

Primary Care Commissioning Committees in Common

AGENDA

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

Date	9 November 2018	Time	11.15am – 12.40pm
Venue	NWS CCG, 58 Church St, Weybridge, Surrey, KT13 8DP		

Members/ Attendees

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Voting members				
Jonathan Perkins (JP)	Lay Member General for the Surrey Heartlands CCGs (Chair)		✓	
Sue Tresman (ST)	Deputy Lay Member General (PCCC) for the Surrey Heartlands CCGs		A	
Jacqui Burke (JB)	Lay Member Audit for the Surrey Heartlands CCGs		A	
Matthew Tait (MT)	Joint Accountable Officer for the Surrey Heartlands CCGs		✓	
Karen McDowell	Chief Finance Officer for the Surrey Heartlands CCGs		A	
Claire Fuller (CFu) <i>(On behalf of Karen McDowell)</i>	Deputy Chief Finance Officer (Chair of NWS PCOG)		✓	
Clare Stone (CSt)	Executive Director of Quality for the Surrey Heartlands CCGs		✓	
Dr David Ratcliffe (DR)	Independent GP		✓	
Dr Jane Dempster (JD)	Independent GP		✓	
Vicky Stobbart (VS)	Managing Director (G&W)	A		
Caroline Farrar (CFa) <i>(On behalf of Vicky Stobbart)</i>	Deputy Managing Director- G&W (Chair of G&W PCOG)	✓		
Karen Thorburn (KS)	Managing Director (NWS)		✓	

Please return hard copies to the Governance Team at the end of the meeting to ensure secure disposal.

PCCC in Common Agenda 9 November 2018

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Colin Thompson (CT)	Managing Director (SD)			✓
Lynda MacDermott (LM)	Patient Lay Representative (G&W)	A		
Catherine Brunton-Green (CBG)	Patient Lay Representative (NWS)		✓	
Helen Atkinson (HA)	SCC Director of Public Health		A	
Dr Clare Sieber (CS)	Surrey & Sussex Local Medical Committee Chief Executive (or nominated deputy)		✓	
Non-Voting members				
Caroline Cameron (CCa)	NHS England Representative		✓	
Kate Scribbins (KS)	Surrey Healthwatch Representative		A	
Tim Oliver (TO)	Surrey County Council Chair of the Health and Wellbeing Board or their nominated deputy		A	
Dr Jonathan Inglesfield (JI)	GP Representative	✓		
Dr Susan Denton (SD)	GP Representative	✓		
Dr Seda Boghossian-Tighe (SB)	GP Representation of SASSE Locality		A	
Dr Deborah Shiel (DS)	GP Representative of Woking Locality		✓	
Dr Njaimeh Asamoah (NA)	GP representative of Thames Locality		A	
Dr Robin Gupta (RGU)	CCG GP Representative of Dorking Locality			A
Dr Nicky Kirby (Nki)	CCG GP Representative of Epsom Locality			✓
Dr Jill Evans (JE)	CCG GP Representative of East Elmbridge Locality			✓
Isata Green (IG)	Operational Practice Manager	✓		
Liz Reynolds (LR)	Operational Practice Manager		✓	
Vacant	Operational Practice Manager			-
In Attendance				
Phelim Brady (PM)	Patient Public Engagement Lay Member	✓		
Nikki Mallinder (NM)	Associate Director of Primary Care Development		✓	
Helen Snelling (HS)	Head of Primary Care Contracts		✓	

Name (initials)	Title	Guildford and Waverley	North West Surrey	Surrey Downs
Rachael Graham (RG)	Deputy Director of Non-Acute Contracts		✓	
Linda Honey (LH)	Associate Director of Medicines Optimisation		✓ (Item 9)	
Shelley Eugene (SE)	Head of Primary Care Development		✓	
Elizabeth Ure (EU)	(Note-taker) Governance Manager & Governing Body Secretary		✓	
Rian Hoskins (RH)	Corporate Administrator		✓	

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.

Item No.	Timings	Item	Action	Presenter	Paper No
1	11.15am	Welcome and Apologies		Chair	Verbal
2		Declarations of Interest : <ul style="list-style-type: none"> To receive confirmation from all members and attendees that their entry in the Register of Interests is up-to-date, accurate and complete To receive any declarations of interest pertinent to items on this agenda 	To note		PCCC iC 26-18
3		Quorum *	To note	Chair	Verbal
4		Draft Minutes from the PCCC in Common meeting held on 12 October 2018	To approve	Chair	PCCC iC 27-18
5		Action Log	To review	Chair	PCCC iC 28-18
6	11.30	Chair's Report: <ul style="list-style-type: none"> Surrey Downs - delegated commissioning from April 2019 approved by membership Frequency of PCCCs in Common meetings i.e. move to bi-monthly meetings. (January / March / May / July / September / November) 	To note To approve	Chair Chair / NM/HS	Verbal Verbal
Commissioning, Development and Contracting					
7	11.35	Estates Plan <ul style="list-style-type: none"> Surrey Heartlands Update NWS CCG - The Fort House Surgery Engagement Report, including : <ul style="list-style-type: none"> Request to proceed to Planning applications 	To discuss To note To approve	CT/NM KT KT	PCCC iC 29-18 PCCC iC 30-18

Item No.	Timings	Item	Action	Presenter	Paper No
8	11.45	Extended Access <ul style="list-style-type: none"> Status of contract issuance to the Federations for the delivery of Extended Primary Care Access 	To discuss	RG	Verbal
9	11.50	Attention Deficit Hyperactivity Disorder (ADHD) in Childhood) Locally Commissioned Service (LCS) <ul style="list-style-type: none"> Approve the updated LCS for NWS CCG Approve the LCS for roll-out to SD CCG and G&W CCG 	To approve	LH	PCCC iC 31-18
10	12.00	Contracts <ul style="list-style-type: none"> Risk Register <ul style="list-style-type: none"> Datix Risk Register – Open Exeter Issues Log <ul style="list-style-type: none"> DocMan NHS PS Leases Updates <ul style="list-style-type: none"> Changes to Locum Reimbursements Delegated Commissioning – Guildford & Waverley and North West Surrey CCGs	To Discuss	HS	PCCC iC 32-18 PCCC iC 33-18 Verbal
Finance					
11	12.10	Month 6 Finance Reports: <ul style="list-style-type: none"> Guildford and Waverley North West Surrey Surrey Downs 	To review	CFu	PCCC iC 34-18 PCCC iC 35-18 PCCC iC 36-18
For Information					
12	12.20	Primary Care Commissioning and Development Programme Assurance Report, including :	To note	NM	PCCC iC 37-18

Item No.	Timings	Item	Action	Presenter	Paper No
		<ul style="list-style-type: none"> o An update on all CCG's primary care networks (see item 8 October'18 meeting) 			
13	12.30	PCOG Part One Approved Minutes from 28 September 2018.	To note	CFu / CFa	PCCC iC 38-18
		<ul style="list-style-type: none"> i. Guildford & Waverley CCG, and, ii. North West Surrey CCG 			
		PCOG Part One Approved Minutes from 28 September 2018			SE
		<ul style="list-style-type: none"> i. Surrey Downs CCG 			
		PCOG Part One Unapproved Minutes from 26 October 2018.			
		<ul style="list-style-type: none"> ii. Surrey Downs CCG 			
Other Business					
14	12.35	Any Other Business	To note	Chair	
15	12.40	Meeting Close		Chair	
Future meeting dates:					
<ul style="list-style-type: none"> • 14 December 2018 Seminar G&W CCG – Dominion House, Woodbridge Road, Guildford, GU1 4PU. • 11 January 2018, NWS CCG offices – 58 Church Street, Weybridge, Surrey, KT13 8DP. • 08 March 2019 TBA 					
List of items discussed in September 2018 Part Two meetings					
<ol style="list-style-type: none"> 1. Primary Care Contract – Contractual Tracker (G&W & NWS) 2. Risk Register (part two) (G&W) 3. Issue Log (part two) (NWS) 4. Primary Care Contract Variations (G&W & NWS) 5. Care Quality Commission Visits (G&W & NWS) 6. PCOG (part two) minutes (G&W & NWS) 7. Estates Update (G&W) 8. ETTF (NWS) 9. List Capping (NWS) 					

***Quorum and Voting:**

The Quorum as per the Terms of References shall be:

- 9.1 A quorum shall be 5 voting members, to include one independent member¹, one clinician², the Joint Accountable Officer or Chief Finance Officer, and two other voting members.

¹ The “Independent Member” may be a lay or independent member, the independent GP member or the LMC representative.

² The “Clinician” may be an independent GP member, the Executive Director of Quality or the LMC representative (doctor).