

Agenda item: 18

Paper no: 14

Title of Report:	Minutes from Governing Bodies' Committees in Common- Part I- ES, G&W, NWS and SD CCGs	
Status:	TO NOTE	
Committee:	Governing Bodies in Common	Date: 18/12/19
Venue:	Dorking Halls	

The following minutes are presented at this meeting for noting.

Meeting Name	Date of Meeting/s
Surrey-wide Commissioning Committees in Common	25 September 2019

In addition, the following minutes are currently in draft, pending approval at the next committees meeting. These will be presented at the next Governing Bodies in Common meeting on 25/03/20.

Meeting Name	Date of Meeting/s
Audit Committees in Common	15 November 2019
Primary Care Commissioning Committees in Common	8 November 2019
Quality and Performance Assurance Board	28 November 2019
Strategic Finance and Assurance Board	29 November 2019
Surrey-wide Commissioning Committees in Common	18 December 2019

Working together across Surrey Heartlands

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

Surrey Health and Social Care

SURREY COMMISSIONING COMMITTEES IN COMMON

MINUTES DRAFT (to be approved at next meeting on 18/12/19)

Committees in Common between the following organisations:

NHS East Surrey CCG	ü
NHS Guildford and Waverley CCG	ü
NHS North West Surrey CCG	ü
NHS North East Hants and Farnham CCG	ü
NHS Surrey Downs CCG	ü
NHS Surrey Heath CCG	ü
Surrey County Council	ü

Date	Wednesday 25 September 2019	Time	10:00- 10:40
Venue	Mandolay Hotel, 36-40 London Rd, Guildford, GU1 2AE		

Members/ Attendees:

Name	Title	Attendance (ü) or Apologies (A)						
		East Surrey CCG	Guildford and Waverley CCG	North West Surrey CCG	Surrey Downs CCG	North East Hants and Farnham CCG	Surrey Heath CCG	Surrey County Council
Convener								
Dr Russell Hills (RH)	Clinical Chair, Surrey Downs CCG							
Members								
Dr Elango Vijaykumar (EV)	Clinical Chair (Chair)	A						
Yvette Robbins (YR)	Lay Member PPE	A						
Dr Sian Jones (SJ)	Clinical Chair (Chair)		ü					
Vacant	GP Member		-					
Dr Charlotte Canniff (CC)	Clinical Chair (Chair)			ü				

Reviewed by RH (24/10/19)

Name	Title	Attendance (ü) or Apologies (A)						
		East Surrey CCG	Guildford and Waverley CCG	North West Surrey CCG	Surrey Downs CCG	North East Hants and Farnham CCG	Surrey Heath CCG	Surrey County Council
Dr Deborah Shiel (DS)	GP Member			A				
Dr Russell Hills (RH)	Clinical Chair (Chair)				ü			
Dr Andy Sharpe (AS)	GP Member				ü			
Jacqui Burke (JB)	Lay Member for Audit			ü				
Jonathan Perkins (JP)	Lay Member General			ü				
Julia Dutchman-Bailey (JDB)	Independent Nurse			A				
Matthew Tait (MT)	Joint Accountable Officer			ü				
Karen McDowell (KMc)	Chief Finance Officer			ü				
Dr Peter Bibawy (PB)	Clinical Chair (Chair)					A		
Kathy Atkinson (KA)	Lay Member					A		
Ruth Colburn Jackson (RCJ)	Managing Director					A		
Edmund Cartwright (EC)	Interim Director of Quality and Nursing (Chair) <i>(also representing North East Hants and Farnham CCG)</i>					ü		
TBC	Lay Member						-	
TBC	Secondary Care Consultant						-	
Cllr Tim Oliver (TO)	Leader of the Council (Chair)							ü
Cllr Sinead Mooney (SM)	Cabinet Member for Adults and Public Health							ü
Cllr Mary Lewis (ML)	Cabinet Member for Children, Young People and Families							ü
Attendees								
Sumona Chatterjee (SC)	ICS Director of Surrey-wide Services			ü				
Cllr Alison Griffiths (AG)	Deputy Cabinet Member for Health							ü
Joanna Killian (JK)	Chief Executive							ü
Simon White (SW)	Interim Executive Director for Adult Social Care							ü

Name	Title	Attendance (ü) or Apologies (A)						
		East Surrey CCG	Guildford and Waverley CCG	North West Surrey CCG	Surrey Downs CCG	North East Hants and Farnham CCG	Surrey Heath CCG	Surrey County Council
Ruth Hutchinson (RHu)	Interim Director of Public Health							ü
Natasha Moore (NM)	(Minute-taker) Governance Manager for the Surrey Heartlands CCGs							

Item No.	Discussion and actions raised	Who	By when
1	<p>Welcome, Introductions and Apologies</p> <p>RH was confirmed as the Convener. The Convener welcomed members and attendees to the inaugural meeting of the Surrey-wide Commissioning Committees in Common. Apologies were received as detailed above.</p> <p>He welcomed the members of the public present observing the meeting.</p> <p>All were reminded that confidential papers should be handed in to NM after the meeting for secure disposal; that the meeting would be recorded for administration purposes only; and the recording would be deleted once the minutes had been approved.</p>		
2	<p>Declarations of Interest</p> <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. <p>The Convener noted the register of members' and attendees' interests included in the meeting papers. All present to liaise with NM to ensure that all entries on the register were correct and all fields completed.</p> <p>The Convener invited members and attendees to report any new declarations or amendments to the register or any declarations pertinent to items on this agenda. None were received.</p>	All	31/10/19
3	<p>Quorums</p> <p>The required quorum was met for the following organisations:</p> <ul style="list-style-type: none"> Guildford and Waverley CCG North East Hants and Farnham CCG North West Surrey CCG Surrey Downs CCG Surrey Heath CCG 		

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	<ul style="list-style-type: none"> Surrey County Council <p>The following organisations were not quorate for this meeting and arrangements had been made to take an Emergency decision/ Chair's Action following the meeting:</p> <ul style="list-style-type: none"> East Surrey CCG 																										
4	<p>Questions from members of the public No question from members of the public had been received.</p>																										
5	<p>Terms of Reference The Convener presented amendments to the Terms of Reference as below.</p> <table border="1" data-bbox="236 748 1206 1339"> <thead> <tr> <th data-bbox="236 748 440 801">Section</th> <th data-bbox="448 748 1206 801">Change/s</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 801 440 853">2.1/ 2.2/ 5.1</td> <td data-bbox="448 801 1206 853">References to 'strategic' removed;</td> </tr> <tr> <td data-bbox="236 853 440 972">5.2</td> <td data-bbox="448 853 1206 972">Reference to Surrey Heartlands' Investment Framework removed and moved to Appendix 1, pertinent to ES, G&W, NWS and SD CCGs only.</td> </tr> <tr> <td data-bbox="236 972 440 1249">15</td> <td data-bbox="448 972 1206 1249"> Process for Chair's Action clarified with regards to each Committee Chair taking a decision. <i>(This has been noted as one member and the requirements for a 'supporting member' removed. This is due to the small number of the some of the committees, with the quoracy for some being 1 member.)</i> </td> </tr> <tr> <td data-bbox="236 1249 440 1339">Appendices 1 and 2</td> <td data-bbox="448 1249 1206 1339">Delegations/ memberships/ quorums updated by each organisation.</td> </tr> </tbody> </table> <p>Recommendation/s:</p> <table border="1" data-bbox="236 1413 1050 1682"> <tbody> <tr> <td data-bbox="236 1413 916 1451">NHS East Surrey CCG</td> <td data-bbox="924 1413 1050 1451">*</td> </tr> <tr> <td data-bbox="236 1451 916 1489">NHS Guildford and Waverley CCG</td> <td data-bbox="924 1451 1050 1489">Ü</td> </tr> <tr> <td data-bbox="236 1489 916 1527">NHS North West Surrey CCG</td> <td data-bbox="924 1489 1050 1527">Ü</td> </tr> <tr> <td data-bbox="236 1527 916 1565">NHS North East Hants and Farnham CCG</td> <td data-bbox="924 1527 1050 1565">Ü</td> </tr> <tr> <td data-bbox="236 1565 916 1603">NHS Surrey Downs CCG</td> <td data-bbox="924 1565 1050 1603">Ü</td> </tr> <tr> <td data-bbox="236 1603 916 1641">NHS Surrey Heath CCG</td> <td data-bbox="924 1603 1050 1641">Ü</td> </tr> <tr> <td data-bbox="236 1641 916 1682">Surrey County Council</td> <td data-bbox="924 1641 1050 1682">Ü</td> </tr> </tbody> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> TO APPROVE the amendments to the committee Terms of Reference. <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> APPROVED the amendments to the committee Terms of Reference. Amendments to be approved by each CCG Governing Body and SCC Cabinet, where not yet approved. 	Section	Change/s	2.1/ 2.2/ 5.1	References to 'strategic' removed;	5.2	Reference to Surrey Heartlands' Investment Framework removed and moved to Appendix 1, pertinent to ES, G&W, NWS and SD CCGs only.	15	Process for Chair's Action clarified with regards to each Committee Chair taking a decision. <i>(This has been noted as one member and the requirements for a 'supporting member' removed. This is due to the small number of the some of the committees, with the quoracy for some being 1 member.)</i>	Appendices 1 and 2	Delegations/ memberships/ quorums updated by each organisation.	NHS East Surrey CCG	*	NHS Guildford and Waverley CCG	Ü	NHS North West Surrey CCG	Ü	NHS North East Hants and Farnham CCG	Ü	NHS Surrey Downs CCG	Ü	NHS Surrey Heath CCG	Ü	Surrey County Council	Ü		
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	<ul style="list-style-type: none"> *East Surrey CCG to approve these amendments via an Emergency decision/ Chair's Action. 																
6	<p>IAPT contract extension It was noted that this item had been moved to Part II.</p>																
7	<p>Better Care Fund SW presented this item noting that the report highlighted additional social care monies and how these would be spent within the system. Noted that this had been reviewed by the Surrey Health and Care Collaborative and was due to be approved by the Surrey Health and Wellbeing Board on 03/10/19. MT noted that these additional funds were beneficial for flexible adult social care costs, such as winter pressures but noted that the template was not clear in highlighting where these additional monies had been allocated. Members also queried what would happen to these funds where not spent.</p> <p>SW confirmed that these funds had to be spent in year and noted that the local commissioning groups and the Local A&E Delivery Boards had been presented with the detail of where the additional funds had been allocated.</p> <p>AS noted that previously, some CCGs had projects underway relating to telehealth/ telecare. He noted that there had been discussions regarding a Surrey-wide telehealth/ telecare procurement and asked for an update on this. SW noted that the potential for this service was being discussed across the system, using existing infrastructure where already in place.</p> <p>Recommendation/s:</p> <table border="1" data-bbox="233 1368 1051 1637"> <tbody> <tr> <td>NHS East Surrey CCG</td> <td></td> </tr> <tr> <td>NHS Guildford and Waverley CCG</td> <td>ü</td> </tr> <tr> <td>NHS North West Surrey CCG</td> <td>ü</td> </tr> <tr> <td>NHS North East Hants and Farnham CCG</td> <td>ü</td> </tr> <tr> <td>NHS Surrey Downs CCG</td> <td>ü</td> </tr> <tr> <td>NHS Surrey Heath CCG</td> <td>ü</td> </tr> <tr> <td>Surrey County Council</td> <td>ü</td> </tr> </tbody> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> TO AGREE that the finalised 2019/20 Better Care Fund Plan be presented to the Surrey Health and Wellbeing Board for final approval on 03/10/19. TO NOTE that the national planning conditions have been met; including the minimum CCG funding contribution, the minimum funding allocation to NHS Commissioned Out of Hospital Spend, and minimum funding allocation to Adult Social Care services. 	NHS East Surrey CCG		NHS Guildford and Waverley CCG	ü	NHS North West Surrey CCG	ü	NHS North East Hants and Farnham CCG	ü	NHS Surrey Downs CCG	ü	NHS Surrey Heath CCG	ü	Surrey County Council	ü		
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	<p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> · AGREED that the finalised 2019/20 Better Care Fund Plan be presented to the Surrey Health and Wellbeing Board for final approval on 03 October 2019. · NOTED that the national planning conditions have been met. 		
Surrey County Council items only			
8	<p>Integrated adult substance misuse treatment service</p> <p>RHu presented the above noting:</p> <ul style="list-style-type: none"> · Service was within the wider context of the Surrey 2030 Vision and also was also within the Health and Wellbeing Strategy regarding ensuring that this service was delivered, with a focus on prevention and treatment. · Noted that each year, approximately 3,000 people in Surrey access treatment services for substance misuse. · Outlined the four Tiers of the service funded from Public Health. · Noted that the current service was performing well with good patient outcomes. · Noted that the relationship between the council and the current provider was well established, with an ‘open book’ accounting method being effective in terms of budgets and resource allocation. · She also noted that the market had been tested for alternative providers but no suitable alternatives had been found. <p>JB noted a significant reduction in funding between 2015/16 and 2018/19 and asked what mitigations were being put in place to ensure the service continues to perform well despite this reduction in resource. RHu acknowledged that a number of risks had been identified given this reduction in funding. These risks were part of ongoing monitoring and noted that access to the service still remained high.</p> <p>JB also queried the ‘open book’ accounting method and asked whether an internal audit had been considered. RHu noted that this had been discussed and would be included in negotiations going forward.</p> <p>ML noted the need to integrate and ensure this service was also embedded in other services the council provides; she gave the example of the Family Safeguarding Model which is based on multi-disciplinary teams of social workers with Domestic Abuse, Substance Misuse and Mental Health experts who support parents to keep children safe in their own families. She stressed the importance of keeping children safe within a family setting and that this could only be successful, if parents/ guardians were well supported and their needs met.</p> <p>RHu acknowledged that the substance misuse service needed to be flexible to adapt to different models. She noted that discussions with</p>		

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	<p>the provider would take place to ensure that services align across the system; this would include linking in with Children's Services.</p> <p>SM noted that she visited the service along with AG and highlighted the positive feedback received, particularly from service users who commented that they felt well supported and that the provider was easy to engage with.</p> <p>Members requested to see the final agreed contract/ co-operative agreement between parties. It was agreed for the CinC to review this in December 2019.</p> <p>Recommendation/s:</p> <table border="1" data-bbox="236 667 1051 936"> <tr> <td>NHS East Surrey CCG</td> <td></td> </tr> <tr> <td>NHS Guildford and Waverley CCG</td> <td></td> </tr> <tr> <td>NHS North West Surrey CCG</td> <td></td> </tr> <tr> <td>NHS North East Hants and Farnham CCG</td> <td></td> </tr> <tr> <td>NHS Surrey Downs CCG</td> <td></td> </tr> <tr> <td>NHS Surrey Heath CCG</td> <td></td> </tr> <tr> <td>Surrey County Council</td> <td>ü</td> </tr> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> · TO APPROVE agreement for Surrey County Council and Surrey and Borders Partnership (SaBP) NHS Trust to enter into a proposed five-year co-operation agreement. After the initial five-year term, the co-operation agreement will automatically renew on an annual basis unless terminated. The agreement will be in compliance with Regulation 12(7) of the Public Contract Regulations 2015 (PCR 2015). <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> · APPROVED agreement for Surrey County Council and Surrey and Borders Partnership (SaBP) NHS Trust to enter into a proposed five-year co-operation agreement subject to the final co-operative agreement being reviewed by the CinC in December 2019. NM to add to the workplan. · AGREED the next steps as per the report. 	NHS East Surrey CCG		NHS Guildford and Waverley CCG		NHS North West Surrey CCG		NHS North East Hants and Farnham CCG		NHS Surrey Downs CCG		NHS Surrey Heath CCG		Surrey County Council	ü	NM	31/10/19
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9	<p>Implementing a strategic commissioning approach to supported living for adults with a mental health and/or substance misuse problem</p> <p>SW presented the above, noting:</p> <ul style="list-style-type: none"> · The Council currently funds care for approximately 200 people with mental health problems in supported living care settings. · Noted that the new service would start from 01/11/19. · The new service specification is recovery-focused to enable people to reach their desired outcomes within a maximum timeframe of 1.5- 2 years. The current average length of stay is just under 2.5 years. · A 17% increase per year in costs had been predicted for this service, compared to the industry average of 6-7%. 																

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	<p>JB queried these cost projections for this service, quoting the predicted 17% increase. SW noted that this was a 'worst case' scenario due to the increased level of support required in the new contract and the general increase in workforce costs for all providers. JB asked colleagues to consider challenging this increase, particularly with regards to workforce costs, e.g. labour costs versus management premiums.</p> <p>TO queried the detail in the Equalities Impact Assessment (EIA), noting the current risk that not all accommodation is accessible for wheelchair users or those with limited physical mobility. SW acknowledged these challenges at present, noting that these would be discussed as part of the contract negotiations.</p> <p>CC raised concerns with regards to a shortage of single sex accommodation, noting that this was particularly important for individuals who are/ have been victims of domestic abuse. SW noted that there was currently provision for this and agreed to make the EIA clearer in this regard.</p> <p>Recommendation/s:</p> <table border="1" data-bbox="236 958 1051 1227"> <tbody> <tr> <td data-bbox="236 958 914 999">NHS East Surrey CCG</td> <td data-bbox="919 958 1051 999"></td> </tr> <tr> <td data-bbox="236 999 914 1039">NHS Guildford and Waverley CCG</td> <td data-bbox="919 999 1051 1039"></td> </tr> <tr> <td data-bbox="236 1039 914 1079">NHS North West Surrey CCG</td> <td data-bbox="919 1039 1051 1079"></td> </tr> <tr> <td data-bbox="236 1079 914 1120">NHS North East Hants and Farnham CCG</td> <td data-bbox="919 1079 1051 1120"></td> </tr> <tr> <td data-bbox="236 1120 914 1160">NHS Surrey Downs CCG</td> <td data-bbox="919 1120 1051 1160"></td> </tr> <tr> <td data-bbox="236 1160 914 1200">NHS Surrey Heath CCG</td> <td data-bbox="919 1160 1051 1200"></td> </tr> <tr> <td data-bbox="236 1200 914 1227">Surrey County Council</td> <td data-bbox="919 1200 1051 1227">ü</td> </tr> </tbody> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> · TO APPROVE the implementation of this strategic commissioning approach to supported living for adults with a mental health and/or substance misuse problem. · TO APPROVE the award of Dynamic Purchasing System Agreements for Supported Living (lot 1) to the successful providers for the provision of high quality, value for money services to individuals (see part II paper). <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> · APPROVED the implementation of this strategic commissioning approach to supported living for adults with a mental health and/or substance misuse problem. · APPROVED the award of Dynamic Purchasing System Agreements for Supported Living (lot 1) to the successful providers for the provision of high quality, value for money services to individuals. · AGREED the next steps as per the report. 	NHS East Surrey CCG		NHS Guildford and Waverley CCG		NHS North West Surrey CCG		NHS North East Hants and Farnham CCG		NHS Surrey Downs CCG		NHS Surrey Heath CCG		Surrey County Council	ü		
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AOB			
10	AOB No other business was raised.		
11	Meeting close The meeting closed at 10:40.		
Date of next meeting: Wednesday 18 December 2019; 09:30- 12:30; Dorking Halls, Dorking			
Signed and agreed by: Date: DD MMM YYYY Dr Russell Hills, Clinical Chair, Surrey Downs CCG (Convener)			
Minutes agreed for publication by: Date: DD MMM YYYY Exec Lead name, Exec Lead Title (Exec Lead)			