



Surrey Downs
Clinical Commissioning Group

Governing Body - Part 1

23rd March 2018

St Mary's Church Hall, Stoke d'Abernon KT11 3PX

Minutes

Members present:

Dr Russell Hills	Clinical Chair
Sumona Chatterjee*	Executive Director of Strategic Commissioning
Eileen Clark*	Chief Nurse
Dr Elena Cochrane	GP Member
Peter Collis	Lay Member for Governance
Dr Hannah Graham	GP Member
Ruth Hutchinson*	Public Health Representative
Karen McDowell	Chief Finance Officer
Elaine Newton*	Director of Communications and Corporate Services
Jacky Oliver	Lay Member for Patient and Public Engagement
Jonathan Perkins	Lay Member for Governance
Dr Andrew Sharpe	GP Member
Matthew Tait	Joint Accountable Officer
Colin Thompson*	Local Managing Director

* Denotes non-voting members

Others in attendance:

Andrew Demetriades (for item 2.2)
Justin Dix, Governing Body Secretary
Paul Mitchell, Governing Body Secretary, NW Surrey CCG
Suzi Shettle, Head of Comms and Engagement

Chair: Dr Russell Hills

Minute taker: Paul Mitchell

Meeting started: 13:00

Meeting finished: 15:00

Item

1. Meeting Matters

1.1. Welcome and Introductions

Dr Russell Hills welcomed all attendees to the meeting.

GB230318/001

1.2. Apologies for Absence

Dr Louise Keene
Jason Russell
Clare Stone
Debbie Stubberfield
Dr Tony Kelly

GB230318/002

1.3. Quorum

The meeting was confirmed to be quorate.

GB230318/003

1.4. Register of Members' Interests and potential conflicts of interests

Members of the Governing Body were 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.

GB230318/004

Declarations by members of the Audit Committee are to be made online via MES Declare website at the following link:-
surreydownsccg.mydeclarations.co.uk;

GB230318/005

Information on the interest of people in decision making groups is available to members of the public on the above link. Additional declaration reports are available on request via the secretary to the governing body.

GB230318/006

1.5. Minutes of the last meeting, held on 26 January 2018, for accuracy

GB230318/007

The minutes of the meeting held on 26 January 2018 were agreed as a correct record.

GB230318/008

1.6 Matters Arising and Action Log

Dementia. Eileen Clark reported she had followed up this issue and care plans are now in place agreed with the provider. Agreed to close.

GB230318/009

Patient outcomes. Matthew Tait reported that this was work in progress and will be taken to the transformation board on a monthly basis. Circulate to the Governing Body. Agreed to keep open.

GB230318/010

1.7. Questions from the Public

Colin Thompson reported that he had received a question from a local resident whose son was receiving services in Worthing relating to chronic fatigue. This related to lack of access to support and specialist services. GB230318/011

There was also a separate question from a local resident regarding referrals to local clinics where they seemed to be an issue with duplicated paperwork, and asking what could be done to minimise administration. GB230318/012

Colin Thompson confirmed that a full answer to both questions will be included with the minutes of the meeting. GB230318/013

Betty Ames was welcomed to the meeting and expressed concern about the lack of engagement by public bodies in Surrey with parish councils. GB230318/014

1.8. Chair's Report

Dr Russell Hills reported that it had been a busy time since the last meeting. He had been involved in numerous conversations around future governance structures. He had been travelling around the area to talk to practices and discuss any specific concerns. He considered this to be an interesting and helpful process. GB230318/015

He also referred to the SHP Expo event which had been held the previous week and from feedback received had been most successful. GB230318/016

1.9. Joint Accountable Officer's Report

Matthew Tait introduced the JAO report. The three Surrey Heartlands CCGs were experiencing financial challenges but were working together to deliver the financial plan. The draft operating plan had been submitted, Surrey Downs CCG was not a balanced plan. GB230318/017

The Joint Commissioning Committee had met during the week. There had been an enlightening discussion on the link between health and social care to economic growth and the development of a local industrial strategy. GB230318/018

Peter Collis commented on the importance of the NHS as a large local employer. GB230318/019

The Chief Executive group had discussed integrated care partnership developments. The priorities for next year included children's services, particularly looked after children and CAMHS. GB230318/020

Matthew Tait reported that regular assurance discussions were continuing to take place with NHSE. The meeting in January had focussed on the "quality of leadership" domain. Positive feedback had been received. The annual assurance meeting will be held later in April. GB230318/021

Matthew Tait reported that a partnership of local organisations, led by Epsom and St Helier University Hospitals NHS Trust, had been awarded the three-year contract to provide adult community services from 1 October 2018. GB230318/022

The contract will be held by Epsom and St Helier University Hospitals NHS Trust, which will work with a number of local organisations through a partnership arrangement, which will be known as the Integrated Dorking, Epsom and East Elmbridge Alliance (IDEEA). GB230318/023

Mathew Tait commented that while the winter period is usually difficult, Easter can be as challenging. Detailed advance planning was taking place so that he could assure the Governing Body that services will remain safe and of high quality over this period. GB230318/024

2. Governance

2.1. Surrey Heartlands' CCGs' Aligned Governance Arrangements

Elaine Newton provided the Governing Body with an update on progress to amend the three Surrey Heartland's CCGs Constitutions that enable the planned new collaborative commissioning arrangements. GB230318/025

The three Surrey Heartland's CCGs were moving towards collaborative decision making across the partnership. This would require setting up a Joint Commissioning Committee, the three CCGs meeting together and the standardisation of standing orders and schemes of delegation. Key features of the new arrangements included the preservation of a clinical majority, a strong local focus and high commissioning standards. GB230318/026

Major efforts had been made in recent weeks to build a wider engagement with the respective memberships. Peter Collis confirmed that Lay Members had been actively involved in recent discussions. GB230318/027

It was anticipated that votes on changes to the Constitutions would take place in mid-April. NHSE will then take six weeks to agree the changes. Matthew Tait suggested that by June 18 the three Governing Bodies could decide on the establishment of a Section 75 Joint Commissioning Committee. GB230318/028

Dr Russell Hills emphasised that the new arrangements will continue with place-based care and locality structures. Dr Russell Hills thanked Elaine Newton and the governance team for the work undertaken. GB230318/029

The Governing Body supported the move towards closer alignment of the three Surrey Heartland's CCGs. GB230318/030

2.2. **Committee in Common for South West London Acute Sustainability Project**

Andrew Demetriades, Joint Programme Director (Acute Sustainability Programme) Sutton, Merton and Surrey Downs CCGs, updated on the sustainability project. He previously came to the GB meeting in January for a review of the model of care to be provided by Epsom and St Helier University Hospitals Trust. A more formal update will be brought to the next meeting. GB230318/031

A committee in common will need to be established to take decisions by the key stakeholders. The arrangements were outlined along with the proposed membership. GB230318/032

The first meeting will take place in early June and then four more times over the next twelve months. GB230318/033

Jonathan Perkins advised that arrangements are included for deputies to attend. GB230318/034

The Governing Body approved the process for establishing CCG Committees in Common in relation to the Acute Sustainability Programme for Epsom and St Helier University Hospitals Trust GB230318/035

2.3. **Extension to policies for Treatments not routinely funded**

Assisted Conception Policy. Colin Thompson confirmed that in order for the Public Health team to carry out an evidence review on the Assisted Conception policy, an extension to the review date was required. GB230318/036

In reply to Dr Andy Sharpe he confirmed that this was consistent with arrangements in other health economies. The Governing Body approved the six-month extension. GB230318/037

Cataract surgery. Colin Thompson reported that the criteria for the removal of Cataracts has been removed from the policy following new NICE guidance relating to the use of visual acuity. Optometrists now carry out the service in community. GB230318/038

Shared decision making is a feature of the proposals. Jonathan Perkins raised an indirect conflict of interest as his wife was clerk to the worshipful company of spectacle makers who had links to Epsom and St Helier University Hospitals Trust. He agreed with the proposal. GB230318/039

Eileen Clark asked whether the optometrists were aware of the proposal. Colin Thompson confirmed that they had voted in support. GB230318/040

The Governing Body agreed the amendment relating to cataract surgery. GB230318/041

Knee arthroscopy. Colin Thompson confirmed that the criteria for knee arthroscopy had been amended. The Governing Body agreed the amendment relating to knee arthroscopy. GB230318/042

3. Strategy

3.1. Primary Care Commissioning in Surrey Downs

Colin Thompson updated the Governing Body on local commissioning issues. He reported that extended access had already been introduced in Epsom and was now being worked through in Dorking and East Elmbridge. A LCS for diabetes had been agreed. A GP led UTC had been established in Leatherhead. GB230318/043

Peter Collis asked how extended access was being communicated. Colin Thompson replied that it was part of a national campaign. GB230318/044

Matthew Tait confirmed that communication would be included in the £500k allocation. GB230318/045

Dr Hannah Graham asked whether the Federations were being supported as they take on additional responsibilities. Matthew Tait replied that support was essential and was being worked through. GB230318/046

Dr Elena Cochrane asked whether there was additional funding for the Easter period. Matthew Tait replied that the planning and rollout would be similar to Xmas and the new year. GB230318/047

4. Assurance

4.1. Integrated Quality and Performance report

Eileen Clark introduced the Integrated Quality and Performance report. It was noted that a more detailed report had been considered at the Quality Committee. GB230318/048

Eileen Clark highlighted concerns that had been raised about response to complaints and incident reporting. CSH have provided information for assurance. GB230318/049

It was noted that an integrated workshop around continuing care had been held. GB230318/050

Jacky Oliver commented that a Quality Committee in common was being established. She emphasised that it was important to continue to follow through on local issues. GB230318/051

Matthew Tait observed that the current matrixes do not cover mental health and children's services and asked that these be included in future. GB230318/052

4.2. Surrey & Sussex Cancer Alliance update

It was agreed that the update from the Cancer Alliance will be deferred to a future meeting. GB230318/053

4.3. Initial Health Assessments of looked after children

Sumona Chatterjee introduced the report on looked after children. She considered that current processes required improvements. These had been discussed at Surrey County Council and were now being brought to the CCGs. She outlined the following improvements:

GB230318/054

- Taking a different approach to conducting initial health assessments for children and young people
- Establishing a different pathway for children and young people that are unwilling to undertake a health assessment
- Providing access to Surrey County Council's children's data (subject to an information sharing agreement)
- Arrange a workshop with health in order to align practices and processes across organisations
- Reporting of performance information jointly to the relevant Boards and committees.

Jacky Oliver asked whether there was now a greater sense of urgency in taking forward these changes. Sumona Chatterjee confirmed that there was now weekly monitoring to ensure an upward trajectory of the assessments being undertaken.

GB230318/055

4.4. Commissioning Intentions 2018-19

Sumona Chatterjee introduced the refreshed commissioning intentions for 2018-19, which reflected the position of all three CCGs. She confirmed that extensive patient feedback had been undertaken. They were now submitted for approval subject to a few small typos.

GB230318/056

Suzi Shettle commented on the public engagement that had taken place.

GB230318/057

Dr Russell Hills commented that the exercise showed the benefit of linking to the Surrey County Council partnership working and engagement processes.

GB230318/058

The Governing Body approved the Commissioning Intentions 2018-19.

GB230318/059

4.5. Finance Report

Karen McDowell reported that at month 11 the CCG was reporting an overspend of £7.3m. This year to date position included the impact of £6m of QIPP that was neither contracted nor identified at 31 March 2017. The CCG was forecasting a deficit of £16.9m (original plan was £10.5m deficit).

GB230318/060

The IR cost and allocation exercise at St Georges is being revisited by NHSE with a conclusion due before 2017/18, year-end. GB230318/061

Karen McDowell updated on financial planning for 2018/19. She confirmed that the three CCGs draft plan that had been submitted to NHSE. This plan will not hit the break-even control total. GB230318/062

4.6. Risk Management – Board Assurance Framework

Elaine Newton confirmed that the current focus was on moving towards reporting risks and issues across the three CCGs. The Board Assurance Framework would then be updated in line with the risk cycle. GB230318/063

Risk workshops were being arranged. GB230318/064

5. Reports

5.1. Minutes and / or reports of meetings

5.1.1. Audit Committee

Peter Collis raised one specific issue related to the Governing Body mandates - Audit Committee delegated powers to sign off the annual report and accounts. This was agreed. GB230318/065

Justin Dix asked the Governing Body to approve the following statement of declaration for audit purposes: GB230318/066

Annual Report - Statement of declaration for audit purposes

It was noted that the approval of the annual report would be based on the understanding that no individual Governing Body member knows of any information which would be relevant to the auditors for the purposes of their audit report, and of which the auditors are not aware; and that individual Governing Body members have taken all the steps that they ought to have taken to make themselves aware.

There were no declarations to the contrary but members were asked to contact the Audit Committee chair if they became aware of relevant information between now and the signing of the annual report and accounts.

The Governing Body agreed the statement. GB230318/067

5.1.2. Finance & Performance Committee

Jonathan Perkins reported on the recent meetings of the Finance & Performance Committee. Subjects discussed included QIPP plans, recent finance reports and financial plans for the year ahead. GB230318/068

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The committee had also drilled down on the evaluation of the three community hubs. It had been agreed that more work was required on the data collected.	GB230318/069
Mental health and IAPT performance targets were discussed at the meeting earlier in the day. It appeared that the current targets were not being met. The next meeting will focus on the quality premium.	GB230318/070
There was an expectation to move to a committee across the three CCGs.	GB230318/071
5.1.3. Quality Committee	
Eileen Clark reported that the main issue discussed had been the launch of the Epsom stroke pathway.	GB230318/072
5.1.4. Clinical Cabinet	
Dr Russell Hills highlighted one of the issues that had been discussed. A smart phone app was being developed to help parents with the management of unwell children. There had been detailed planning to ensure the maintenance of safe and high quality services over the Easter period.	GB230318/073
6. Any other urgent business	
No items were raised.	GB230318/074
7. Other Matters	
Dr Russell Hills commented that this was the last GB meeting to be attended by Dr Elena Cochrane. He offered his thanks on behalf of the Governing Body for her contributions during her time as a member.	GB230318/075
Dr Russell Hills said that in light of ongoing discussions about future governance arrangements the structure of GB meetings may change in the future and thanked all present for their contribution in taking forward the work of the CCG.	GB230318/076
7.1. Future meeting dates	
These will be circulated when known	GB230318/077