



**DRAFT Minutes of the Annual General Meeting of East Surrey (ES) Clinical Commissioning Group (CCG)**

**Thursday 18 July 2019, 9:00am**

**Council Chambers, Tandridge District Council, 8 Station Road East, Oxted RH8 0BT**

**Present:** East Surrey (ES) CCG  
 Adam Doyle, Chief Executive Officer (AD)  
 Dr Elango Vijaykumar, Clinical Chair (EV)  
 Debbie Stubberfield, Independent Nurse (DS)  
 Adrian Brown, Lay Member – Audit Committee Chair  
 David Congdon, Lay Member (DC)  
 Carol Pearson, Lay Member, Finance and Performance Committee (CP)  
 Yvette Robbins, Lay Member, Patient and Public Engagement (YR)  
 Chris Adcock, Chief Finance Officer (CA)

**In attendance:** Peter Kottlar, Interim Managing Director North (PK)  
 Tom Gurney, Director of Communications and Engagement (TG)  
 Terry Willows, Director of Corporate Governance (TW)  
 Emily Dwyer, Governance Manager North (Minute taker)

Item No.	Item	Action
<b>1</b>	<b>Meeting Opening Items</b>	
	<b>Welcome and apologies</b>	
	Dr Elango Vijaykumar welcomed everyone to the Annual General Meeting of East Surrey Clinical Commissioning Group, and in particular welcomed members of the public who were attending the meeting.	
	Apologies were received from: <ul style="list-style-type: none"> <li>• Dr Howard Cohen, Clinical Director (HC)</li> <li>• Dr David Hill, Clinical Director (DH)</li> <li>• Karen Breen, Deputy Chief Executive Officer and Chief Operating Officer, (KB)</li> <li>• Carol Johnson, Director of HR, Workforce and Organisational Development, (CJ)</li> <li>• Allison Cannon, Chief Nursing Officer (AC)</li> </ul>	
	The Chair confirmed the Governing Body of East Surrey CCG were quorate.	

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	It was noted that questions from the public would be welcomed at the end of the meeting.	
<b>2</b>	<p><b>Approval of minutes from 2017/18 East Surrey AGM</b></p> <p>The Governing Body of East Surrey CCG <b>approved</b> the minutes of the 2017/18 AGM as an accurate record.</p>	
<b>3</b>	<p><b>Opening Remarks</b></p> <p>The Chair explained for members of the public that East Surrey Clinical Commissioning Group (CCG) are responsible for planning, buying (“commissioning”) and monitoring local health services for people living across East Surrey.</p> <p>The Chair noted that the CCG works in partnership with hospitals, community services, mental health services, pharmacists and dentists, the local authority, voluntary groups and the local community.</p> <p>The Chair invited the Chief Executive Officer, Adam Doyle (AD), to present the year in review.</p>	
<b>4</b>	<p><b>Our year in review and performance including annual report</b></p> <p>AD welcomed members of the public to the Annual General Meeting.</p> <p>AD highlighted the successes across the organisation over the last year and explained that there had been a number of challenges around finances as the CCG had started the financial year under legal directions from NHS England. AD summarised the financial position of the year, which included concerns around achieving the control total that had been set.</p> <p>AD explained that there was a new leadership team in place and advised that legal directions had been lifted by NHSE and reapplied due to financial performance.</p> <p>Achievements over this year included a reduction in hospital conveyances for those members of the population in care homes. There had been an improvement in care for patients diagnosed with diabetes, as well as a network of children and young people havens developed across East Surrey.</p> <p>AD surmised there is a significantly aging population in East Surrey, and noted that nationally, funding of services had not kept up with demand. Whilst there had been some lobbying of central government for extra funding, generally the CCG had received a good settlement for the financial year.</p> <p>There were a number of constitutional targets for the CCGs alongside a legal responsibility to achieve high quality care. In terms of A&amp;E targets, it had been a challenging year for Surrey and Sussex NHS Trust particularly in regard to the 4hr A&amp;E target. Patients who breached the target had clinical safety reviews completed.</p>	

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	<p>Other targets included the 18-week wait for treatment which was 92%. AD explained that this pathway had struggled over the past year, but there was confidence that this would improve during 2019/20.</p> <p>Regarding cancer treatment, AD noted the 2-week wait had been achieved and significant work underway to improve this further. Mental health targets had been achieved in all areas apart Children and Young People mental health services.</p> <p>During the past year, the CCG had held an engagement event called the 'Big Health and Care Conversation' which was aimed at engaging with people on the challenges and opportunities in health and care. The CCG had also launched 'Our Health and Our Care... Our Future' across Sussex and East Surrey to engage on the NHS Long Term Plan and local priorities.</p> <p>In addition, there had been focused engagements to support commissioning particularly in mental health, children health and wellbeing services, NHS111, maternity and online GP consultations.</p> <p>AD handed over to Chris Adcock (CA), Chief Finance Officer, to introduce the annual accounts.</p>	
<b>5</b>	<p><b>Annual Accounts</b></p> <p>CA introduced the Annual Accounts noting that that it had been a challenging year financially. There was a year-end deficit due to activity related issues at Surrey and Sussex Healthcare NHS Trust.</p> <p>East Surrey CCG spent £254m on health and care services last year and ended the financial year with a £2.4m deficit. The CCG had been placed in financial turnaround during the year by the executive in order to stabilise expenditure. A financial recovery plan had been developed to achieve financial balance over next 3-5 years, and legal directions for finance remained in place.</p> <p>CA explained that there was a duty on the CCG to ensure that no more money than is available is spent.</p> <p>A financial plan for 2019-20 had been developed in line with the guidance produced by NHS England.</p>	
<b>6</b>	<p><b>Future Developments - responding to the NHS Long Term Plan and proposals for commissioning reform</b></p> <p>AD extended his thanks to the Governing Body, provider partners, local population and staff.</p> <p>AD explained that healthcare accounted for 10% of the population's health. But that, 90% of the NHS budget was spent on healthcare. Individual</p>	

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	<p>CCGs were no longer able to operate and commission effectively and efficiently for the changing needs of the population.</p> <p>AD gave a summary of the NHS 10 Year Plan that was published in 2019 and advised that there had been a strategic response for East Surrey population regarding alcohol, weight, exercise and mindfulness.</p> <p>AD gave an overview of the priorities for the year ahead which included responding to the NHS Long Term Plan, working alongside local authority colleagues to create an operating model which enabled CCGs to work strategically across Sussex. In line with this direction, East Surrey would transition to Surrey Heartlands ICS.</p>	
7	<p><b>Chair Closing Comments</b></p> <p>Chair thanked AD and CA for a comprehensive review of the year, and careful management of the legal directions. The Chair further thanked AD and the Executive Team for their hard work and commitment during the year.</p> <p><b>Questions from the public:</b></p> <p><i>Q: What can the CCG do in relation to staff retention in CCG and local NHS providers?</i> AD noted the CCG was average for staff retention.</p> <p><i>Q: HealthWatch – is there a process in place so that there won't be any disadvantage to East Surrey residents in the transition to Surrey Heartlands?</i> AD advised that the Governing Body would not have approved the transition unless they were completely satisfied it was the right move for East Surrey CCG and its local population.</p> <p><i>Q: Prevention (featured) in the presentation – how do you see the merger to Surrey Heartlands affecting the voluntary work that goes on?</i> AD explained the work that Surrey Heartlands had a robust engagement plan which included work with the local community, including the voluntary sector.</p> <p>The Chair noted this would likely be his last East Surrey CCG AGM as there would be a new structure going forward. The Chair noted the achievements of the last 12 months, and thanked AD, East Surrey CCG Governing Body, CCG colleagues and wider partners.</p>	
	<b>Meeting Close</b>	