

Surrey Downs Clinical Commissioning Group

Governing Body Meeting

Friday, 25th November 2016

1.00 – 3.30 pm

Leatherhead Leisure Centre

Chair: Dr Claire Fuller, Clinical Chair

Agenda

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

With reference to item 1.4, 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.

	Item	Purpose / Support	Presenter
1.	Meeting Matters		
1.1.	Welcome and Introductions	Note/Oral	Fuller, Claire
1.2.	Apologies for Absence	Note/Oral	Fuller, Claire/ Justin Dix
1.3.	Quorum	Endorsement/Oral	Fuller, Claire/ Justin Dix
1.4.	Register of Members' Interests and potential conflicts of interests relevant to the meeting	Note/Paper	Fuller, Claire/ Justin Dix
1.5.	Questions from the Public	Discussion/Oral	Fuller, Claire
1.6.	Minutes of the last meeting, held on 30th September 2016, for accuracy	Approval/Paper	Fuller, Claire/ Justin Dix
1.7.	Matters Arising and Action Log	Approval/Paper	Fuller, Claire
2.	Chairman's Actions		

	Item	Purpose / Support	Presenter
2.1.	Addendum 6 (of 6) to Surrey CCGs' Framework for 'Committees in Common'	Endorsement/ Paper	Fuller, Claire
2.2.	Addendum 2 (of 11) to Surrey CCGs' Framework for 'Committees in Common'	Endorsement/ Paper	Fuller, Claire
2.3.	Procedures of Limited Clinical Effectiveness - Gallstones	Endorsement/Oral	Fuller, Claire/ Justin Dix, Russell Hills
3.	Presentations		
3.1.	Transform Leatherhead	Discussion/ Presentation	Nick Gray
3.2.	Dorking Locality Update	Note/Presentation	Gupta, Robin
4.	Chief Officer's Report	Note/Paper	McCormack, Ralph
5.	Quality and delivery		
5.1.	Quality and Performance Report Nov 2016	Eileen Clark	Endorsement
5.2.	Performance Dashboards		
5.2.1.	Constitution measures	Note/Paper	Knight/Matthew
5.2.2.	Outcomes indicators	Note/Paper	Knight/Matthew
5.2.3.	Operating Plan metrics	Note/Paper	Knight/Matthew
5.3.	Annual Safeguarding Report - Children and Young People		
6.	Finance and Planning		
6.1.	Finance Report	Approval/Paper	Knight, Matthew
6.2.	Commissioning Intentions 2017/18	Note	Blythe, James
6.3.	Commissioning for Value (Right Care)	Note	Hams, Steve

	Item	Purpose / Support	Presenter
6.4.	Local Digital Road Map	Note/Paper	Knight, Matthew
7.	Equality and Diversity	Note/ Presentation	Russell Hills
7.1.	Equality Strategy and Action Plan	Approval/Paper	McCormack, Ralph
7.2.	Quality and Equality Integrated Impact Assessment Policy	Approval/Paper	McCormack, Ralph
7.3.	Equality and Quality Impact Toolkit	Note/Paper	McCormack, Ralph
8.	Governance and Organisational Development		
8.1.	Risk Report		
8.1.1.	Corporate Risk	Note/Paper	Knight, Matthew
8.1.2.	Governing Body Assurance Framework	Note/Paper	Knight, Matthew
8.2.	Conflicts of interest update		
8.3.	Clinical Policies		
8.3.1.	TNRF2	Approval/Paper	Fuller, Claire
8.3.2.	CHC Operational Policy	Approval/Paper	Fuller, Claire
8.3.3.	Assisted conception	Note/Paper	Fuller, Claire

9.	Clinical Cabinet and Committee reports		
9.1.	Clinical Cabinet Report	Note/Oral	Fuller, Claire
9.2.	Committee updates		
9.2.1.	Audit Committee	Note/Paper	Collis, Peter
9.2.2.	Finance and Performance Committee	Note/Oral	Perkins, Jonathan
9.2.3.	Quality Committee	Note/Paper	Stubberfield, Debbie/ Tony Kelly
9.2.4.	Remuneration and Nominations Committee	Note/Oral	Perkins, Jonathan
10.	Other Matters		
10.1.	Any Other Urgent Business	Discussion/Oral	Fuller, Claire
10.2.	Meeting Dates for 2016/17 and 2017/18	Note/Paper	Fuller, Claire
10.3.	Date of next meeting	Note/Oral	Fuller, Claire

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	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.

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 31st March)

A wider range of acronyms can be found at:

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