

## PRIMARY CARE COMMISSIONING COMMITTEES IN COMMON PART ONE

### AGENDA

<b>NHS Guildford and Waverley CCG</b>	✓
<b>NHS North West Surrey CCG</b>	✓
<b>NHS Surrey Downs CCG</b>	✓

<b>Date</b>	13 September 2019	<b>Time</b>	09:00- 11:15
<b>Venue</b>	Board Room, Third Floor, NHS G&W CCG, Dominion House, Woodbridge Road, Guildford, Surrey, GU1 4PU		

Item No.	Timings	Item	Action	Presenter	Paper No
1	09:00	Welcome, Introductions and Apologies		Convenor	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	Convenor	1
3		Quorum *	To confirm	Convenor	Verbal
4		Minutes from Meeting on 12 July 2019	To approve	Convenor	2
5		Action Log		Convenor	3
<b>Terms of Reference</b>					
6	09:15	Primary Care Transformation Board TOR	To approve	CT	4

Please return hard copies to Rian Hoskins at the end of the meeting to ensure secure disposal.

**Working together as the Surrey Heartlands Clinical Commissioning Groups**

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

Item No.	Timings	Item	Action	Presenter	Paper No
<b>Finance</b>					
7	09:25	2019/20 Month Two Finance Reports <ul style="list-style-type: none"> <li>• G&amp;W CCG</li> <li>• NWS CCG</li> <li>• SD CCG</li> </ul>	To note	CF	5 6 7
<b>Commissioning, Contracting and Localities Development</b>					
8	09:40	Risk Register	To approve	HS	8
9	09:50	Issues Log	To approve	HS	9
10	10:00	Primary Care Contract Tracker	To note	HS	10
11	10:10	Care Quality Commission (CQC) Report	To note	HS	11
12	10:20	General Practice (GP) Online Consulting Procurement Process	To approve	NM / DS / NC	12
13	10:35	Locally Commissioned Service (LCS) for Antipsychotic Drug Administration in Primary Care	To approve	DD	13
14	10:50	Primary Care Programme of Work (POW) – September 2019 <ul style="list-style-type: none"> <li>• Commissioning &amp; Development Assurance Report</li> <li>• Surrey Heartlands' Primary Care Operational Groups' (PCOG) Minutes and Recommendations <ol style="list-style-type: none"> <li>NWS CCG PCOG – 28/06/2019 – Confirmed</li> <li>NWS CCG PCOG – 26/07/2019 – Confirmed</li> <li>NWS CCG PCOG –</li> </ol> </li> </ul>	To review	NM	14

Item No.	Timings	Item	Action	Presenter	Paper No
		30/08/2019 Unconfirmed iv. G&W CCG – 28/06/2019 – Confirmed v. G&W CCG – 26/07/2019 - Confirmed vi. G&W CCG – 30/08/2019 – Unconfirmed vii. SD CCG – 21/06/2019 – Confirmed viii. SD CCG – 19/07/2019 – Confirmed ix. SD CCG – 23/08/2019 - Unconfirmed <ul style="list-style-type: none"> <li>• Draft Primary Care Transformation Board (PCTB) Minutes – 05/09/2019</li> <li>• Performance Dashboard</li> </ul>			
15	11:00	Fort House Appeal Report	To note	NM	15
<b>Any Other Business (AOB)</b>					
16	11:10	AOB		All	
17	11:15	Meeting Close			
<b>Future Meeting Dates:</b>					
<ul style="list-style-type: none"> <li>• 08 November 2019, SD CCG – Cedar Court, Guildford Road, Leatherhead, KT22 9AE</li> <li>• 10 January 2019, NWS CCG – 58 Church Street, Weybridge, Surrey, KT13 8DP</li> </ul>					

**\*Quorum** shall be

9.1 A quorum shall be 5 voting members, to include one independent member<sup>1</sup>, one clinician<sup>2</sup>, the Joint Accountable Officer or Chief Finance Officer, and two other voting members.

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

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

## Members/ Attendees

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
<b>Voting Members</b>				
Jonathan Perkins (JP)	Lay Member, General, (Convenor)		A	
Sue Tresman (ST)	Deputy Lay Member, General, (Vice Convenor)		✓	
Jacqui Burke (JB)	Lay Member, Audit		✓	
Matthew Tait (MT)	Integrated Care System (ICS) Chief Officer		✓	
Karen McDowell (KM)	ICS Director of Finance		A	
Deputy for KM: Andy Law (AL)	Associate Director of Finance		✓	
Clare Stone (CSt)	ICS Director of Quality and Surrey Heartlands CCGs Chief Nurse		A	
Dr David Ratcliffe (DR)	Independent General Practitioner (GP)		✓	
Dr Jane Dempster (JD)	Independent GP		✓	
Vicky Stobbart (VS)	Integrated Care Partnership (ICP) Director	✓		
Giles Mahoney (GM)		✓		
Jack Wagstaff (JWa)	ICP Director		A	
Nikki Mallinder (NM)	Associate Director of Primary Care Development		✓	
Colin Thompson (CT)	ICP Director			✓
Lynda MacDermott (LM)	Patient Lay Representative	✓		
Catherine Brunton-Green (CB)	Patient Lay Representative		✓	
TBA	Patient Lay Representative			-

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Ruth Hutchinson (RHu)	Surrey County Council (SCC) Deputy Director of Public Health		✓	
Dr Clare Sieber (CSi)	Surrey & Sussex Local Medical Committee (LMC) Medical Director		✓	
Dr Karthiga Gengatharan (KG)	East Sussex LMC Medical Director		✓	
<b>Non-Voting Members</b>				
Caroline Cameron (CC)	NHS England (NHSE) Representative		✓	
Kate Scribbins (KS)	Surrey Healthwatch Representative		✓	
Sinead Mooney (SM)	SCC Chair of the Health and Wellbeing Board		✓	
Alison Griffiths (AG)	Deputy SCC Chair of the Health and Wellbeing Board		✓	
Dr Jonathan Inglesfield (JI)	GP Representative (Cranleigh Medical Practice)	✓		
Dr Susan Denton (SDe)	GP Representative (Guildowns Group Practice)	✓		
Dr Paul Sodhi (PS)	GP Representative, Stanwell, Ashford, Staines, Shepperton and Egham (SASSE) Locality (St David's Family Practice)		A	
Dr Deborah Shiel (DShi)	GP Representative, Woking Locality (Hillview Medical Centre)		✓	
Dr Njaimeh Asamoah-Owusu (NA)	GP Representative, Thames Medical Locality (Crouch Oak Family Practice)		✓	

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Dr Robin Gupta (RGU)	GP Representative, Dorking Locality (Brockwood Medical Practice)			✓
Dr Nicky Kirby (NK)	GP Representative, Epsom Locality (Longcroft Clinic)			✓
Dr Jill Evans (JE)	GP Representative, East Elmbridge Locality (Esher Green Surgery)			✓
Isata Green (IGr)	Operational Practice Manager (Fairlands Medical Practice)	✓		
Liz Reynolds (LR)	Operational Practice Manager (Wey Family Practice)		✓	
Claire Yarborough (CY)	Operational Practice Manager (Cobham Health Centre)			✓
<b>In Attendance</b>				
Helen Snelling (HS)	Head of Primary Care Contracts		✓	
Rachael Graham (RGr)	Deputy Director of Non-Acute Contracts		✓	
Shelley Eugene (SE)	Head of Primary Care Commissioning and Development			✓
Jules Wilmshurst-Smith (JWi)	Head of Estates		✓	
Hannah Yasuda (HY)	Head of Primary Care Commissioning and Development	✓		
Dan Shelton-Smith (DShe)	Interim Technical Specialist / Project Manager, ELS Consulting Associates Limited (Ltd)			✓ Item 12

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Nina Crump (NC)	Interim Communications and Engagement Manager, Online Consultation Programme, Big Sky Marketing Ltd		✓ Item 12	
Donna Derby (DD)	Transformation Programme Director			✓ Item 13
Adrian Brown (AB)	Lay Member, East Surrey CCG		✓	
Steve Sollitt (SS)	Lead Manager – Primary Care Delegated Commissioning, North Directorate of Central Sussex and East Surrey Commissioning Alliance		✓	
Sara Brine (SB)	Head of Primary Care Commissioning, North Directorate of Central Sussex and East Surrey Commissioning Alliance		✓	
James Stanton (JS)	(Minute-Taker) Governance Manager		✓	
Rian Hoskins (RHo)	(Minute-Taker) 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.