

Surrey Health and Social Care

SURREY-WIDE COMMISSIONING COMMITTEES IN COMMON

AGENDA

All items are Part 2 and confidential

Committees in Common between the following organisations:

NHS North East Hants and Farnham CCG	✓
NHS Surrey Heartlands CCG	✓
NHS Surrey Heath CCG	✓
Surrey County Council	✓

Date	Thursday 28 May 2020	Time	14:00- 15:00
Venue	Virtual meeting		

Members/ Attendees:

Name	Title/ Role	Attendance (✓)/ Apologies (A)			
		Surrey Heartlands CCG	North East Hants and Farnham CCG	Surrey Heath CCG	Surrey County Council
Convener					
Dr Charlotte Canniff (CC)	Clinical Chair, Surrey Heartlands CCG				
Members					
Dr Charlotte Canniff (CC)	Clinical Chair, Surrey Heartlands CCG	✓			
Jacqui Burke (JB)	Lay Member Audit, Surrey Heartlands CCG	✓			
Jonathan Perkins (JP)	Lay Member Finance, Surrey Heartlands CCG	✓			
Julia Dutchman-Bailey (JDB)	Registered Nurse, Surrey Heartlands CCG	✓			
Matthew Tait (MT)	ICS Chief Officer	✓			
Karen McDowell (KMc)	ICS Director of Finance	A			
Steven Clarke (SC)	Clinical Leader, North East Hants and Farnham CCG		A		
Kathy Atkinson (KA)	Lay Member, North East Hants and Farnham CCG		A		

Nicola Airey (NA)	Managing Director, Surrey Heath CCG (also representing North East Hants and Farnham CCG)		✓	
Edmund Cartwright (EC)	Interim Director of Quality and Nursing, Surrey Heath CCG (Chair) (also representing North East Hants and Farnham CCG)		✓	
TBC	Lay Member, Surrey Heath CCG		-	
TBC	Secondary Care Consultant , Surrey Heath CCG		-	
Cllr Tim Oliver (TO)	Leader of the Council (Chair)			✓
Cllr Sinead Mooney (SM)	Cabinet Member for Adults and Public Health			✓
Cllr Mary Lewis (ML)	Cabinet Member for Children, Young People and Families			✓
Attendees				
Trudy Mills (TM) <i>For item 6</i>	ICS Director of Children's and Learning Disability Services		✓	
Helen Rostill (HR) <i>For item 8</i>	ICS Director of Mental Health Service		✓	
Natasha Moore (NM)	(Minute-taker) 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.

Item No.	Timings	Item	Action	Presenter	Paper No
1	14:00	Welcome, Introductions and Apologies <ul style="list-style-type: none"> Confirmation of Convener 		Convener	Verbal
2		Declarations of Interest <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. 		All	1
3		Quorums *	To confirm	Convener	Verbal
4	14:05	Minutes of the last meeting: 18/12/2019	To approve	Convener	2

5		Action log <i>Report to follow.</i>	To note	Convener	3
6	14:10	Children's Emotional Wellbeing and Mental Health Services Procurement <i>Report to follow.</i> <i>(Conflict of interest noted for any colleagues hosted by or working for the current provider. Exec Director of LD Services not to receive the papers and to leave the room for this item if present at this meeting. Conflict noted for TM. TM to remain in the room for this item but not to take part in any decision.)</i>	To approve	TM	4
7	14:25	Integrated Commissioning <i>Report to follow.</i>	To note	MT	5
Surrey Heartlands CCG only items					
8	14:35	Adult Psychological Therapy Services <i>(Conflict of interest noted for HR. HR to remain in the room to present this item but not to take part in any decision.)</i>	To approve	HR	6
AOB					
9	14:45	AOB	To discuss	All	Verbal
10	15:00	Meeting close			
Date of next meeting: Wednesday 30 September 2020; 10:00; Location tbc					

***Quorum** and membership agreed by Surrey County Council and each CCG individually. Details on Quoracy and voting are included in the Terms of Reference and as below:

Organisation	Quorum
North East Hants and Farnham CCG	One member

Surrey Heartlands CCG	A minimum of three members including: <ul style="list-style-type: none"> • Clinical Chair or GP Member; • A Lay/ Independent Member; and • Accountable Officer or Chief Finance Officer.
Surrey Heath CCG	One member
Surrey County Council	Any three Cabinet members.

REGISTER OF INTERESTS

Definition of an interest

A conflict of interest occurs where an individual's ability to exercise judgement, or act in a role is, could be, or is seen to be, impaired or otherwise influenced by his or her involvement in another role or relationship. In some circumstances, it could be reasonably considered that a conflict exists even when there is no actual conflict. In these cases, it is important to still manage these perceived conflicts in order to maintain public trust.

It is not possible, or desirable, to define all instances in which an interest may be a real or perceived conflict. It is for each Individual to exercise their judgment in deciding whether to register any interests that may be construed as a conflict. If any Individual is unsure as to whether an interest should be declared then he or she should seek guidance from the Governing Body Secretary or, if relevant, from the committee or sub- committee chair

(Examples below are non-exhaustive.)

Source: [NHS England Revised Statutory Guidance on Managing Conflict of Interest for CCGs](#) and the [CCG's Standards of Business Conduct Policy](#).

Financial Interests

This is where an individual may get Direct financial benefits from the consequences of a commissioning decision. This could, for example, include being:

- A Director, including a non-executive Director, or senior employee in a private company or public limited company or other organisation which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations;
- A shareholder (or similar ownership interests), a partner or owner of a private or not-for-profit company, business partnership or consultancy which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations;
- A management consultant for a provider.

This could also include an individual being:

- In secondary employment;
- In receipt of secondary income from a provider;
- In receipt of a grant from a provider;
- In receipt of any payments (for example honoraria, one-off payments, day allowances or travel or subsistence) from a provider;
- In receipt of research funding, including grants that may be received by the individual or any organisation in which they have an interest or role; and having a pension that is funded by a provider (where the value of this might be affected by the success or failure of a provider).

Non-Financial Professional Interests

This is where an individual may obtain a non-financial professional benefit from the consequences of a commissioning decision, such as increasing their professional reputation or status or promoting their professional career. This may, for example, include situations where the individual is:

- An advocate for a particular group of patients;
- A GP with special interests, e.g. in dermatology, acupuncture, etc.;
- A member of a particular specialist professional body (although routine GP membership of the RCGP, British Medical Association (BMA) or a medical defence organisation would not usually by itself amount to an interest which needed to be declared);
- An advisor for the are Quality Commission (CQC) or the National Institute for Health and Care Excellence (NICE);
- A medical researcher;
- GPs and Practice Managers, who are members of the Governing Body or Committees of the CCG should declare details of their roles and responsibilities held within their GP practice.

Non-Financial Personal Interests

This is where an individual may benefit personally in ways which are not Directly linked to their professional career and do not give rise to a Direct financial benefit. This could include, for example, where the individual is:

- A voluntary sector champion for a provider;
- A volunteer for a provider;
- A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation; Suffering from a particular condition requiring individually funded treatment;
- A member of a lobby or pressure group with an interest in health.

Indirect Interests

This is where an individual has a close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest in a commissioning decision (as those categories are described above) for example:

- A spouse/partner;
- Close relative e.g., parent, grandparent, child, grandchild or sibling;
- Close friend; or
- Business partner.

A declaration of interest for a "business partner" in a GP partnership should include all relevant collective interests of the partnership, and all interests of their fellow GP partners

Whether an interest held by another person gives rise to a conflict of interest will depend upon the nature of the relationship between that person and the individual, and the role of the individual within the CCG.

REGISTER OF INTERESTS: Surrey-wide Commissioning Committees in Common

Updated: 19/05/2020

First name	Last Name	Role	Declared Interest (Name of the organisation and nature of business)	Type of Interest			Is the interest direct or indirect	Nature of interest	Date of Interest		Action taken to mitigate risk
				Financial	Non-financial Professional	Non-Financial Personal			From	To	
Members											
Nicola	Airey	Managing Director, Surrey Heath CCG <i>(also representing North East Hants and Farnham CCG)</i>	TBC								
Kathy	Atkinson	Lay Member, North East Hants and Farnham CCG	Safer Tourism Foundation	Y	N	N	Direct	Chief Executive	01/12/16	Present	Interest Noted
Jacqui	Burke	Lay Member Audit, Surrey Heartlands CCG	Bells Solicitors (Farnham)	Y	N	N	Direct	Employment - Part Time Employee: Role - Financial Management	01/01/92	Present	Interest Noted
			Mind Body EDS	N	Y	N	Direct	Volunteer Bookkeeper (Role as Trustee & Chairperson period June 2017 to 06/09/2019). Registered Charity (as of 16/02/2018) "Mind Body EDS". Concerned with Raising Awareness of the Symptoms of Ehlers Danlos Syndromes and providing financial relief to sufferers of the condition.	June 2017	Present	Interest Noted
Charlotte	Canniff	Clinical Chair, Surrey Heartlands CCG	Sunbury Health Centre	Y	N	N	Direct	Member of Local NICS Federation	2017	Present	Withdraw from specified commissioning discussion and decisions
			Sunbury Health Centre	Y	N	N	Direct	GP Partner	2002	Present	Withdraw from specified commissioning discussion and decisions
			SASSE 1 PCN	Y	N	N	Direct	Member of SASSE 1 Primary Care Network	Sept 2019	Present	Withdraw from specified commissioning discussion and decisions
			Sunbury Health Centre	Y	N	N	Indirect	Husband - Practice Manager	2015	Present	Interest Noted

First name	Last Name	Role	Declared Interest (Name of the organisation and nature of business)	Type of Interest			Is the interest direct or indirect	Nature of interest	Date of Interest		Action taken to mitigate risk
				Financial	Non-financial Professional	Non-Financial Personal			From	To	
Edmund	Cartwright	Interim Director of Quality and Nursing, Surrey Heath CCG (Chair) <i>(also representing North East Hants and Farnham CCG)</i>	No interest(s) to declare								
Steven	Clarke	Clinical Leader, North East Hants and Farnham CCG	TBC								
Julia	Dutchman-Bailey	Registered Nurse, Surrey Heartlands CCG	JSL D-B Ltd, Healthcare Consultancy	Y	N	N	direct	Director of a Provision of consultancy expertise to NHS organisation	11/2016	present	Doesn't undertake consultancy in Surrey patch
			Healthcare Partnership Ltd & Pharmco Ltd (Subsidiaries of Royal Surrey NHS FT)	Y	N	N	Direct	Non-Exec Director of subsidiaries of provider organisation in Surrey Heartlands	27/11/19	Present	Withdraw from specified commissioning discussion and decisions
Mary	Lewis	Cabinet Member for Children, Young People and Families, Surrey County Council	No interest(s) to declare								
Karen	McDowell	ICS Director of Finance	South West London CCG	N	N	N	Indirect	Husband is employed as the Locality Finance Director for South West London CCG	23/07/18	Present	Interest Noted
Sinead	Mooney	Cabinet Member for Adults and Public Health, Surrey County Council	Governor for Ashford and St Peters NHS Foundation Trust	N	N	Y	direct	I am a SCC appointed Governor for Ashford and St Peters NHS Foundation Trust	01/08/18	04/05/21	Withdraw from specified commissioning discussion and decisions
Tim	Oliver	Leader, Surrey County Council	Surrey County Council	Y	N	N	direct	Employee	23/05/18	present	Interest Noted
			Elmbridge Borough Council	Y	N	N	direct	Employee	23/05/18	present	Interest Noted

First name	Last Name	Role	Declared Interest (Name of the organisation and nature of business)	Type of Interest			Is the interest direct or indirect	Nature of interest	Date of Interest		Action taken to mitigate risk
				Financial	Non-financial Professional	Non-Financial Personal			From	To	
			Argent Health & Safety Ltd	N	Y	N	direct	Director	23/05/18	present	Interest Noted
			HNS Data Ltd	N	Y	N	direct	Director	23/05/18	present	Interest Noted
			Oakem Associates Ltd	N	Y	N	direct	Director	23/05/18	present	Interest Noted
			Oakem LLP	Y	N	N	direct	Partner	23/05/18	present	Interest Noted
			Boxhill Auto Solutions Ltd	N	Y	N	direct	Director	23/05/18	present	Interest Noted
			Pledgit Ltd	N	Y	N	direct	Director	23/05/18	present	Interest Noted
Jonathan	Perkins	Lay Member General, Surrey Heartlands CCG	The Worshipful Company of Spectacle Makers	N	N	N	Indirect	Wife is the Clerk to the Worshipful Company of Spectacle Makers, a City Livery company and I regularly attend events at which senior figures within the optical world are also present.	01/06/15	Present	Interest Noted
			Princess Alice Hospice	N	N	Y	Direct	Currently an Ambassador for Princess Alice Hospice and a former Trustee	01/09/16	Present	Interest Noted
Matthew	Tait	ICS Chief Officer	No interest(s) to declare								
CEASED INTERESTS/ PREVIOUS MEMBERS' INTERESTS (to remain on register for 6 months following cessation)											
Peter	Bibawy	Clinical Chair, North East Hants and Farnham CCG	Cambridge Practice, Aldershot	Y	N	N	Direct	GP-Self employed	2015	Present	
			Cambridge Practice	Y	N	N	Direct	(D2A) Discharge to Assess Bed assessor in Ticehurst Nursing Home, Aldershot and Hampshire. Contracted from Salus Medical	January 2018	Present	
			Private Practice	Y	N	N	Direct	With an interest Shock Wave Therapy	2015	Present	
			Salus GP Federation	Y	N	N	Direct	Shareholder	2015	Present	
			Southern Health NHS Foundation Trust	N	N	N	Indirect	Wife is a Psychiatrist	2015	Present	

First name	Last Name	Role	Declared Interest (Name of the organisation and nature of business)	Type of Interest			Is the interest direct or indirect	Nature of interest	Date of Interest		Action taken to mitigate risk
				Financial	Non-financial Professional	Non-Financial Personal			From	To	
			CHC Surrey services	N	N		Indirect	Close family relative	2015	Present	
Ruth	Colburn Jackson	Managing Director, North East Hants and Farnham CCG	No interest(s) to declare								

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SURREY

Surrey Health and Social Care

SURREY COMMISSIONING COMMITTEES IN COMMON

MINUTES DRAFT

Committees in Common between the following organisations:

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	✓

Date	Wednesday 18 December 2019	Time	10:00- 11:00
Venue	Martineau Room, Dorking Halls		

Members/ Attendees:

Name	Title	Attendance (✓) 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, East Surrey CCG (Chair)	A						
Yvette Robbins (YR)	Lay Member PPE, East Surrey CCG	✓						
Dr Sian Jones (SJ) <i>From item 8</i>	Clinical Chair, Guildford and Waverley CCG (Chair)		✓					
Vacant	GP Member, Guildford and Waverley CCG		-					
Dr Charlotte Canniff (CC)	Clinical Chair, North West Surrey CCG (Chair)			✓				
Dr Deborah Shiel (DS)	GP Member, North West Surrey CCG			A				

Reviewed by RH (10/01/20)

Name	Title	Attendance (✓) 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 Russell Hills (RH)	Clinical Chair, Surrey Downs CCG (Chair)				✓			
Dr Andy Sharpe (AS)	GP Member, Surrey Downs CCG				A			
Jacqui Burke (JB)	Lay Member for Audit for the Surrey Heartlands CCGs			✓				
Jonathan Perkins (JP)	Lay Member General for the Surrey Heartlands CCGs			✓				
Julia Dutchman-Bailey (JDB)	Independent Nurse for the Surrey Heartlands CCGs			✓				
Matthew Tait (MT)	Joint Accountable Officer for the Surrey Heartlands CCGs			✓				
Karen McDowell (KMc)	Chief Finance Officer for the Surrey Heartlands CCGs			✓				
Dr Peter Bibawy (PB)	Clinical Chair, North East Hants and Farnham CCG					A		
Kathy Atkinson (KA)	Lay Member, North East Hants and Farnham CCG					A		
Ruth Colburn Jackson (RCJ)	Managing Director, North East Hants and Farnham CCG					A		
Edmund Cartwright (EC)	Interim Director of Quality and Nursing, Surrey Heath CCG (Chair) (<i>also representing North East Hants and Farnham CCG</i>)						✓	
TBC	Lay Member, Surrey Heath CCG							-
TBC	Secondary Care Consultant , Surrey Heath CCG							-
Cllr Tim Oliver (TO)	Leader of the Council (Chair)							✓
Cllr Sinead Mooney (SM)	Cabinet Member for Adults and Public Health							✓
Cllr Mary Lewis (ML)	Cabinet Member for Children, Young People and Families							✓
Attendees								
Trudy Mills (TM)	ICS Director of Children's and Learning Disabilities Services				✓			
Rachel Maloney (RM)	Procurement Partner							✓
Natasha Moore (NM)	(Minute-taker) Governance Manager							

Item No.	Discussion and actions raised	Who	By when
1	<p>Welcome, Introductions and Apologies RH was confirmed as the Convener. The Convener welcomed members and attendees to the meeting. Apologies were received as detailed above.</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. The following was noted:</p> <ul style="list-style-type: none"> • YR noted that she had additional interests which had been inadvertently left off the register in relation to Guideon Limited; Galaxy Investments Limited; and Galaxy Homes, Galaxy Land, Galaxy Investments and Galaxy Properties, none of which were pertinent to items on this agenda. • JDB noted that she was a NED HPL & Pharmco Ltd (Subsidiaries of Royal Surrey) as of 27/11/19. <p>NM to update the register as above.</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>	NM	31/01/20
3	<p>Quorums The required quorum was met for the following organisations:</p> <ul style="list-style-type: none"> • East Surrey CCG • North East Hants and Farnham CCG • North West Surrey CCG • Surrey Downs CCG • Surrey Heath CCG • Surrey County Council <p>It was noted that Guildford and Waverley CCG were noted quorate until SJ arrived. As a result, item 5 would be taken out of order.</p>		
4	<p>Questions from members of the public No questions from members of the public had been received.</p>		
6	<p>Action log All actions on the log had been completed.</p>		

Item No.	Discussion and actions raised	Who	By when
7	<p>Planning of 20/21 final year of Mental Health Five Year Forward View (FYFV) Deliverables</p> <p>MT presented the report which outlined the Surrey position on delivery of the Adult Mental Health FYFV ambitions coming into its final 2020/21 year and status of planning for the Long Term Plan. He noted the following:</p> <ul style="list-style-type: none"> • Despite challenges, IAPT had performed well and performance had improved. • Progress had also been made on provision of liaison mental health services within A&E departments. • Noted the FYFV ambition to reduce suicide rates by 10% by 2020/21. • Area that needs particular focus in the remaining time of the FYFV is physical health checks for people with a severe mental illness. Noted some initiatives in place but performance not at target. • Section 3 of the report summarised new areas that needs investment, with some pilots already live in PCNs. Early evaluation of these schemes were encouraging. <p>CC queried the poor performance of physical health checks for people with a severe mental illness and noted that PCN work underway to improve this area, with a further 8 PCNs 'going live' with GPIMS next year in addition to the current 4 across the system.</p> <p>JP echoed concerns with regards to this area and asked whether there were any trajectories for performance. Members expressed concerns in this area and suggested alternative provisions, e.g. health checks taking place in care homes etc. CC added that an added level of complexity was the availability of carers to accompany individuals to appointments. TM noted that discussions were underway and that she had received support from providers. She agreed to provide an update on this for the next meeting.</p> <p>JB raised that she would have expected to have seen quarterly monitoring of this metric. MT noted that this was included on CCGs' performance but agreed to take forward with the team.</p> <p>JB also raised the following:</p> <ul style="list-style-type: none"> • Asked for some consistency of RAG ratings under table in 2.1 when marked as 'n/a'. Noted that the latest data in one of the columns in this same table was March 2017. • Asked for clarity on the RAG ratings in table in section 3.3. <p>MT agreed to raise with the team and provide updates.</p> <p>SM raised concerns regarding section 2.1 of the report where it stated that mental health investment across the system was below national average. MT noted this concern but confirmed that the national requirements for investment was being met across the system. He agreed to obtain an update as to the rationale for this and how often investment was reviewed.</p>	<p>TM</p> <p>MT</p> <p>MT</p> <p>MT</p>	<p>31/01/20</p> <p>31/01/20</p> <p>31/01/20</p> <p>31/01/20</p>

Item No.	Discussion and actions raised	Who	By when														
	<p>YR raised concerns that ES had not yet commissioned a specialist perinatal mental health service and with regards to early intervention in psychosis. TM noted that work was underway on these areas and agreed to obtain an update on these.</p> <p>JDB noted the good work that had been undertaken. She asked for clarification in section 4.2 as to whether finances have been reviewed and if this meet targets. MT confirmed that the financial plan meets the mental health investment standards requirements and that a return on investment was expected by an expected reduction in admissions.</p> <p>YR also highlighted in section 2.1 of the report that ES were on a downward trajectory regarding dementia diagnosis. MT agreed to provide an update on this.</p> <p>JB noted that the CCGs' external auditors had undertaken an audit of mental health investment standard framework. KMc confirmed that this was the first year that this had been undertaken and that the team were awaiting the final report. Any recommendations and/ or findings would then be taken forward appropriately.</p> <p>Recommendation/s:</p> <table border="1" data-bbox="236 1055 1051 1323"> <tbody> <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>✓</td> </tr> </tbody> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> TO NOTE the report. <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> NOTED the report. NOTED the next steps as per report: Long Term Plan submission will be completed taking into account NHSE feedback and be going forward through system governance channels for sign off. 	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	✓	<p>TM</p> <p>MT</p>	<p>31/01/20</p> <p>31/01/20</p>
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	✓																
Surrey County Council items only																	
8	<p>Annual Procurement Forward Plan for Committee in Common – approval to procure Surrey led procurement projects</p> <p>RM presented this item, noting:</p> <ul style="list-style-type: none"> In May 2019, Surrey County Council made changes to its procurement standing orders to better involve Cabinet Members in the procurement process. Going forward, at the December meeting, members will be kept informed of any planned procurements for the following financial 																

Item No.	Discussion and actions raised	Who	By when														
	<p>year. She noted that the contract values would be approximate based on current contract values.</p> <ul style="list-style-type: none"> Noted that all plans for procurements will be presented at future meetings to outline any service changes/ remodelling and route to market before tender published. This is with the exception of: Remodelling Public Health agreements with GPs and pharmacies (as there are no plans to change the service); and community equipment services (as service transformation only planned, not any contractual changes). <p>CC noted that the CAMHS procurement was for discussion at the meeting today under Part II so should be amended on the register to reflect the CinC discussions. RM agreed to change.</p> <p>JB queried the wording of the second recommendation regarding approval for contracts over £5m and noted that this contradicted section 1.9 of the report. RM noted that section 1.9 of the report was correct and amended the recommendation.</p> <p><i>SJ joined the meeting.</i></p> <p>Recommendation/s:</p> <table border="1" data-bbox="236 1021 1051 1285"> <tbody> <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>✓</td> </tr> </tbody> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> TO APPROVE procurement of the projects listed in Annex 1 – “Annual Procurement Forward Plan for 2020/21” in accordance with Surrey County Council’s Procurement and Contract Standing Orders. TO AGREE that where the first ranked tender for any projects listed in Annex 1 is within the +/-5% budgetary tolerance level, the relevant Executive Director, Director or Head of Service (as appropriate) is authorised to award such contracts. For contracts between £1million and £5million, the SCC Commissioning Sub-Committee delegates authorisation to approve the award of contract to the relevant SCC Cabinet Portfolio holder, in alignment with the Procurement and Contract Standing Orders. For those over £5m, these require approval by the SCC Commissioning Sub-Committee. TO AGREE the procurement activity that will be returned to Committees in Common for review of the commissioning and procurement strategy prior to going out to market, and which is highlighted in grey in Annex 1. <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> APPROVED procurement of the projects listed in Annex 1. 	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	✓	RM	31/01/20
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	✓																

Item No.	Discussion and actions raised	Who	By when
	<ul style="list-style-type: none"> • AGREED with the award of contracts within budgetary thresholds as above and as per section 1.9 of the report. • AGREED the procurement activity that is highlighted as per recommendation will be returned to the Committee in Common for review of the commissioning and procurement strategy prior to going out to market 		
5	<p>Minutes of the last meeting: 25/09/19 The Convener presented the minutes of the last meeting.</p> <p>The Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> • APPROVED the minutes of the last meeting. 		
AOB			
9	<p>AOB No other business was raised.</p>		
10	<p>Meeting close The meeting closed.</p>		
<p>Date of next meeting: Wednesday 25 March 2020; 10:00; Mandolay Hotel, Guildford</p>			
<p>Signed and agreed by:</p> <p>Date: DD MMM YYYY Dr Russell Hills, Clinical Chair, Surrey Downs CCG (Convener)</p>			
<p>Minutes agreed for publication by:</p> <p>Date: DD MMM YYYY Exec Lead name, Exec Lead Title (Exec Lead)</p>			

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