

**Governing Body Meeting: Friday 27<sup>th</sup> February 2015, 1.00 – 3.30 pm**

Cobham Hilton, Seven Hills Road South, Cobham, KT11 1EW

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

**AGENDA**

Standing items			
1.	<b>Welcome and introductions – Chairman</b> To welcome Dr Russell Hills to the Governing Body as the new Epsom locality member, Dr Fuller having stood down from that role	To Note.	Verbal
2.	<b>Apologies for absence – Chairman</b>	To Note.	Verbal
3.	<b>Register of Members’ Interests and potential conflicts of interest – Chairman</b>	To Note.	Att 1.
4.	<b>Minutes of the Governing Body Meeting held on 19<sup>th</sup> December 2014 – Chairman</b>	To Agree	Att 2.
5.	<b>Matters arising not on the agenda - Chairman</b>	To Discuss	Verbal
Business items			
6.	<b>Outcome of circular resolution on the Surrey Better Care Fund Section 75 agreement</b>	To note	Verbal

7.	<b>Chief Officer's Report</b> – <i>Chief Officer.</i>	To Discuss	Att 3.
<b>Commissioning and Strategy</b>			
8.	<b>Making the Five Year Forward View a local reality</b> – <i>Chief Officer</i>	Presentation	
9.	<b>Community Hospitals Review (including receipt of petition in respect of closure of Leach Ward, Leatherhead Hospital)</b> – <i>Director of Commissioning and Strategy</i>	To Agree	Att 4.
10.	<b>2015/16 Operating Plan</b> – <i>Director of Commissioning and Strategy</i>	To note	Att 5.
<b>Quality, Performance and Delivery</b>			
11.	<b>Quality and Performance Report</b> – <i>Head of Clinical Quality / Chief Finance Officer</i>	To Agree	Att 6.
12.	<b>2014/15 Delivery Plan and Key Programmes Report</b> – <i>Chief Operating Officer.</i>	To Discuss	Att 7.
13.	<b>Finance Report</b> – <i>Chief Finance Officer.</i>	To Discuss and agree	Att 8.
14.	<b>Financial Recovery Update</b> - <i>Chief Finance Officer.</i>	To Discuss	Verbal
<b>Assurance and Governance</b>			
15.	<b>Annual Report and Accounts – to agree delegation of authority for sign off</b> – <i>Chief Finance Officer</i>	To Agree	Att 9.
16.	<b>Revision to “Procedures with restrictions and thresholds” policy</b> – <i>Director of Commissioning and Strategy</i>	To Agree	Att 10.
17.	<b>Annual Equality and Diversity Report</b> – <i>Chief Operating Officer</i>	To Agree	Att 11.
18.	<b>Assurance framework and risk register</b> – <i>Chief Officer.</i>	To Discuss	Att 12.
19.	<b>Audit Committee Minutes</b> - <i>Chair of the Committee.</i>	To Note	Att 13.
20.	<b>Quality Committee Minutes</b> - <i>Chair of the Committee.</i>	To Note	Att 14.

21.	<b>Remuneration and Nominations Committee - Chair of the Committee.</b>	To note	Verbal
22.	<b>Shadow Primary Care Committee - Chair of the Committee.</b>	To Note minutes and to Agree terms of reference	Att 15.
<b>Other matters</b>			
23.	<b>Any other business - Chairman</b>	To Discuss	Verbal
24.	<b>Questions from the public - Chairman</b>	To Discuss	Verbal
25.	<b>Dates of Future meetings – Chairman</b>	To note	Verbal

### **Important information on the conduct of this meeting**

- 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.
- The quorum of the meeting of the Governing Body shall be not less than one third of the members of the Governing Body present, at least one of whom shall be a Lay Member, one an employee of the Group and two (2) clinical members.
- 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.

Dates of future meetings are available on the CCG website. The next meeting of the Governing Body in Public is at 2.30pm on Friday 24<sup>th</sup> April, venue to be confirmed.

## Circulation

### Governing Body members:

Dr Claire Fuller	Dr Ibrahim Wali	Dr Mark Hamilton
Miles Freeman	Dr Andrew Sharpe	Gavin Cookman
Karen Parsons	Dr Hazim Taki	Peter Collis
Matthew Knight	Dr Kate Laws	Jackie Oliver
Dr Jill Evans	Dr Suzanne Moore	Eileen Clark (EC)*
Dr Simon Williams	Dr Robin Gupta	Nick Wilson (NW)*
Dr Steve Loveless	Alison Pointu	James Blythe**

**Independent Observer:** Mr Cliff Bush

*\* Denotes non-voting member  
+ Subject to confirmation*

