

**Governing Body Meeting: 31<sup>st</sup> January 2014, 2.30pm**

Council Chamber, Mole Valley District Council  
Pippbrook, Dorking, Surrey RH4 1SJ

For details of the meeting and general information about Surrey Downs CCG visit our website [www.surreydownsccg.nhs.uk](http://www.surreydownsccg.nhs.uk)

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 29<sup>th</sup> November 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>Chair’s report –</b> <i>Governing Body Chair</i>	To Advise	Att 4.

<b>Strategy and Commissioning</b>			
8.	<b>Out of Hours Specification – Chief Operating Officer</b>	To Agree	Att 5.
9.	<b>Financial Planning 2014/15 to 2018/2019 – Chief Finance Officer</b>	To Agree	Att 6.
10.	<b>Better Care Fund – Chief Officer</b>	To Agree	Att 7.
11.	<b>Equality Strategy, Objectives and annual report – Clinical lead for Equality Duty</b>	To Agree	Att 8.
<b>Performance</b>			
12.	<b>Quality and Performance Report – Head of Clinical Quality / Chief Finance Officer</b>	To Advise	Att 9.
13.	<b>Progress on Delivery Plan and key programmes – Chief Operating Officer.</b>	To Advise	Att 10.
14.	<b>Finance Report – Chief Finance Officer.</b>	To Advise	Att 11.
15.	<b>Governing Body Assurance Framework and Risk Register – Chief Officer.</b>	To Advise	Att 12.
<b>Assurance papers – to note</b>			
16.	<b>Audit Committee Minutes - Chair of the Committee.</b>	To Note	Att 13.
17.	<b>Quality Committee Minutes</b> Nov and Dec 2013 - <i>Chair of the Committee.</i> <ul style="list-style-type: none"> <li>• General Minutes</li> <li>• Prescribing Clinical Network recommendations</li> <li>• Assisted Conception policy</li> </ul>	To ratify clinical network recommendations and to note all other matters	Att 14.
18.	<b>Remuneration Committee – Chair of the Committee</b>	To note	Verbal

<b>Additional items for agreement</b>			
<b>19.</b>	<b>Arrangements for the approve of the Annual Report, Annual Accounts, Annual Governance Statement and Annual general Meeting – Chief Finance Officer</b>	To Agree	Att 15.
<b>20.</b>	<b>Patient and Carer Involvement report - – Lay member for patient and public engagement</b>	To Note	Att 16.
<b>21.</b>	<b>Principles for patient and carer engagement – Lay member for patient and public engagement</b>	To Agree	Att 17.
<b>22.</b>	<b>Carers Section 256 Agreement – Chief Operating Officer</b>	To Agree	Att 18.
<b>23.</b>	<b>Continuing Health Care Review – Chief Operating Officer</b>	To note	Att 19.
<b>Other matters</b>			
<b>24.</b>	<b>Any other business. Chairman.</b>	To Advise	Verbal
<b>25.</b>	<b>Questions from the public. Chairman</b>	To Advise	Verbal
<b>26.</b>	<b>Dates of future Governing Body Meetings</b>  28 <sup>th</sup> Feb 2014, 1.30pm Seminar 21 <sup>st</sup> Mar 2014, 2.30pm In Public 25 <sup>th</sup> April 2014, 1.30pm Seminar 16 <sup>th</sup> May 2014, 2.30pm In Public 27 <sup>th</sup> June 2014, 1.30pm Seminar 18 <sup>th</sup> July 2014, 2.30pm In Public 26 <sup>th</sup> Sept 2014, 2.30pm In Public 10 <sup>th</sup> Oct 2014, 1.30pm Seminar 20 <sup>th</sup> Nov 2014, 2.30pm In Public 12 <sup>th</sup> Dec 2014, 1.30pm Seminar	To note	Verbal

	30 <sup>th</sup> Jan 2015, 2.30pm	In Public		
	27 <sup>th</sup> Feb 2015, 1.30pm	Seminar		
	27 <sup>th</sup> Mar 2015, 2.30pm	In Public		
<b>27.</b>	<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>			

### **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.