

# Surrey Downs Clinical Commissioning Group



## Governing Body Meeting: 13<sup>th</sup> June 2014, 2.30pm

Downs Room, Epsom Racecourse, Epsom Downs, Surrey KT18 5LQ

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>Chairman</i>	To note.	Verbal
2.	<b>Apologies for absence</b> – <i>Chairman</i>	To note.	Verbal
3.	<b>Register of Members Interests</b> – <i>Chairman.</i>	To note.	Att 1.
4.	<b>Minutes of the Governing Body Meeting held on 21<sup>st</sup> March 2014</b> – <i>Chairman</i>	To Agree	Att 2.
5.	<b>Matters arising not on the agenda</b> - <i>Chairman</i>	To Discuss	Verbal
6.	<b>Chief Officer’s Report and Executive Committee update</b> – <i>Chief Officer.</i>	To Discuss	Att 3.

<b>Strategy and Commissioning</b>			
7.	<b>Awareness of Carer's needs and issues</b> – <i>Denise Crone, Lay Member for Patient and Public Engagement</i>	To discuss	Presentation
<b>Performance</b>			
8.	<b>Quality and Performance Report</b> – <i>Head of Clinical Quality / Chief Finance Officer</i>	To Discuss	Att 4.
9.	<b>Outturn on 2013/14 Delivery Plan and key programmes</b> – <i>Chief Operating Officer.</i>	To Discuss	Att 5.
10.	<b>Finance Update</b> – <i>Chief Finance Officer.</i>	To Discuss	Verbal
<b>Assurance and Governance</b>			
11.	<b>Governing Body Assurance Framework and Risk Register</b> – <i>Chief Officer.</i>	To Discuss	Att 6.
12.	<b>Policy approvals</b> - <i>Chief Operating Officer</i> <ul style="list-style-type: none"> <li>• Revised Risk Management Strategy</li> <li>• Adult Safeguarding Statement and Policy</li> </ul>	To Agree	Att 7.
13.	<b>Audit Committee Minutes</b> April 2014 - <i>Chair of the Committee.</i>	To Note	Att 8.
14.	<b>Quality Committee Minutes</b> March, April and May 2014 - <i>Chair of the Committee.</i> <ul style="list-style-type: none"> <li>• General Minutes</li> <li>• Ratification of Prescribing Clinical Network recommendations</li> </ul>	To Note	Att 9.
15.	<b>Remuneration and Nominations Committee</b> - Verbal update – <i>Chair of the Committee</i>	To Note	Verbal
<b>Other matters</b>			
16.	<b>Arrangements for the Annual General Meeting</b> - <i>Chairman.</i>	To Note	Verbal

17.	<b>Any other business - <i>Chairman</i></b>	To Discuss	Verbal
18.	<b>Questions from the public - <i>Chairman</i></b>	To Discuss	Verbal
19.	<b>Dates of future meetings - <i>Chairman</i></b>	To note	
20.	<p><b>RESOLUTION</b></p> <p>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 is 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.</p>		

### **Dates of future meetings of the Governing Body**

The next meeting of the Governing Body will be on the **18<sup>th</sup> July 2014** at Denbies Wine Estate in Dorking. There will be a normal meeting of the Governing Body at the earlier than usual time of 1pm followed by the Annual General Meeting at 4.15pm, where the CCG will formally present its Annual Report and Accounts for 2013/14. Members of the public and partner organisations are particularly welcome to join us between 3.30 and 4.15 for an opportunity to meet CCG members informally prior to the AGM.

Other dates for 2014/15 are as follows:

#### **Meetings in Public:**

October 10<sup>th</sup> 2014 at 2.30pm

December 19<sup>th</sup> 2014 at 2.30pm

February 27<sup>th</sup> 2015 at 2.30pm

#### **Seminars for Governing Body members:**

26<sup>th</sup> September 2014 at 1.30pm

14<sup>th</sup> November 2014 at 1.30pm

30<sup>th</sup> January 2015 at 1.30pm

27<sup>th</sup> March 2015 at 1.30pm

## Important information on the conduct of this meeting

- 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

Dr Claire Fuller	Dr Ibrahim Wali	Dr Mark Hamilton
Miles Freeman	Dr Andrew Sharpe	Gavin Cookman
Karen Parsons	Dr Hazim Taki	Peter Collis
Keith Edmunds	Dr Kate Laws	Denise Crone
Dr Jill Evans	Dr Suzanne Moore	Cliff Bush
Dr Simon Williams	Dr Robin Gupta	Eileen Clark*
Dr Steve Loveless	Alison Pointu	Nick Wilson*

*\* Denotes non-voting member*