

Surrey Health and Social Care

SURREY-WIDE COMMISSIONING COMMITTEES IN COMMON

AGENDA Part One

This meeting will be webcast live via the Surrey County Council website via: <https://surreycc.public-i.tv/core/portal/webcasts> with the agenda, papers and minutes being published on the Surrey County Council website.

Questions from the public are welcome and should be emailed to the Team in advance of the meeting so a response can be provided, via: syheartlandsicb.governance@nhs.net

Committees in Common between the following organisations:

NHS Frimley ICB	✓
NHS Surrey Heartlands ICB (SyHt ICB)	✓
Surrey County Council (SCC)	✓

Date	Wednesday 31 July 2024	Time	10:00- 10:10
Venue	Virtual meeting/ Woodhatch Place, Reigate (Surrey County Council)		

Members/ Attendees:

Name	Title/ Role	Att (✓)/ Apols (A)		
		SyHt ICB	Frimley ICB	SCC
Convener				
Andrew Lloyd	(Convener) Surrey-wide Commissioning Committees in Common Independent Convener			
Members				
Ian Smith	(Chair) Chair	A		
Clare Stone	Director of Multi-Professional Leadership and Chief Nurse	✓		
Karen McDowell	Acting Chief Executive Officer	A		
Dr Charlotte Canniff <i>On behalf of KMc</i>	Joint Chief Medical Officer	✓		
Dan Brown	Acting Chief Finance Officer	✓		
Vacant	Clinical member	-		
Tracey Faraday-Drake	(Chair) Director for Children and Young People and All Age Learning Disabilities and Autism		✓	
Sarah Bellars	Chief Nursing Officer		A	

Name	Title/ Role	Att (✓)/ Apols (A)		
		SyHt ICB	Frimley ICB	SCC
Richard Chapman	Chief Finance Officer		A	
Vacant	Vacant		-	
Cllr Tim Oliver	(Chair) Council Leader			✓
Cllr Sinead Mooney	Cabinet Member for Children and Families			✓
Cllr Mark Nuti	Cabinet Member for Adults and Health			✓
Attendees				
Angela Guest	Committee Manager, Surrey County Council		✓	
Natasha Moore	(Minute-taker) Governance Manager, Surrey Heartlands ICB		✓	

Item No.	Timings	Item	Action	Presenter	Paper No
1.	10:00 5 mins	Welcome, Introductions and Apologies a) Confirmation of Convener	Note	Convener	Verbal
2.		Declarations of Interest a) To receive confirmation from all members and attendees that their entry in the Register of Interests is up-to-date, accurate and complete. b) To receive any declarations of interest pertinent to items on this agenda.	Note	Convener	1
3.		Quorum *	Confirm	Convener	Verbal
4.		Minutes from the previous meeting on 20/03/2024	Approve	Convener	2
5.		Matters Arising: Action Log	Action	Convener	3
6.		Questions from members of the public	Respond	Convener	Verbal
AOB					
7.	10:05 5 mins	AOB	To note	All	Verbal
8.		Meeting close	To note	Convener	Verbal

Date of future meetings for 2024/25:

(All hybrid meetings, with 'in person' facility at Woodhatch Place for SCC colleagues)

- Wednesday 18 September 2024; 10:00- 12:00
- Wednesday 11 December 2024; 10:00- 12:00

Item No.	Timings	Item	Action	Presenter	Paper No
<ul style="list-style-type: none"> Wednesday 19 March 2024; 10:00- 12:00 					

***Quorum** and membership agreed by organisations individually. Details on Quoracy and voting are included in the Terms of Reference for each organisation as below:

Organisation	Quorum
Frimley ICB	One member
Surrey Heartlands ICB	A minimum of three members
Surrey County Council	Any three Cabinet members

Meeting close

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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 meeting secretary or, if relevant, from the committee or sub- committee chair. (Examples below are non-exhaustive.)

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 ICB 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 ICB.

REGISTER OF INTERESTS: Surrey-wide Commissioning Committees in Common Members

Interests **highlighted in yellow** have been updated since the last meeting.

Updated: 01/07/2024

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		
Andrew Lloyd	Surrey-wide Commissioning Committees in Common Independent Convener	Farnborough Air Sciences Trust	N	N	Y	Direct	Chair of Farnborough Air Sciences Trust (Aerospace related Charity)	27/06/2023	Present	Withdrawn from specific commissioning decisions	
		Rushmoor Voluntary Services	N	N	Y	Direct	Chair of Voluntary Sector Charity: Rushmoor Voluntary Services	27/06/2023	Present	Withdrawn from specific commissioning decisions	
		Members Group Prospect Trust	N	N	Y	Direct	Chair of Members Group Prospect Trust (Multi Academy Trust)	27/06/23	Present	Withdrawn from specific commissioning decisions	
NHS Surrey Heartlands ICB											
Ian Smith	Chair, Surrey Heartlands ICB	Trilantic Partners	Y			Direct	Private Equity	01/01/2005	Present	N/A	
		Allsripts	Y			Direct	US Healthcare IT	25/06/2018	Present	N/A	
		Ministry of Defence	Y			Direct	Ministry of Defence	01/05/2018	Present	N/A	
		Edyn.care	Y			Direct	Ordinary	01/01/2015	Present	N/A	
		On the Mend	Y			Direct	Ordinary	15/12/2021	Present	N/A	
		Time for Medicine	Y			Direct	Ordinary	01/05/2010	Present	N/A	
		Blenheim Chalcot	Y			Direct	Ordinary	01/04/2000	Present	N/A	
		Metabolic Health Institute	Y			Direct	Investment	17/05/2022	Present	Withdrawn from specific commissioning decisions	
Clare Stone	Director of Multi-Professional Leadership and Chief Nurse	Nil declaration									
Karen McDowell	Chief Executive	SWL ICB				Indirect	Close Family Member is employed as the Locality Finance Director for Wandsworth & Merton Place	23/07/2018	Present	Interest Noted	
		Renewed Hope - Support for Homeless & Vulnerable	N	Y	N	Direct	Volunteer for the shelter at weekends supporting homeless and vulnerable people. Applied for role as Trustee on the board.	30/06/2023	Present	Interest Noted	
Dan Brown	Acting Chief Finance Officer										

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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	
NHS Frimley ICB										
Tracey Faraday-Drake	Director for Children and Young People and All Age Learning Disabilities and Autism	Frimley ICB			Y	Direct	Close family member works as part of Frimley ICB finance bank team as an Invoice Validator, 12 hours per week whilst studying for a Banking degree at the University of Sussex	09/10/2022	Present	Works to a different budget and portfolio. Deputy CFO is aware of the relationship as is his manager.
		Red Kite Housing Association		Y		Indirect	Non Executive Director, Chair of Remuneration Committee	11/09/2023	Present	Will be managed in accordance with the Conflicts of Interest policy
Sarah Bellars	Chief Nursing Officer	FHFT			Y	Indirect	Two close family members work for FHFT	01/04/2021	Present	Seek the advice of other senior members of the executive and non-executive team if there is a potential conflict
Richard Chapman	Chief Finance Officer	Nil declaration								
Surrey County Council										
Cllr Tim Oliver	Council Leader	Surrey County Council	Y			Direct	Health & Wellbeing Board Member	23/05/2018	Present	Interest Noted
		County Councils Network		Y		Direct	Chair	01/01/2020	Present	Interest Noted
		Shooting Star Childrens' Hospital		Y		Direct	Vice President	01/01/2015	Present	Interest Noted
		Surrey County Council	Y			Direct	Employee	23/05/2018	Present	Interest Noted
		Surrey Heartlands ICS	Y			Direct	Independent Chair	01/04/2019	Present	Interest Noted
		University of Surrey		Y		Direct	Nominated to the Innovate Surrey Board (a board of the University of Surrey for educational purposes)	01/05/2023	Present	Interest Noted

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		
Cllr Clare Curran	Cabinet Member for Education and Learning	Bookham United Charities			Y	Direct	Trustee of Bookham United Charities	tbc	Present	Interest Noted	
		Bookham Residents' Association			Y	Direct	Director of Bookham Residents' Association	tbc	Present	Interest Noted	
		St Nicholas, Great Bookham			Y	Direct	Member of the Parochial Church Council at St Nicholas, Great Bookham	24/11/2021	Present	Interest Noted	
Cllr Sinead Mooney	Cabinet Member for Children and Families	Daybreak (Charity)		Y		Direct	Trustee	tbc	Present	Withdraw from specified commissioning discussion and decisions	
		Surrey and Borders Partnership NHS Trust Council of Governors	tbc	tbc	tbc	tbc	Member	tbc	Present	Withdraw from specified commissioning discussion and decisions	
Cllr Mark Nuti	Cabinet Member for Adults and Health	Chertsey Cricket Club			Y	Direct	Chairman	tbc	Present	Interest Noted	
		Henry Smith Charity			Y	Direct	Chairman of Trustees	tbc	Present	Interest Noted	
		Feoffees of Chertsey Market			Y	Direct	Trustee	tbc	Present	Interest Noted	
		Chertsey Almshouses			Y	Direct	Trustee	tbc	Present	Interest Noted	
		Chertsey Town Football Club			Y	tbc	Vice Chairman	tbc	Present	Interest Noted	
		Chertsey Black Cherry Fair			Y	tbc	Committee Member	tbc	Present	Interest Noted	
		Chertsey Christmas Goose Fair			Y	tbc	Chairman	tbc	Present	Interest Noted	
		Stepgates Community School	tbc			tbc	Co-opted Governor	tbc	Present	Interest Noted	
		Runnymede Borough Council	tbc			tbc	Borough Councillor	tbc	Present	Interest Noted	
CEASED INTERESTS/ PREVIOUS MEMBERS' INTERESTS (to remain on register for 6 months following cessation)											
Samuel Burrows	Chief Transformation & Digital Officer, NHS Frimley ICB	Ceased as a member Feb 2024 Nil declaration									
Matthew Knight	Chief Finance Officer, Surrey Heartlands ICB	Ceased as a member July 2024 Nil declaration									

Surrey Health and Social Care

SURREY COMMISSIONING COMMITTEES IN COMMON (CinC)

MINUTES Part One

Committees in Common between the following organisations:

NHS Frimley ICB	✓
NHS Surrey Heartlands ICB (SyHt)	✓
Surrey County Council (SCC)	✓

Date	Wednesday 20 March 2024	Time	10:00- XXX
Venue	Virtual meeting/ Woodhatch Place, Reigate (Surrey County Council)		

Members/ Attendees:

Name	Title/ Role	Att (✓)/ Apols (A)		
		SyHt ICB	Frimley ICB	SCC
Convener				
Andrew Lloyd	(Convener) Surrey-wide Commissioning Committees in Common Independent Convener			
Members				
Ian Smith	(Chair) Chair	✓		
Clare Stone	Director of Multi-Professional Leadership and Chief Nurse	✓		
Karen McDowell	Acting Chief Executive Officer	A		
Matthew Knight	Chief Finance Officer	✓		
Vacant	Clinical member	-		
Tracey Faraday-Drake	(Chair) Director for Children and Young People and All Age Learning Disabilities and Autism		✓	
Sarah Bellars	Chief Nursing Officer		A	
Vacant	Vacant		-	
Richard Chapman	Chief Finance Officer		A	
Cllr Tim Oliver	(Chair) Council Leader			A
Cllr Clare Curran	Cabinet Member for Education and Learning			✓
Cllr Sinead Mooney	Cabinet Member for Children and Families			✓
Cllr Mark Nuti	Cabinet Member for Adults and Health			✓
Attendees				
Jonathan Lillistone	Director of Integrated Commissioning, Adult Social Care & Integrated Commissioning, Surrey County Council		A	
Anna Waterman <i>On behalf of JL</i>	Head of Disabilities Commissioning, Surrey County Council		✓	
Danielle Bass <i>For item 7</i>	Procurement Partner, Surrey County Council		✓	
Helen Coombes <i>For item 8</i>	Executive Director Adults, Wellbeing and Health Partnerships, Surrey County Council		✓	
Charlotte Canniff <i>For item 8</i>	Joint Chief Medical Officer, Surrey Heartlands Integrated Care System			
Sara Saunders <i>For item 8</i>	Health Policy Integration Lead, Surrey Heartlands Integrated Care System/ Surrey County Council			
Amelia Christopher	Committee Manager: Legal and Democratic Services, Surrey County Council		✓	
Natasha Moore	(Minute-taker) Governance Manager, Surrey Heartlands ICB		✓	

Item No.	Discussion and actions raised	Who/ By When						
1	<p>Welcome, Apologies and Confirmation of Convener</p> <p>AL was confirmed as Convener for this meeting.</p> <p>The Convener confirmed that the SCC Committee were meeting 'in person' to fulfil their statutory decision-making requirements; Frimley and SyHt ICBs were meeting virtually.</p>							
2	<p>Declarations of Interest</p> <p>a) To receive confirmation from all members and attendees that their entry in the Register of Interests is up-to-date, accurate and complete.</p> <p>b) To receive any declarations of interest pertinent to items on this agenda.</p> <p>The Convener noted the register of members' and attendees' interests. The Convener invited members and attendees to report any new declarations; amendments to the register; or any conflicts pertinent to items on this agenda.</p>							
3	<p>Quorum: The required quorum was met for all committees.</p>							
4	<p>Minutes from last meeting on 13/12/2023</p> <p>The minutes of the last meeting were presented.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="236 813 871 909"> <tr> <td>NHS Frimley ICB</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p>The Surrey-wide Commissioning Committees: APPROVED the minutes of the last meeting.</p>	NHS Frimley ICB	✓	NHS Surrey Heartlands ICB	✓	Surrey County Council	✓	
NHS Frimley ICB	✓							
NHS Surrey Heartlands ICB	✓							
Surrey County Council	✓							
5	<p>Matters Arising: Action Log: No open actions</p>							
6	<p>Questions from members of the public: No questions were received from the public.</p>							
7	<p>Annual Procurement Forward Plan 2024/2025 (Danielle Bass)</p> <p>The Annual Procurement Forward Plan had been developed for the financial year 2024/25. This presented 16 workstreams: 9 for adult social care and 7 for Public Health. All workstreams had been reviewed and signed off by the required officers.</p> <p>Additional information presented under Part II of this agenda.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="236 1317 871 1413"> <tr> <td>NHS Frimley ICB</td> <td>-</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>-</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p>The Surrey County Council Committee:</p> <ul style="list-style-type: none"> • GAVE APPROVAL to Procure for the projects listed in the Annual Procurement Forward Plan for 2024/25 in accordance with Surrey County Council's Procurement and Contract Standing Orders. • AGREED that where the first ranked tender for any Surrey County Council 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 while consulting with the relevant Cabinet Member as appropriate. • AGREED the procurement activity marked as 'yes' in Column R within the Annual Procurement Forward Plan will be returned to the Surrey-Wide Committees in Common for review of the commissioning and procurement strategy before going to the market. 	NHS Frimley ICB	-	NHS Surrey Heartlands ICB	-	Surrey County Council	✓	
NHS Frimley ICB	-							
NHS Surrey Heartlands ICB	-							
Surrey County Council	✓							
8	<p>Mental Health Investment Fund: Annual Report and Process to Allocate Remaining Funds (Helen Coombes; Charlotte Canniff)</p> <p>Report provided the annual report to the CinC regarding funds allocated from the Mental Health Investment Fund (MHIF) and provided recommendations on the remaining funds of approx. £1.9m. The report recommended that the remaining funds would be overseen by Helen Coe and Charlotte Canniff as Executive Leads for Mental Health for Surrey County Council and Surrey Heartlands ICB respectively.</p> <p>It was recognised that the progress of allocating funds had not been as fast as anticipated and that delegation would be on the understanding that the pace and impact increases. HC and CC were also involved in the evaluation process for schemes, which would need to demonstrate efficiencies and</p>							

Item No.	Discussion and actions raised	Who/ By When						
	<p>effectiveness. It was anticipated that by September, outcomes of schemes would start to be reported. Funding had also increased to programme management and evaluation to support accelerated outcomes and impact.</p> <p>TFD noted her support on behalf of Frimley ICB, particularly regarding investment in a range of schemes, i.e. third sector and community. Also noted that she was keen to align adult mental health schemes with Frimley's work.</p> <p>HC noted the need to consider inequalities for future funding, noting that only 4% of historical funding had been spent for adult schemes (compared with 60% for young people and 35% to families).</p> <p>SCC members noted the public support from residents for many schemes, although commented that the current process vis formal procurement, lacked the ability for innovation.</p> <p>Following a comment from SM regarding the scale of projects, CC noted the complex nature for particular individuals and dependencies on other services. Although impactful, many third sector schemes were small and localised which made for more challenging coordination.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="236 696 799 797"> <tr> <td>NHS Frimley ICB</td> <td>-</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p>Each of the Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> • NOTED the annual report on the delivery of the Mental Investment Fund to date. • AGREED the principles, process and decision making for the use of the remaining funds: <ul style="list-style-type: none"> ○ That the allocation of remaining funds is overseen by the Executive sponsors in a process led by heads of commissioning to co-design solutions to a small number of key problems. ○ The sum allocated to programme management and evaluation is increased from 1% to 2%. This will provide oversight and diligence to ensure that the allocated monies are used for their stated purpose. ○ Delivered according to the principles and process in section 6 of the paper. 	NHS Frimley ICB	-	NHS Surrey Heartlands ICB	✓	Surrey County Council	✓	
NHS Frimley ICB	-							
NHS Surrey Heartlands ICB	✓							
Surrey County Council	✓							
9	<p>Dynamic Purchasing System (DPS) for Care and Support with Community Accommodation (Working Age Adults) – Notification Of Contract Award (Anna Waterman)</p> <p>Noted the contract would run for five years with the ability to extend by two further one-year terms. This would support a structure of more independent living accommodation, as opposed to residential care, and would allow for more robust contract management. This would also enable to delivery of the 'Right Homes, Right Support' Strategy.</p> <p>During the procurement, 349 compliant bids were received; all bids were evaluated with the providers notified of outcomes on 02/02/2024. Following this process, a further 59 bids were found to be compliant which would increase capacity. Contracts would go live on 01/04/2024.</p> <p>SM acknowledged the extent of consultation undertaken, as per the report.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="236 1603 799 1704"> <tr> <td>NHS Frimley ICB</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p>Each of the Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> • NOTED the outcome of the procurement and award of contract. • NOTED the contract award to all successful providers will go-live from April 2024. 	NHS Frimley ICB	✓	NHS Surrey Heartlands ICB	✓	Surrey County Council	✓	
NHS Frimley ICB	✓							
NHS Surrey Heartlands ICB	✓							
Surrey County Council	✓							
10	AOB: None.							

Item No.	Discussion and actions raised	Who/ By When
11	Meeting closed at 10:40	
Date of next meeting: Wednesday 31 July 2024; 10:00- 12:00		
Signed and agreed by:		
Date: DD MMM YYYY		
Andrew Lloyd, Surrey-wide Commissioning Committees in Common Independent Convener		

Surrey-wide Commissioning Committees in Common Action Log- Part I

Last updated 24/06/2024; NM

Meeting where action raised	Agenda Number/ Item	Action	By whom	Deadline	Status	Update
20/03/2024	No actions raised				Open	
					Open	
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