



Surrey Downs
Clinical Commissioning Group

Governing Body
24th November 2017, 1pm
Leatherhead Leisure Centre

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 To welcome those present to the meeting and introduce them to the public To specifically welcome the following new members of the leadership team: Elaine Newton, Executive Director of Communications & Corporate Affairs Karen McDowell, Chief Finance Officer Sumona Chatterjee, Executive Director of Strategic Commissioning Clare Stone, Executive Director of Quality	Note/Oral	Hills, Russell
1.2.	Apologies for Absence To receive apologies for absence and lateness Apologies have been received from Donna Derby	Note/Oral	Hills, Russell/ Justin Dix

	Item	Purpose / Support	Presenter
1.3.	<p>Quorum</p> <p>To confirm that the meeting is quorate. If it is not the meeting may proceed but any decisions or resolutions will need to be confirmed by circular resolution.</p> <p>The CCG's constitution is available in the Governing Body Reading Room if further guidance is required on the quoracy of the meeting.</p>	Endorsement/ Oral	Hills, Russell/ Justin Dix
1.4.	<p>Register of Members' Interests and potential conflicts of interests [ATT]</p> <p>Members of the Governing Body are reminded of their obligation to declare any interest they may have on any issues arising at meetings which might conflict with the business of Surrey Downs Clinical Commissioning Group.</p> <p>Declarations by members of the Governing Body are to be made online via MES Declare website at the following link:- surreydownsccg.mydeclarations.co.uk</p> <p>Information on the interest of people in decision making groups is available to members of the public on the above link.</p> <p>Additional declaration reports are available on request via the secretary to the governing body.</p> <p>Members are required to identify any conflicts relating to discussions of agenda items and notify the chair in advance of the meeting or as soon as they become aware of them.</p>	Note/Paper	Hills, Russell/ Justin Dix
1.5.	<p>Questions from the Public</p> <p>To enable members of the public to put questions, through the chair, on matters relating to the meeting agenda.</p> <p>Questions that do not relate to the agenda should be raised with officers immediately after the meeting.</p>	Discussion/ Oral	Hills, Russell
1.6.	<p>Minutes of the last meeting, held on 29th September 2017, for accuracy [ATT]</p> <p>To receive the minutes of the last meeting and confirm they are accurate.</p> <p>Any amendments agreed will be made by the Governing Body Secretary and the revised minutes placed in the Governing Body reading room within seven days.</p>	Approval/ Paper	Hills, Russell/ Justin Dix
1.7.	<p>Matters arising and action log [ATT]</p> <p>To discuss any outstanding actions or matters arising</p>	Approval/ Paper	Hills, Russell/ Dix, Justin

2.	Chairman and Chief Officer		
2.1.	Chairman's Actions The powers which are reserved to the Governing Body may in an emergency or for an urgent decision be exercised by the Chair and the Chief Officer, after consultation with at least one Lay Member and one other member of the Governing Body. This shall be reported to the next meeting of the Governing Body for ratification (constitution S1.25)	Note/Oral	Hills, Russell/ Dix, Justin
2.2.	Chief Officer's Report [ATT] To receive a report from the Chief Officer on important issues not otherwise covered on the agenda	Note/Paper	Tait, Matthew
3.	Finance and QIPP		
3.1.	Finance and QIPP Report [ATT] To note the financial position at the end of Month 7 and progress on QIPP	Approval/ Paper	McDowell, Karen
4.	Quality and delivery		
4.1.	Integrated Quality and Performance Report [ATT] This report is to assure the Governing Body that the CCG reviews the performance of NHS healthcare providers it commissions against the key performance and clinical quality and safety indicators and that those areas of concern or risk to patients are highlighted and addressed.	Endorsement/ Paper	Stone, Clare / Clark Eileen
5.	Strategy and Planning		
5.1.	Planning update and Commissioning intentions [ATT] Under the NHS Operational Planning and Contracting Guidance 2017-2019, CCGs were required to publish their Commissioning Intentions for two years. However, the Surrey Heartlands (SH) CCGs, Guildford and Waverley (G&W), North West Surrey (NWS) and Surrey Downs (SD), have undertaken to refresh these intentions for the second year, 2018-19, and to present them in one overarching document to ensure more consistency across the SH CCGs and to incorporate Surrey County Council's Commissioning Intentions, which is in line with our Devolution objectives of greater integration between health and social care. The final Commissioning Intentions will return to Clinical Cabinet and Governing Body for approval prior to publication on the CCG website by the end of March 2018. Similar processes are being undertaken by Guildford and Waverley and North West Surrey CCGs.	Note/Paper	Chatterjee, Sumona

6.	Governance		
6.1.	<p>Surrey Heartlands CCGs Committees in Common [ATT]</p> <p>Proposals for the three Surrey Heartlands CCGs to meet "in common" from April 2018</p> <p>Key drivers for change have prompted the three Governing Bodies to think about how they can operate more effectively together, whilst ensuring a continued focus on the local priorities which include delivering the ambition of place based integrated care.</p> <p>The key emerging changes which are having an impact on the commissioning landscape and governance architecture include: the establishment of joint management arrangements; Devolution; the Surrey Heartlands' Partnership and delivery of the Sustainability and Transformation Plan; and the development of local accountable care systems and partnerships.</p> <p>A joint Governing Body workshop in September provided the opportunity to revisit the rationale for joint working and to think through the options for streamlining governance arrangements. A preferred recommendation for the three Governing Bodies to meet as a "committees in common" going forward was reached.</p> <p>This paper seeks formal approval of the preferred option.</p>	Approval/ Paper	Tait, Matthew
6.2.	<p>Surrey Downs Primary Care Committee terms of reference [ATT]</p> <p>As a non-delegated CCG, it is proposed that Surrey Downs CCG hold a Primary Care Committee to have a collective responsibility, recommendation and decision making on the review, planning and procurement of primary care services in Surrey Downs CCG</p> <p>The Governing Body are asked to agree the enclosed Terms of Reference</p>	Approval/ Paper	Tait, Matthew
6.3.	<p>Joint Risk Management Strategy and Policy [ATT]</p> <p>Risk Management is a fundamental aspect of internal controls that a CCG must account for in its Annual Governance Statement, which is part of the Annual Report. The three CCGs in Surrey Heartlands have collaborated on a joint Risk Management Strategy and Policy to provide the new Joint Executive Team with a consistent approach to risk that can be cascaded through all three organisations.</p>	Approval/ Paper	Tait, Matthew

6.4.	<p>Governing Body Assurance Framework (GBAF) and risk management [ATT]</p> <p>To receive a report on risks to the CCG's principal objectives and to discuss any potential amendments to the GBAF. The Assurance Framework is the high level document that sets out risks to the CCG's principal objectives. Detailed risk registers are reviewed in committees and amended accordingly. Each Exec Lead/Head of Service has reviewed the updates to the Assurance Framework . The Risk Appetite column on this document has been brought into line with the Risk Register in that the ranges for the severity of the risk are as follows:</p> <p>Risk Level</p> <p>1-3 V. Low 4-6 Low 8-12 Moderate 15-25 High</p> <p>The current position with the risk register is as follows:</p> <p>Open = 85 Closed = 50 No status = 12 Rejected = 03 Total =150</p> <p>The CCG is in discussion with Datix to enable us to expand the licence for their Risk Management software so that NWS and G&W CCG's can also use this. Should the other CCGs take up the use of Datix then we will need to design a way of showing risks that are pertinent to all CCGs whilst still showing risks individual to each organisation.</p>	Discussion/ Paper	Tait, Matthew
7.	Assurance from committees and other forums		
7.1.	<p>Clinical Cabinet Report</p> <p>The Clinical Cabinet met on 12th October and 9th November . The key issues were:</p> <p>Review of progress on the MSK project project Scrutiny of commissioning intentions and related projects Programme highlights including preparation for winter Review of terms of reference Review of the Urgent and Integrated Care Specification (111 / Out of Hours) NICE cataract pathways were agreed A presentation on Diabetes was receive from the clinical lead Risk Stratification systems in primary care were agreed</p> <p>The Clinical Cabinet does not report to the Governing Body but minutes are available to Governing Body members on request.</p>	Note/ Oral	Hills, Russell

7.2.	<p>Audit Committee</p> <p>There have been no meetings of the Audit Committee since the last Governing Body, however work continues on building stronger links between the three committees in the Surrey Heartlands CCGs.</p>	Note/ Paper	Collis, Peter
7.3.	<p>Quality Committee [ATT]</p> <p>The Committee met on 20th October and 10th November. A list of key concerns is highlighted below. As a matter of public record the finalised minutes of the meeting held on 20th October are attached.</p> <p>Attention is drawn to:</p> <ul style="list-style-type: none"> • PPE responsibilities and audit • Infection control capacity • Serious incident reporting • Cardiology pathways • SECamb – ongoing concerns but also positive observations about patient care • Issues with Surrey and Borders data quality • Deaths of Learning Disability Patients • Sepsis reporting • CHC Quality Assurance Framework • Collaborative working 	Note/ Paper	Stubberfield, Debbie
7.4.	<p>Remuneration and Nominations Committee</p> <p>The committee met on the 29th September. Key issues to bring to the Governing Body's attention are set out below. Minutes of this meeting are not published on the CCG's web site due to the confidential nature of the information they contain.</p> <p>Key concerns:</p> <ul style="list-style-type: none"> • Policies for whistleblowing and organisational change were agreed • Future joint committee arrangements • Risk around transition and business as usual • The risk around maintaining independence of lay members 	Note/ Paper	Collis, Peter
7.5.	<p>Finance and Performance Committee</p> <p>The Committee met on the 27th October. Key issues were reported to the Governing Body seminar later that day. Minutes of this meeting are not published on the CCG's web site due to the commercial in confidence nature of the discussions regarding the CCGs contracts.</p>	Note/ Oral	Perkins, Jonathan

7.6.	<p>Stroke Committee in Common minutes [ATT]</p> <p>The minutes of the West Surrey Stroke System Committees in Common held on 7 September 2017 are attached. Governing Body is asked to note these and to ratify the following amendments to the terms of reference:</p> <ul style="list-style-type: none"> i. Change of lay convenor to Peter Collis, Surrey Downs CCG ii. Change of meeting date from July to September 2017 iii. Public meeting protocol amended to – agenda to be published two weeks prior to meeting and papers to be circulated no less than 5 working days prior to date of meeting. 	Endorsement/ Paper	Collis, Peter
8.	Other Matters		
8.1.	<p>Any Other Urgent Business</p> <p>To receive urgent items of other business not otherwise on the agenda</p>	Discussion/ Oral	Hills, Russell
8.2.	<p>Future Meeting Dates</p> <p>The next meeting in public is on the 26th January 2018 at 1pm, venue to be confirmed</p>	Note/Oral	Hills, Russell
8.3.	<p>Resolution - private session</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>	Note/Oral	Hills, Russell

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.

