

## GOVERNING BODIES IN COMMON (Part 1)

### AGENDA

<b>Date</b>	26 September 2018	<b>Time</b>	2pm - 4.15pm
<b>Venue</b>	H G Wells Conference Centre, Church Street East, Woking, Surrey, GU21 6HJ		

#### Members/ Attendees:

	<i>Name (initials)</i>	<i>Title</i>	G&W	NWS	SD
<b>Convener</b>	Dr Charlotte Canniff (CC)	Convener			
<b>Voting Members</b>	Matthew Tait (MT)	Joint Accountable Officer		✓	
	Karen McDowell (KM)	Chief Finance Officer		✓	
	Dr Charlotte Canniff (CC)	NWS CCG Clinical Chair		✓	
	Dr Sian Jones (SJ)	G&W CCG Clinical Chair	✓		
	Dr Russell Hills (RH)	SD CCG Clinical Chair			✓
	Jacqui Burke (JB)	Lay Member Audit		✓	
	Jonathan Perkins (JP)	Lay Member General		✓	
	Dr Will McKee D.Litt (WM)	Patient Public Engagement Lay Member			A
	Phelim Brady (PB)	Patient Public Engagement Lay Member	✓		
	Jacky Oliver (JO)	Patient Public Engagement Lay Member			✓
	Julia Dutchman Bailey (JDB)	Independent Nurse			A
	Dr Geoff Watson (GW)	Secondary Care Doctor			A
	Mr Tony Kelly (TK)	Secondary Care Doctor			A
	Dr Darren Watts (DW)	GP Member	✓		
	Dr Justine Hall (JH)	GP Member		A	
	Dr Seun Akande (AK)	GP Member	✓		
	Dr Deborah Shiel (DS)	Clinical Chief of Contracts & Performance. Woking Locality Lead		✓	

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Governing Bodies in Common (Part One) Agenda 26/09/2018 Quality Committees in-Common Workshop- 26/04/2018

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Guildford and Waverley CCG | North West Surrey CCG | Surrey Downs CCG

	<i>Name (initials)</i>	<i>Title</i>	<i>G&amp;W</i>	<i>NWS</i>	<i>SD</i>
	Dr Chrissie Clayton (CCI)	Woking Locality Lead		✓	
	Dr Alex Henderson (AH)	Woking Locality Lead		✓	
	Dr Jags Rai (JRa)	Clinical Executive Chair. SASSE Locality Lead		✓	
	Dr Diljit Bhatia (DB)	SASSE Locality Lead		✓	
	Vacant	SASSE Locality Lead		-	
	Dr Asha Pillai (AP)	Thames Medical Locality Lead		✓	
	Dr Layth Delaimy (LD)	Thames Medical Locality Lead		A	
	Vacant	Thames Medical Locality Lead		-	
	Dr Andrew Sharpe (AS)	GP Member			✓
	Dr Louise Keene (LK)	GP Member			✓
	Dr Hannah Graham (HG)	GP Member			✓
<b>Non Voting Members</b>	Sumona Chatterjee (SCh)	Executive Director of Strategic Commissioning		✓	
	Clare Stone (CSt)	Executive Director of Quality		✓	
	Elaine Newton (EN)	Executive Director of Communications and Corporate Affairs		✓	
	Vicky Stobbart (VS)	G&W CCG Managing Director	✓		
	Karen Thorburn (KT)	NWS CCG Managing Director		✓	
	Colin Thompson (CT)	SD CCG Managing Director			✓
	Dr Richard Barnett (RB)	Clinical Lead for Quality and Medicines Management		✓	
	Steven McCarthy (SM)	Co-opted Member of Patient & Public Engagemnt Forum		A	
	Helen Atkinson. Nominated Deputy - Ruth Hutchinson (RH)	Public Health Representative		A ✓	
<b>In Attendance</b>	Justin Dix (JD)	Head of Corporate Services and Governing Body Secretariat		✓	

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Freedom of Information: Those present at the meeting should be aware that their name will be listed in the agenda and action notes of this meeting, which may be released to members of the public on request under Freedom of Information requirements

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Governing Bodies in Common (Part One) Agenda 26/09/2018

Item No.	Timings	Item	Action	Presenter	Paper No
1	2pm	Welcome, Introductions and Apologies		Convener	Verbal
2		Declarations of Interest <ul style="list-style-type: none"> <li>To receive confirmation from all members and attendees that their entry in the Register of Interests is up-to-date, accurate and complete</li> <li>To receive any declarations of interest pertinent to items on this agenda</li> </ul>	To note	Convener	GBiC (1) 01-2018
3		Quorum *	To note	Convener	Verbal
4		Questions from members of the public	To respond	Convener	
5		Minutes and Action Logs from July 2018 Governing Body meetings : <ul style="list-style-type: none"> <li>Guildford &amp; Waverley CCG - 24/07/2018 Minutes and Action Log</li> <li>North West Surrey CCG - 23/07/2018 Minutes and Action Log</li> <li>Surrey Downs CCG - 27/07/2018 Minutes and Action Log</li> </ul>	To approve	Convener	GBiC (1) 02-2018
6	2.10	Joint Accountable Officer's Report	To note	Matthew Tait	GBiC (1) 03-2018
7	2.20	Update from Convenor <ul style="list-style-type: none"> <li>Appointment of new GB Members;</li> <li>Appointment of Vice Chairs</li> </ul> Updates from CCG Chairs : <ul style="list-style-type: none"> <li>Guildford &amp; Waverley CCG</li> <li>North West Surrey CCG</li> <li>Surrey Downs CCG</li> </ul>	To note	Convener	Verbal
<b>Communications and Corporate Affairs</b>					
8	2.30	Alignment of Governance Arrangements across Surrey Heartlands <ul style="list-style-type: none"> <li>Strategic Scheme of Reservation and Delegation</li> <li>Financial (Operational) Scheme of Reservation and Delegation</li> <li>Governing Body Principal Committees - Terms of Reference</li> </ul>	To approve  To approve  To ratify	Elaine Newton/ Karen McDowell	GBiC (1) 04-2018

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9	2.45	Emergency Preparedness, Resilience and Response Policy	To approve	Elaine Newton	GBiC (1) 05-2018
10	2.55	Integrated Risk Management Report, including Governing Body Assurance Framework	To review	Elaine Newton	GBiC (1) 06-2018
<b>Performance and Quality</b>					
11	3.05	(i) Integrated Performance Report	To review	Karen McDowell/ Managing Directors	GBiC (1) 07-2018
12		(ii) Integrated Quality Report		Clare Stone	GBiC (1) 08-2018
<b>Finance</b>					
13	3.20	Integrated Finance Report for Month 5	To review	Karen McDowell	GBiC (1) 09-2018
14	3.30	Financial Recovery Plan 2018/19 Surrey Heartlands CCGs – Summary	To review	Karen McDowell	GBiC (1) 10-2018
15	3.40	QIPP Delivery Report for Month 4	To review	Managing Directors	GBiC (1) 11-2018
<b>Contracts, Strategy and Commissioning</b>					
16	3.50	Extended Primary Care Access	To note	Colin Thompson	GBiC (1) 12-2018
<b>NWS CCG item</b>					
17	3.55	Big Picture Programme – Case for Change	To note	Karen Thorburn	GB NWS (1) 01-2018
<b>Committees in Common Approved Minutes</b>					
18	4.05	Quality Committees in Common i. 27 June 2018	To note	Convener	GBiC (1) 13-2018
<b>Governing Body Principal Committees – Approved Minutes</b>					
<b>Guildford &amp; Waverley CCG</b>					
19		(i) Commissioning Finance & Performance Committee i. 15 May 2018 ii. 19 June 2018 iii. 17 July 2018 iv. 21 August 2018	To note	Dr Sian Jones	GB GW (1) 01-2018

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Item No.	Timings	Item	Action	Presenter	Paper No
		v. Primary Care Commissioning Committee: i. 22 June 2018 ii. 13 July 2018			
<b>North West Surrey CCG</b>					
20		(i) Clinical Executive i. 13 June 2018 ii. 11 July 2018  (ii) Strategic Finance Committee i. 25 June 2018  (iii) Primary Care Commissioning Committee i. 8 June 2018 ii. 13 July 2018	To note	Dr Charlotte Canniff	GB NWS (1) 02-2018
<b>Any Other Business</b>					
21	4.10	Any other business	To note	Convener	
22	4.15	Meeting close	To note	Convener	
23		Future dates for Governing Bodies in Common meetings :  <ul style="list-style-type: none"> <li>• 28 November 2018 – Seminar</li> <li>• 19 December 2018 – in public</li> <li>• 27 February 2019 - Seminar</li> <li>• 27 March 2019 – in public</li> </ul>	To note	Convener	

### CCG Constitutions:

#### \*Quorum and Voting:

North West Surrey CCG	Guildford & Waverley CCG	Surrey Downs CCG
<ul style="list-style-type: none"> <li>• No less than half members- 9 members;</li> <li>• 2 independent members;</li> <li>• 1 employee of the group;</li> <li>• 5 locality leads.</li> </ul>	<ul style="list-style-type: none"> <li>• Third of all membership- 4 members;</li> <li>• Chair or Vice Chair;</li> <li>• Either CFO or JAO;</li> <li>• 1 Lay Member;</li> <li>• 1 Clinical Member.</li> </ul>	<ul style="list-style-type: none"> <li>• Third of all membership- 4 members;</li> <li>• Chair or Vice Chair;</li> <li>• Either CFO or JAO;</li> <li>• 1 Lay Member;</li> <li>• 1 Clinical Member.</li> </ul>

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