

**Addenda [Surrey County Council extract]**
**ADDENDUM 9 (of 11) to Surrey CCGs' Framework for 'Committees in Common' - supporting Surrey Heartlands' governance arrangements for decision making.**

Surrey County Council agrees to participate in the Surrey Heartlands' Sustainability and Transformation Plan Committees in Common, working in accordance with the agreed 'Framework'.

Surrey County Council's Sustainability and Transformation Committee is convened as follows:

<b>Membership (voting Board members)</b>	<i>Cabinet Member for Wellbeing and Health Chief Executive Strategic Director Adult Social Care &amp; Public Health</i>
<b>Nominated deputies</b>	<i>Cabinet Member for Adult Social Care, Wellbeing and Independence (deputy for Cabinet Member for Wellbeing and Health) Deputy Chief Executive (deputy for Chief Executive) Deputy Director Adult Social Care (deputy for Strategic Director Adult Social Care &amp; Public Health)</i>
<b>Quoracy</b>	<i>Two members. Nominated deputies may be part of the quorum where required.</i>
<b>Convener</b>	<i>The Convener of the Surrey Heartlands' Sustainability and Transformation Plan 'Committees in Common' is Jonathan Perkins a lay member (Governance) of Surrey Downs CCG Governing Body. The Convener role is shared by the individual 'Committees', but is not a member of any of the committees or part of the decision making process. For the avoidance of doubt, s/he will facilitate the wider discussions to inform the decisions and work towards achieving consensus, but will not participate in individual committee's debate to reach their final decisions.</i>
<b>In attendance (non voting) officers</b>	<i>TBC</i>
<b>Scope of decision making</b>	<i>(1) Sign off of the Sustainability and Transformation Plan in accordance with the stipulated deadline ( 21 October 2016) (2) Sign off of the mobilisation plan.</i>
<b>Decision making</b>	<i>The Committee will arrive at its decisions through consensus.</i>
<b>Calling Meetings</b>	<i>At such times and places as the Convener may direct on giving reasonable written notice.</i>

SIGNED on behalf of .....

Chief Executive:

Date:

Chair:

Date:

## Appendix A

### Protocol for Meetings in Public

#### 1. Introduction

The purpose of this protocol is to provide guidance on the preparation and running of any Committees in Common (CiC) meeting in public.

#### 2. Preparation for a Meeting in Public

Before a meeting in public is called, the agenda and arrangements for the meeting should be agreed with the Convener and consulted upon with members at a preceding meeting.

The costs of holding meetings in public will be met from the STP budget.

The following issues should be considered at the initial preparation stage:

**Objectives/purpose.** Subject to paragraph 9 of the terms of reference, decisions should be taken at meetings in public.

**Time, date and venue.** Consideration should be given to the likely number of attendees, thinking particularly about places that have convenient access for people with disabilities. A suitable venue should be chosen which can accommodate the numbers expected to attend.

**Publicity.** The event should be publicised as far in advance as possible so that people can plan to attend, know where to go and what to expect. The CiC will be required to publicise the event as follows:

- All CCG member websites and in the normal places where local CCG Governing Board meetings are publicised (by CCGs)
- A dedicated consultation website if this is established.
- Through key stakeholder groups to be identified when the agenda for the meeting is set (by STP Programme Team and CCGs where applicable).

**Convener arrangements.** Meetings in public will be convened by the appointed lay Convener who will facilitate discussions and be required to work with the team to agree the use of presentational aids (where required) and general housekeeping matters.

**Provide accessible and timely information.** The CiC will publish the agendas (only) for all meetings in public one week in advance of the meeting taking place on the dedicated or CCGs' website. Unless otherwise directed by the CiC, Members will receive papers for meetings in public one week in advance of the meeting taking place, at which point papers will be available to the public on request. This is subject to any restriction that may be in place which would not make this possible to comply with. To ensure papers are accessible, each paper will have an overview summary or introduction to the topic that external audiences can easily understand.

### 3. Guidelines for the Meeting

#### ***The role of the Convener should be to:***

- open the meeting
- keep the meeting focused on the agenda – if necessary, to refer people back to the agenda
- make sure that everyone who wants to speak gets an opportunity – not allowing one or two people to dominate proceedings
- draw the meeting to a close at the appropriate time.

#### ***Creating the right atmosphere***

The organiser(s) should aim to arrive at the venue in good time to check that any equipment and facilities requested are in place. This will include any catering arranged, as well as the equipment needed at the meeting. The location of fire doors and alarms should also be checked. Those attending should be greeted as they arrive, avoiding any serious debates or discussions before the meeting starts.

#### ***Making a good start***

The meeting should be started at the time arranged, with the appropriate introductions and a summary of the purpose of the meeting. If it is likely to be a while before the attendees can express their views (e.g. because there is a short, initial presentation), this should be made clear, so that people have an expectation about the way the event is likely to proceed.

#### ***Getting the most from the meeting***

Make good use of questions raised at the meeting to probe, challenge and fully understand the views that people may have

Arrange for someone to keep notes on the main points raised

Keep an attendance sheet, with contact details, so that those attending can be provided with follow up information

At the end of the meeting thank people for attending and explain clearly what the next steps will be.

#### ***After the Meeting***

All agreed actions should be followed up after the event. Consideration should also be given to lessons learnt from the process, such as:

- did the meeting achieve what was expected?
- what aspects of the meeting were successful and what did not work?
- did things go as planned or were there any surprises?
- were there any problems that could have been avoided?

## Appendix B

### An Ethical Framework for Decision making (Rowson 2006<sup>1</sup>)

Component	Application to Decision making
<b>FAIRNESS</b>	<p>This is linked to the concept of justice – the “equal treatment of equal cases” – but does not necessarily mean that everyone is treated the same regardless. It is about meeting everyone’s individual needs fairly, where certain groups or individuals may require care above what is required for other groups.</p> <p>Fairness is also about providing benefits such as healthcare, education, social welfare, opportunities and protection equally to everyone and distributing burdens/responsibilities equally as well.</p>
<b><i>Respect for</i> AUTONOMY</b>	<p>This is allowing individuals to make their own decisions by giving them all the correct information, in a way they can understand and by giving them enough time to decide. There should be no interference with this process and no one making the decisions should be placed any undue influence.</p>
<b>INTEGRITY</b>	<p>Actions should match what the decision makers believe to be right, with a wholehearted commitment to a set of professional values. This is about embracing the code of conduct and always working within its guidance and direction. Being honest, acting with integrity and probity at all times. Ensuring that the best interests of service users and the public are upheld within decision – making, that resources are protected from corruption and fraud, and that judgements about colleagues are fair, unbiased and consistent being properly founded.</p>
<b><i>Seeking the most beneficial</i> RESULTS</b>	<p>This is about seeking the most beneficial and least harmful consequences or results – firstly to produce as many benefits as possible from decisions made, and secondly to avoid causing and prevent as much harm as possible.</p> <p>It is about being aware of the wider effects decision can have and working to maximise benefits, whilst minimising or removing any potential harm. Within decision making, it is about recognising the problems and negative consequences and then being open and honest about them, especially to those service users or staff who it affects, and then moving forward together to try and find a solution if possible.</p>

<sup>1</sup> “Working Ethics: How to Be Fair in a Culturally Complex World, Richard Rowson, 2006