

North West Surrey CCG Governing Body (Part One)

AGENDA

Meeting of North West Surrey CCG Governing Body (Part One)

To held on Monday 28 November 2016

At NWS CCG HQ, 58 Church St, Weybridge, Surrey, KT13 8DP.

Item	Time	Topic / objective	Lead	Report No.
1	2:00	<p>Welcome, Introductions and Apologies</p> <p>To welcome any member of the public in attendance and to note that this is a meeting in public and not a public meeting.</p> <p>To note any questions from the public to have been submitted to the Chair or Secretariat up to 48 hours prior to the meeting.</p> <p>To Note any apologies for absence.</p> <p>To Note: Emma Holden, Director of Quality & Nursing, NE Hampshire & Farnham CCG, will provide a presentation for item 7.</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	
2		<p>Declaration of Conflict of Interest</p> <p>To note Declarations of Interest and Hospitality document showing current Register of all Clinical Executive Members' interests.</p> <p>To receive confirmation from all Members that their entry in the Register of Interests be up-to-date, accurate and complete.</p> <p>To receive confirmation from all Members that their entry in the Hospitality, Gifts and Sponsorship Register is up-to-date, accurate and complete.</p> <p>To receive Declarations of Interest pertinent to items on this Agenda.</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	GB149-16

3		<p>Minutes of the previous Governing Body meeting (part one) held on 24 October 2016, and Matters Arising from the Minutes.</p> <p>To Approve the draft Minutes from the previous Governing Body (Part One) meeting held on Monday 24 October 2016.</p> <p>For : Approval</p> <p>To discuss matters arising from the previous minutes held on 24 October 2016.</p> <p>For : Discussion</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	GB150-16
4		<p>Actions Log</p> <p>To note progress on the Actions Log from the previous Governing Body (Part One) meeting held on Monday 24 October 2016.</p> <p>For : Information</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	GB151-16
5	2.10	<p>Chairs Report</p> <p>For : Information</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	
6	2.15	<p>Chief Executive's Report</p> <p>For : Information</p>	<p>Julia Ross <i>Chief Executive</i></p>	
Quality (1)				
7	2.20	<p>Update on Mortality Reviews & Care Quality Commission (CQC)</p> <p>To receive and discuss the presentation and update on Mortality Reviews & the SABP Care Quality Commission (CQC) inspection and mortality / suicide reviews and actions.</p> <p>For : Discussion</p> <p><i>Presentation by Emma Holden Director of Quality & Nursing, NE Hampshire & Farnham CCG</i></p>	<p>Clare Stone <i>Chief Nurse</i></p>	Slide Presentation

CORPORATE AND GOVERNANCE

8	2.40	<p>Governing Body's Committees' Minutes:</p> <p>To Receive and Note:</p> <p>(a) Authorised Minutes of the Governing Body's committees (as listed below):</p> <p>(b) Verbal updates from each Committee Chair or Representative on current business:</p> <p style="padding-left: 20px;">(i) Clinical Executive : (<i>Dr Jags Rai</i>)</p> <p style="padding-left: 40px;">○ 14/09/2016.</p> <p style="padding-left: 20px;">(ii) Strategic Finance Committee : (<i>William McKee</i>)</p> <p style="padding-left: 40px;">○ 22/08/2016.</p> <p style="padding-left: 40px;">Audit & Risk Committee : (<i>Paul Hopper</i>)</p> <p style="padding-left: 40px;">○ 12/09/2016.</p> <p>For : Information</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	<p>GB152-16</p> <p>(i) (ii) (iii)</p>
9	2.45	<p>Primary Care Commissioning Committee Minutes – Part One</p> <p>To Receive and Note 'Part One' authorised minutes of the Primary Care Commissioning Committee (PCCC) : (<i>Julia Dutchman-Bailey</i>)</p> <p style="padding-left: 20px;">○ 23 September 2016</p> <p style="padding-left: 20px;">○ 21 October 2016.</p> <p>For : Information</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	<p>GB153-16</p>
10	2.50	<p>Board Pad Implementation – Update</p> <p>To receive and note the plan for the implementation of Board Pad.</p> <p>For: Information</p>	<p>Anthony Shipley <i>Acting Director of Corporate Development & Assurance</i></p>	<p>Verbal</p>
11	3.00	<p>Risk Register and Assurance Framework - Notification of New and Closed Risks</p> <p>To receive and approve the Risk Register and Assurance Framework.</p> <p>For : Approval</p>	<p>Anthony Shipley <i>Acting Director of Corporate Development & Assurance</i></p>	<p>GB154-16</p>

CONTRACTS, FINANCE AND STRATEGY				
12	3.10	<p>Contract Performance Report</p> <p>To receive and note the Contract Performance Report for Month 6 for the 2016/17 financial year, and note the verbal update on the current position.</p> <p>For : Information</p>	<p>Sumona Chatterjee Interim Director of Strategic Commissioning</p>	GB155-16
13	3.25	<p>Finance Report - Month 7</p> <p>To receive and note the Finance report for Month 7 of the 2016/17 financial year, and note the verbal update on the current position.</p> <p>For : Information</p>	<p>Mark Baker Director of Finance</p>	GB156-16
14	3.35	<p>Internal Audit and Counter Fraud Procurement</p> <p>To receive and note the process for the procurement of internal audit and counter fraud services, to be commenced on 1 April 2017.</p> <p>For information</p>	<p>Mark Baker Director of Finance</p>	GB157-16
PATIENT EXPERIENCE, QUALITY & SAFETY (2)				
15	3.40	<p>Quality Assurance Dashboard – Exception Report</p> <p>(i) To receive, discuss and note the Quality Assurance Dashboard and provide feedback on the content to allow for further development.</p> <p>(ii) To note the actions being taken in relation to the exceptions as reported.</p> <p>For : Discussion (i)</p> <p>For : Information (ii)</p>	<p>Clare Stone Chief Nurse</p>	GB158-16

16	3.55	<p>Patient Experience Report</p> <p>To receive and note the report on current patient experience themes and trends and an update on current progress and interventions.</p> <p>For : Information</p>	<p>Clare Stone <i>Chief Nurse</i></p>	GB159-16
OTHER BUSINESS				
17	4.10	<p>Any Other Business</p> <p>Any other business to be notified to the Chair, or the Secretariat, 48 hours prior to the start of the meeting.</p>	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	
18	4.15	<p>Dates for future Governing Body meetings</p> <p>All Governing Body meetings will be held at the NWS CCG HQ, 58 Church St, Weybridge, Surrey, KT13 8DP, unless otherwise notified.</p> <ul style="list-style-type: none"> • Monday 28 November 2016 • Monday 19 December 2016 – Seminar (and short part 1 & 2 meetings) • Monday 23 January 2017 • Monday 27 February 2017 – (Seminar) • Monday 27 March 2017. 	<p>Dr Charlotte Canniff <i>Clinical Chair</i></p>	
19	4.15	Closure		

*** 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.*