



## Governing Body Meeting: 29<sup>th</sup> November 2013, 2.30pm

The Tylney Room  
 Leatherhead Leisure Centre  
 Guildford Rd, Fetcham, 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)

Governing Body Business			
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 27<sup>th</sup> September 2013 –</b> <i>Chairman</i>	To Agree	Att 2
5.	<b>Matters arising not on the agenda.</b> <i>Chairman</i>	To Advise	Verbal
6.	<b>Chief Officer’s Report –</b> <i>Chief Officer.</i>	To Advise.	Att 3
7.	<b>Governing Body Assurance Framework and Risk Register —</b> <i>Chief Officer.</i>	To Advise	Att 4

<b>Strategy and Commissioning</b>			
8.	<b>Better Services Better Value – Chief Officer</b>	To Agree	Att 5
9.	<b>Out of Hospital Strategy – Chief Operating Officer</b>	To Agree	Att 6
10.	<b>Annual Planning Framework – Chief Officer</b>	To Advise	Att 7
11.	<b>Equality Duty Action Plan – Chief Operating Officer</b>	To Agree	Att 8
<b>Performance</b>			
12.	<b>Locality report – Chief Operating Officer</b>	To Advise.	Att 9
13.	<b>Performance Against Delivery Plan – Chief Operating Officer.</b>	To Advise	Att 10
14.	<b>Integrated Quality and Performance Report – Head of Clinical Quality</b>	To Advise	Att 11
15.	<b>Performance Report – Chief Operating Officer</b>	To Advise	Att 12
16.	<b>Finance Report – Chief Finance Officer.</b>	To Advise	Att 13
<b>Assurance papers – to note</b>			
17.	<b>Audit Committee Minutes - Chair of the Committee.</b>	To Note	Att 14
18.	<b>Quality Committee Minutes - Chair of the Committee.</b>	To Note	Att 15
19.	<b>Remuneration Committee – verbal feedback – Chair of the Committee</b>	To note	

<b>Policies and procedures</b>			
<b>20.</b>	<b>Policies for agreement – Chief Operating Officer</b>	To Agree	Att 16
<b>21.</b>	<b>Personal Health Budgets update – Chief Operating Officer</b>	To Agree	Att 17
<b>Other matters</b>			
<b>22.</b>	<b>Any other business. Chairman.</b>	To Advise	Verbal
<b>23.</b>	<b>Questions from the public. Chairman</b>	To Advise	Verbal
<b>24.</b>	<b>Dates of future Governing Body Meetings</b>  20th December      Seminar 31st January        Formal in public 28th February       Seminar 21st March            Formal in public	To note	Verbal
<b>25.</b>	<b>RESOLUTION</b>  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 the remainder of this meeting having regard to the confidential nature of the business to be transacted, public discussion of which would be prejudicial to the public interest.		

### **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 (EC)*
Dr Steve Loveless	Alison Pointu	Nick Wilson (NW)*

*\* Denotes non-voting member*

**In attendance:** Justin Dix, Governing Body Secretary (Minutes)

**Important information on the conduct of this meeting**

- Please note that all timings are indicative
- 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.