

## Annual General Meeting

**29<sup>th</sup> September 2017, 4.00 – 5pm**

Leatherhead Leisure Centre, Guildford Road, Leatherhead, Surrey, KT22 9BL

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

**Please note that there will be the opportunity for partners and members of the public to meet informally with our member practice representatives and members of the Governing Body members over tea and coffee between 3.30 and 4.00 to find out more about the CCG and our work.**

### AGENDA

Standing items			
1.	<b>Welcome and introductions</b> – <i>Dr Russell Hills, Clinical Chair</i>	To note	Verbal
2.	<b>Apologies for absence</b> – <i>Dr Russell Hills, Clinical Chair</i>	To note	Verbal
3.	<b>Confirmation of quorum</b> – <i>Dr Russell Hills, Clinical Chair</i> (see footnote to the agenda – extract 3.6.1 from the CCG's constitution)	To note	Verbal
4.	<b>Register of Interests of Member Practices</b> – <i>Dr Russell Hills, Clinical Chair</i>	To note	Att 1.
5.	<b>Minutes of 2016 Annual General Meeting</b> – <i>Dr Russell Hills, Clinical Chair</i>	To agree	Att 2.

<b>Annual report and accounts 2015/16</b>			
6.	<b>Review of 2016/17 and CCG Annual Report</b> – <i>Dr Russell Hills, Clinical Chair</i>	To note	Att 3.
7.	<b>2016/17 financial accounts</b> – <i>Dan Brown, Acting Chief Finance Officer</i>	To note	
<b>Keynote address and questions</b>			
8.	<b>Future working through the Surrey Heartlands Partnership</b> – <i>Matthew Tait, Joint Accountable Officer</i>	Presentation	
9.	<b>Questions from the public</b> – <i>Dr Russell Hills, Clinical Chair</i>	To discuss	Verbal

### **Constitutional requirements for the Annual General Meeting of NHS Surrey Downs Clinical Commissioning Group**

10.1.1 The Group will publish annually ... an Annual Report, presenting the Group's Annual Report to a public meeting.

4.5.1 The Group will demonstrate its accountability to its Members, local people, stakeholders and the NHS Commissioning Board in a number of ways, including by: (f) meeting annually in public to present its Annual Report (which must be published);

3.14.1 The AGM of the Council of Members' Meetings, at which the Group presents the Annual Report to the public, shall be public.

3.6.1 One third of persons entitled to vote upon the business to be transacted, each being a Practice Representative, shall be a quorum for the Council of Members' Meeting.

3.6.3 Governing Body members will be confirmed at the CCG's Annual General Meeting

### **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 website and otherwise freely available.

#### **Circulation:**

CCG Member Practices and Governing Body members  
Publicly available on the CCG website