

## PRIMARY CARE COMMISSIONING COMMITTEES IN COMMON

### PART ONE

### AGENDA

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

<b>Date</b>	Friday, 13 March 2020	<b>Time</b>	09:00 - 11:25
<b>Venue</b>	Meeting Rooms 2, 3 and 4, NW Surrey CCG, 58 Church Street, Weybridge, Surrey KT13 8DP		

Item No.	Timings	Item	Action	Presenter	Paper No
1	09:00	Welcome, Introductions and Apologies: <ul style="list-style-type: none"> <li>Confirmation of Convener.</li> </ul>		Convener	Verbal
2	09:05	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	Convener	1
3		Quorums. *	To confirm	Convener	Verbal
4		Minutes from previous meetings: PCCCiC - 10/01/2020	To approve	Convener	2
5		Action Log: PCCCiC March 2020.		Convener	3

### Working together across Surrey Heartlands

Item No.	Timings	Item	Action	Presenter	Paper No
<b>Chair's Actions</b>					
6		None to Report.			
<b>Finance</b>					
7	09:15	2019/20 Month Ten Finance Reports: <ul style="list-style-type: none"> <li>• ES CCG</li> <li>• G&amp;W CCG</li> <li>• NWS CCG</li> <li>• SD CCG</li> </ul>	To note	AL	4 5 6 7
<b>Commissioning, Contracting and Localities Development</b>					
8	09:40	New GP Contract Changes.	To note	NM	8
9	09:45	GP Access Update: <ul style="list-style-type: none"> <li>• Improved Access</li> <li>• Access review updates</li> <li>• GP activity data</li> </ul>	To note	SE	Verbal
10	09:50	Workforce Update.	To note	SB	Verbal
11	10:05	Risk Register.	To approve	HS	9
12	10:15	Issues Log.	To approve	HS	10
13	10:25	Programme of Work: <p>Update including:</p> <ul style="list-style-type: none"> <li>• PCOG recommendations</li> <li>• Programme Delivery (including Digital First)</li> <li>• Primary Care Performance</li> <li>• Managing Demand and Unwarranted Variation</li> <li>• Population Health Management</li> </ul>	To note	HY	11 & 12
14	10:40	Care Quality Commission Report (including Federations).	To note	HS	13
15	10:45	COVID-19 Update.	To note	SE	Verbal
16	10:50	Primary Care Contracting Tracker Report: <p>Surrey Heartlands: Interpretation &amp; Translation – BSL Video on Demand.</p>	To approve	HS	14

Item No.	Timings	Item	Action	Presenter	Paper No
17	10.55	Premises Charges Primary Care Network Guidance.	To approve	HS	15
18	11:00	Locally Commissioned Services: <ul style="list-style-type: none"> <li>• Anticoagulation</li> <li>• Prescribing Incentive Schemes</li> <li>• Cervical Screening</li> <li>• Severe Mental Illness</li> </ul>	To approve To approve To note To approve	HoPC	16
<b>Future Meeting Arrangements</b>					
19	11:05	Terms of Reference.	To note	Convener	Verbal
20	11:10	Future Ways of Working.	To discuss	Convener	Verbal
21		Top Three Risks Identified	To discuss	Convener	Verbal
<b>Any Other Business</b>					
22		AOB.	To note	All	
23	11:25	Meeting Close and thanks to those attending their last meeting.			
<b>Future Meeting Dates:</b> <ul style="list-style-type: none"> <li>• April meeting (check if required)</li> <li>• Friday 15 May 2020 – Cedar Court, Surrey Downs CCG</li> </ul>					

\***Quorum** for each CCG shall be as below:

<b>NHS East Surrey CCG</b>	Quorum for the meeting will be at least four (4) out of seven (7) voting members present and one (1) out of two (2) non-voting members present (where conflicts of interest have been appropriately managed) with the majority of lay and executive members.
<b>NHS Guildford and Waverley CCG / NHS North West Surrey CCG / NHS Surrey Downs CCG</b>	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 Local Medical Committee representative.

<sup>2</sup> The "Clinician" may be an independent GP member, the Integrated Care System Director of Quality or the LMC representative (doctor).

## Members/ Attendees

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
<b>Voting Members</b>					
Jonathan Perkins (JP)	Lay Member, General (Convenor)			✓	
David Congdon (DC)	Lay Member for Primary Care Commissioning (Co-Convenor)	✓			
Jacqui Burke (JB)	Lay Member, Audit			✓	
Adrian Brown (AB)	Lay Member, Audit	✓			
Matthew Tait (MT)	Integrated Care System Chief Officer			✓	
Carol Pearson (CP)	Lay Member for Finance	A			
Karen McDowell (KMc) Deputy for KMc: Andy Law (AL)	ICS Director of Finance NWS CCG Associate Director of Finance			A ✓	
Debbie Stubberfield (DS)	Governing Body Independent Nurse Member	A			
Clare Stone (CSt)	ICS Director of Quality and Surrey Heartlands CCGs Chief Nurse			A	
Dr David Ratcliffe (DR)	Independent General Practitioner			✓	
Dr Jane Dempster (JD)	Independent GP			A	
Sumona Chatterjee (SC)	Integrated Care Partnership Director	✓			
Vicky Stobbart (VS) Giles Mahoney (GM)	ICP Director		✓ ✓		
Jack Wagstaff (JW)	ICP Director			A	
Colin Thompson (CT)	ICP Director				✓
Yvette Robbins (YR)	Lay Member for Patient and Public Engagement	✓			
Lynda MacDermott (LM)	Patient Lay Representative		✓		
Catherine Brunton-Green (CB)	Patient Lay Representative			✓	
Jacky Oliver (JO)	Patient Lay Representative				A
Ruth Hutchinson (RHu)	Interim Director of Public Health, Surrey County Council			A	
Dr Karthiga Gengatharan (KG)	Surrey Local Medical Committee Medical Director			✓	

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
<b>Non-Voting Members</b>					
Linda Todman (LM)	NHS England Representative		✓		
Kate Scribbins (KS)	Surrey Healthwatch Chief Executive		✓		
Sinead Mooney (SM)	SCC Cabinet Member for Health and Wellbeing			A	
Deputy for SM: Alison Griffiths (AG)	Deputy SCC Cabinet Member for Health and Wellbeing			A	
Caroline Farrar (CF)	Programme Director for Integrated Care		✓		
Dr Howard Cohen (HC)	GP Member of the GB (Elizabeth House Medical Practice)	A			
Dr David Hill (DH)	GP Member of the GB (Oxted Health Centre)	A			
Dr Jonathan Inglesfield (JI)	GP Representative (Cranleigh Medical Practice)		✓		
Dr Abi Hosangady for Dr Susan Denton (SDe)	GP Representative (Guildowns Group Practice)		✓ A		
TBA	GP Representative for Stanwell, Ashford, Staines, Shepperton and Egham (SASSE) Locality			-	
Dr Njaimeh Asamoah-Owusu (NA)	GP Representative, Thames Medical Locality (Crouch Oak Family Practice)			A	
Dr Deborah Shiel (DS)	GP Representative, Woking Locality (Hillview Medical Centre)			✓	
Dr Robin Gupta (RGU)	GP Representative, Dorking Locality (Longcroft Clinic)				✓
Dr Nazila Toumadj (NT)	GP Representative, East Elmbridge Locality (Capelfield Surgery)				✓
Dr Nicky Kirby (NK)	GP Representative, Epsom Locality (Longcroft Clinic)				✓
TBA	Operational Practice Manager	-			
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)				A
<b>In Attendance</b>					
Mark Byrne (MB)	PCCC Chair Designate		✓		
Helen Snelling (HS)	Head of Primary Care Contracts		✓		

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
Rachael Graham (RGr)	Deputy Director of Non-Acute Contracts			✓	
Nikki Mallinder (NM)	Associate Director of Primary Care Commissioning and Development			✓	
Sara Brine (SB)	Head of Primary Care Commissioning and Development	✓			
Hannah Yasuda (HY)	Head of Primary Care Commissioning and Development		✓		
Kate Lavery (KL)	Head of Primary Care Commissioning and Development			✓	
Shelley Eugene (SE)	Head of Primary Care Commissioning and Development				✓
Jules Wilmshurst-Smith	Head of Estates			✓	
Paul Mitchell (PM)	(Secretary) Interim Governance Manager			✓	

**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.