE
Delivery (2.30 – 3.00)			
Item	Subject and presenter	Attach	To:
14)	Finance Report – Chief Finance Officer	10	AGREE
15)	Commissioning for Value (Right Care) – Interim Director of Clinical Performance and Delivery	11	NOTE
16)	Quality and Performance Report – Chief Nurse	12	AGREE

Governance and Organisational Development (3.00 – 3.10)

Item	Subject and presenter	Attach	To:
17)	Adult Safeguarding Annual Report – Chief Nurse	13	AGREE
18)	Clinical Polices – Director of Commissioning & Strategy <ul style="list-style-type: none"> • Procedures for Limited Clinical Effectiveness (TNRF2) Policy 	14	AGREE
19)	HR Polices – Interim Chief Officer <ul style="list-style-type: none"> • Probationary Period • Career Break • Interim Guidelines • Learning & Development 		NOTE
20)	Risk Management Policies – Chief Finance Officer <ul style="list-style-type: none"> • Emergency Planning and Business Continuity Policies and Plans • Emergency Preparedness, Resilience and Response Policy 	15	AGREE

Seminar and Committee Matters (3.10 – 3.25)

Item	Subject and presenter	Attach	To:
21)	Amendment to the Remuneration & Nominations Committee Terms of Reference	16	AGREE
22)	Meetings and Committee Reports <ul style="list-style-type: none"> • Governing Body Seminar Report – Chairman • Clinical Cabinet Report – Chairman • Audit Committee Report – Chair of the Committee • Finance and Performance Committee Report – Chair of the Committee • Quality Committee Report – Chair of the Committee • Remuneration and Nominations Committee Report – Chair of the Committee 	17	NOTE

Other matters (3.25 – 3.30)

Item	Subject and presenter	Attach	To:
23)	Any other urgent business – Chairman		DISCUSS
24)	Meeting dates for 2016/17 (See below)		NOTE
25)	Date of next meeting – the next full meeting of the Governing Body in Public is on 30 th September 2016 at 1.00 pm at Dorking Halls, Dorking		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	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:

James Blythe*	Director of Strategy and Commissioning
Eileen Clark*	Head of Clinical Quality, Clinical Governance and Patient Safety/Chief Nurse
Peter Collis	Lay member for Governance
Gill Edelman	Lay Member for Patient and Public Engagement
Dr Claire Fuller	Clinical Chair
Dr Hannah Graham	GP Governing Body
Dr Russell Hills	GP Governing Body
Dr Louise Keene	GP Governing Body
Dr Tony Kelly	Secondary Care Doctor
Matthew Knight	Chief Finance Officer
Ralph McCormack	Interim Chief Officer
Jacky Oliver	Lay Member for Patient and Public Engagement
Jonathan Perkins	Lay Member for Governance
Dr Tim Powell	GP Governing Body
Yvonne Rees *	Surrey County Council representative
Dr Andrew Sharpe	GP Governing Body
Debbie Stubberfield	Independent Nurse

* Denotes non-voting member

In attendance:

Jane Chalmers	Head of PMO
Steve Hams	Interim Director of Clinical Performance and Delivery
Ruth Hutchinson	Surrey County Council Public Health
Justin Dix	Governing Body Secretary
Karen Rodgers	Exec PA (minute taker)

List of Acronyms

A&E	Accident and Emergency
ACG	Adjust Clinical Grouper
ADHD	Attention Deficit Hyperactivity Disorder
AHSN	Academic Health Science Network
AQP	Any Qualified Provider
ARA	Annual Report and Accounts
ASCOF	Adult Social Care Outcomes Framework
ASD	Autism Spectrum Disorder
BCF	Better Care Fund
BI	Business Intelligence
CAU	Community Assessment Unit
CBT	Cognitive Behaviour Therapy
CCG	Clinical Commissioning Group
CDiff	Clostridium Difficile
CDSS	Computer Decision Support Software
CES	Commissioning Enablement Service
CHC	Continuing Health Care
CMS	Contract Management Solutions
COPD	Chronic Obstructive Pulmonary Disease
CPA	Care Programme Approach
CPT	Combined Predictive Tool
CQC	Care Quality Commission
CQRM	Clinical Quality Review Meeting
CQUIN	Commissioning for Quality and Innovation
CSH	Central Surrey Health
CSO	Commissioning Support Officer
CSU	Commissioning Support Unit
DH	Department of Health
DHR	Domestic Homicide Review
DTA	Decision To Admit
DTOC	Delayed Transfers of Care
ED	Emergency Department
EDICS	Epsom Downs Integrated Care Services
ESTH	Epsom and St Helier University Hospitals NHS Trust
FFT	Friends and Family Test
GP	General Practitioner
HASC	Health and Social Care Scrutiny Committees
HCAI	Healthcare Associated Infection
HES	Hospital Episode Statistics
HHR	Hampshire Health Record
HoNOS	Health of the Nation Outcome Score
HRG	Healthcare Resource Groups
HSCIC	Health and Social Care Information Centre
HSE	Health and Safety Executive
HSMI	Hospital Standardised Mortality Ratios

HWB	Health and Wellbeing Board
IAPT	Improving Access to Psychological Therapies
IC	Information Centre
INR	International Normalised Ratio
IP	In-Patient
JSNA	Joint Strategic Needs Assessment
KHFT	Kingston Hospital NHS Foundation Trust
LA	Local Authority
LES	Local Enhanced Services
LT	Local Team
MRSA	Methicillin-Resistant <i>Staphylococcus Aureus</i>
MSA	Mixed Sex Accommodation
MSK	Musculoskeletal
N3	The National Network
NHS	National Health Service
NICE	National Institute for Health and Care Excellence
NHSE	NHS England
OCD	Obsessive Compulsive Disorder
OOH	Out of Hours
OP	Out-Patient
PA	Personal Assistant
PALS	Patient Advice and Liaison Service
PARR	Patients at Risk of Re-Hospitalisation
PBC	Practice Based Commissioning
PbR	Payment by Results
PC	Personal Computer
PFI	Private Finance Initiative
PH	Public Health
PIR	Post Infection Review
PYLL	Potential Years of Life Lost
QA&E	Quality Assurance and Evaluation
QIPP	Quality, Innovation, Productivity and Prevention
QOF	Quality and Outcomes Framework
QTD	Quarter To Date
RCA	Root Cause Analysis
RTT	Referral to Treatment Time
SABP	Surrey and Borders Partnership NHS Foundation Trust
SASH	Surrey and Sussex Healthcare NHS Trust
SCR	Serious Case Review
SDCCG	Surrey Downs Clinical Commissioning Group
SECamb	South East Coast Ambulance Service NHS Foundation Trust
SHMI	Summary Hospital-level Mortality Indicator
SI	Serious Incident
SIRI	Serious Incident Requiring Investigation
SSAB	Surrey Safeguarding Adults Board
SSCB	Surrey Safeguarding Children Board
STEIS	Strategic Executive Information System
STP	Sustainability and Transformation Plan
SUS	Secondary Uses Service

TCI	To Come In (date)
TDA	Trust Development Authority
T&O	Trauma and Orthopaedics
TTR	Time in Therapeutic Range
VCSL	Virgin Care Services Limited
YTD	Year To Date (the NHS financial year commencing 1st April and ending

A wider range of acronyms can be found at:

<http://www.nhsconfed.org/acronym-buster>