



Surrey Health and Social Care

SURREY COMMISSIONING COMMITTEES IN COMMON

MINUTES DRAFT

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	Wednesday 9 December 2020	Time	10:00 – 10:50
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	✓			
Dr Claire Fuller (Dr CF)	Interim CCG Accountable Officer	A			
Karen McDowell (KMc)	ICS Director of Finance	✓			
Dr Timothy Bates (TB)	GP for Surrey-wide Services, Surrey Heartlands CCG	✓			
Steven Clarke (SC)	Clinical Leader, North East Hants and Farnham CCG		A		

Name	Title/ Role	Attendance (✓)/ Apologies (A)			
		Surrey Heartlands CCG	North East Hants and Farnham CCG	Surrey Heath CCG	Surrey County Council
Kathy Atkinson (KA)	Lay Member, North East Hants and Farnham CCG		A		
Nicola Airey (NA)	Managing Director, Surrey Heath CCG <i>(also representing North East Hants and Farnham CCG)</i>		✓		
Daryl Gasson (DG)	Managing Director, North East Hants and Farnham CCG <i>(also representing Surrey Heath CCG)</i>		A		
Rob Morgan (RM)	Chief Finance Officer, Surrey Heath CCG <i>(also representing North East Hants and Farnham CCG)</i>		A		
Dr Andy Brooks (AB)	Chief Clinical Officer Frimley Collaborative		A		
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					
Rachael Wardell (RW)	Executive Director for Children, Families and Lifelong learning				✓
Rachel Crossley (RC) <i>From item 7</i>	Executive Director for Strategy and Commissioning, Surrey County Council				✓
Stephen Murphy (SMu) <i>For item 9</i>	Head of Mental Health Commissioning (Adult Services)		✓		
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.	Discussion and actions raised	Who	By when
1	<p>Welcome, Introductions and Apologies The Convener welcomed members and attendees; apologies were received as detailed above.</p> <p>It was noted that this meeting was taking place virtually, consistent with the Government guidance for COVID-19.</p> <p>The Convener notified members and those present that the meeting was being webcast live via the Surrey County Council website. Additionally, she reminded all present that the meeting would be recorded for administration purposes only; and the recording would be deleted once the minutes had been approved.</p> <ul style="list-style-type: none"> • Confirmation of Convener The Committees confirmed CC as Convener for this meeting. 		
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. The Convener noted the register of members' and attendees' interests included in the meeting papers. The Chair invited members and attendees to report any new declarations or any amendments to the register. The following was noted:</p> <ul style="list-style-type: none"> • TB noted that he had an additional financial interest in relation to Point of Recovery Ltd, an acupuncture company in which he had 25 ordinary shares. This was effective from 07/04/2013. <p>b) To receive any declarations of interest pertinent to items on this agenda. The Convener invited members and attendees to report any conflicts pertinent to items on this agenda. None were received.</p>		
3	<p>Quorum The required quorum was met for the following organisations:</p> <ul style="list-style-type: none"> • NHS North East Hants and Farnham CCG • NHS Surrey Heartlands CCG • NHS Surrey Heath CCG • Surrey County Council 		

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4	<p>Minutes from last meeting on 30/092020 The minutes of the last meeting were presented.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="252 414 1070 568"> <tr> <td data-bbox="252 414 935 450">NHS North East Hants and Farnham CCG</td> <td data-bbox="940 414 1070 450">✓</td> </tr> <tr> <td data-bbox="252 456 935 492">NHS Surrey Heartlands CCG</td> <td data-bbox="940 456 1070 492">✓</td> </tr> <tr> <td data-bbox="252 499 935 535">NHS Surrey Heath CCG</td> <td data-bbox="940 499 1070 535">✓</td> </tr> <tr> <td data-bbox="252 542 935 577">Surrey County Council</td> <td data-bbox="940 542 1070 577">✓</td> </tr> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> • TO APPROVE the minutes of the last meeting. <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> • APPROVED the minutes of the last meeting. 	NHS North East Hants and Farnham CCG	✓	NHS Surrey Heartlands CCG	✓	NHS Surrey Heath CCG	✓	Surrey County Council	✓		
NHS North East Hants and Farnham CCG	✓										
NHS Surrey Heartlands CCG	✓										
NHS Surrey Heath CCG	✓										
Surrey County Council	✓										
5	<p>Action Log It was noted that shaded actions on the log were marked as completed and would only be discussed by exception. All actions had been completed.</p>										
6	<p>Questions from members of the public No questions from the public were received.</p>										
7	<p>Terms of Reference The Convener presented the above, noting that following review at the last meeting, individual organisations had been invited to review and provide comment on the Terms of Reference; the paper summarised the feedback received. If approved, the final Terms of Reference would require ratification by the CCGs' Governing Bodies and the Surrey County Council Cabinet.</p> <p>The Convener highlighted the changes to the delegations outlined by each organisation under Annex 1, noting that some areas of delegation were now only applicable to one organisation.</p> <p><i>RC joined the meeting.</i></p> <p>The following comments were raised:</p> <ul style="list-style-type: none"> • NA explained that following review by North East Hants and Farnham; and Surrey Heath CCGs, the description of some of the delegations were too broad and needed to be further detailed within the Terms of Reference. For example, for mental health transformation, some of this funding was national, which would be within scope of the committees but for others, the funding may come from the Frimley Collaborative, which would be out of scope. 										

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	<ul style="list-style-type: none"> • TO agreed that any areas where only a single organisation had delegated decision making for a specific area, would require review. He added that the Surrey Heartlands ICS System Board were being asked to consider the establishment of a Mental Health Partnership Board. The ambition of this Board was to hold delegations from all partners regarding mental health decisions. • KMc noted that delegations to ICPs within Surrey Heartlands was being explored so any potential overlap requires review. <p>Ultimately, members commented that regardless of specific delegations granted by each organisation, there may be commissioning areas where discussion within the Committees in Common space would be valuable to decision-making.</p> <p>Following discussion, members requested the following amendments to the Terms of Reference, in addition to those identified within the paper:</p> <ul style="list-style-type: none"> • Additional detail be described regarding the fact that discussion at Committees in Common meetings may be valuable, regardless of the individual delegations granted by each organisation with regards to decision-making. • Regarding mental health transformation funding, agreed to include additional explanation on this area to distinguish between specific delegations. • Review of delegations to be undertaken where only applicable to a single organisation, with a view to removing those delegations, unless value added by discussing as a Committees in Common. For Surrey Heartlands CCG, to delegate these decisions to the CCG Governing Body/ Committees. • Include a caveat that the Terms of Reference are subject to further review given the areas mentioned above, e.g. ICP Developments, the potential Mental Health Partnership Board etc. <p>Decision Applicable to:</p> <table border="1" data-bbox="252 1635 1040 1792"> <tbody> <tr> <td>NHS North East Hants and Farnham CCG</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heartlands 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 the amendments to the Terms of Reference • TO NOTE the next steps: amendments to the Terms of Reference to be ratified by the CCGs' Governing Bodies and 	NHS North East Hants and Farnham CCG	✓	NHS Surrey Heartlands CCG	✓	NHS Surrey Heath CCG	✓	Surrey County Council	✓		
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	<p>Surrey County Council Cabinet; amended version to be re-published on the websites of the relevant organisations, with CCG/ Council Constitutions (or similar) to be updated as required; next scheduled review to take place in a year's time (pending any changes required in the meantime).</p> <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> • NOTED the amendments to the Terms of Reference, subject to the above and provided comment on the above areas. NM to incorporate. • AGREED for the Terms of Reference to be reviewed at the next meeting in March 2021. NM to add to agenda. 	<p>NM</p> <p>NM</p>	<p>26/02/2021</p> <p>08/01/2021</p>								
8	<p>SCC Annual Procurement Forward Plan 2021/22 TO presented the above.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="252 891 1040 1048"> <tbody> <tr> <td>NHS North East Hants and Farnham CCG</td> <td></td> </tr> <tr> <td>NHS Surrey Heartlands 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; • TO APPROVE authorisation of +/- 5% budgetary tolerances to the relevant Executive Director, Director or Head of Service (as appropriate), with consultation with relevant Cabinet Member. • TO AGREE that the Committee will review commissioning/ procurement strategy prior to going out to market. <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> • TO APPROVE procurement of the projects listed in Annex 1; • TO APPROVE authorisation of +/- 5% budgetary tolerances to the relevant Executive Director, Director or Head of Service (as appropriate), with consultation with relevant Cabinet Member. • TO AGREE that the Committee will review commissioning/ procurement strategy prior to going out to market. 	NHS North East Hants and Farnham CCG		NHS Surrey Heartlands CCG		NHS Surrey Heath CCG		Surrey County Council	✓		
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9	<p>Community Connections – Approval of the Final +1 year Contract Term</p> <p>SM presented the above, noting that ‘Community Connections’ covered contracts from a number of providers; he welcomed comments.</p> <p>JB commented on the contract structure of a 3+1+1 year contract term model, noting that longer contract models going forward perhaps would allow for more stability and commitment from commissioners to providers, especially for smaller providers. KMc commented that a national review of NHS procurement processes was being undertaken; it was anticipated that longer contract terms would be preferable.</p> <p>NA gave commitment from North East Hants and Farnham; and Surrey Heath CCGs that they supported the decision and would take through their own internal governance processes.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="252 965 970 1122"> <tr> <td>NHS North East Hants and Farnham CCG</td> <td></td> </tr> <tr> <td>NHS Surrey Heartlands CCG</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heath CCG</td> <td></td> </tr> <tr> <td>Surrey County Council</td> <td></td> </tr> </table> <p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> TO APPROVE the invoking the second +1 year term of all the Community Connections contracts from 1 April 2021 that has been agreed within SCC. <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> APPROVED invoking the second +1 year term of all the Community Connections contracts from 1 April 2021. 	NHS North East Hants and Farnham CCG		NHS Surrey Heartlands CCG	✓	NHS Surrey Heath CCG		Surrey County Council			
NHS North East Hants and Farnham CCG											
NHS Surrey Heartlands CCG	✓										
NHS Surrey Heath CCG											
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10	<p>AOB</p> <p>No other business was raised.</p>										
11	<p>Meeting close</p> <p>Meeting closed at 10:45.</p>										
<p>Date of next meeting: Wednesday 31 March 2021, 10:00- 12:00; Virtual meeting</p>											
<p>Signed and agreed by:</p> <p>Date: DD MMM YYYY</p> <p>Dr Charlotte Canniff, Clinical Chair, Surrey Heartlands CCG (Convener)</p>											

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