



Surrey Health and Social Care

SURREY COMMISSIONING COMMITTEES IN COMMON MINUTES

Committees in Common between the following organisations:

NHS Frimley CCG	✓
NHS Surrey Heartlands CCG	✓
Surrey County Council	✓

Date	Wednesday 30 March 2022	Time	10:00 – 11:00
Venue	Virtual meeting/ Woodhatch Place, Reigate (Surrey County Council)		

Members/ Attendees:

Name	Title/ Role	Attendance (✓)/ Apologies (A)		
		Surrey Heartlands CCG	Frimley CCG	Surrey County Council
Convener				
Jonathan Perkins (JP)	Lay member /Deputy Chair, Surrey Heartlands CCG			
Members				
Dr Charlotte Canniff (CC)	Clinical Chair, Surrey Heartlands CCG	A		
Vacant	Lay Member, Surrey Heartlands CCG	-		
Jonathan Perkins (JP)	Lay Member Finance, Surrey Heartlands CCG (Chair)	✓		
Steve Hams (SH)	Registered Nurse, Surrey Heartlands CCG	✓		
Dr Claire Fuller (DrCF)	Interim CCG Accountable Officer	A		
Karen McDowell (KMc) <i>On behalf of DrCF</i>	CCG Deputy Accountable Officer/ ICS Chief Operating Officer	✓		
Matthew Knight (MK)	Chief Finance Officer/ Designate Chief Finance Officer ICB	✓		
Dr Timothy Bates (TB)	GP for Surrey-wide Services, Surrey Heartlands CCG	✓		

Reviewed by: CC (11/10/2021)

Name	Title/ Role	Attendance (✓)/ Apologies (A)		
		Surrey Heartlands CCG	Frimley CCG	Surrey County Council
Steven Clarke (SC)	Clinical Leader, Frimley CCG		A	
Kathy Atkinson (KA)	Lay Member, Frimley CCG		A	
Tony Fitzgerald (TF)	Lay Member Primary Care, Frimley CCG		A	
Nicola Airey (NA)	Managing Director, Frimley CCG (Chair)		✓	
Daryl Gasson (DG)	Managing Director, Frimley CCG		A	
Rob Morgan (RM)	Chief Finance Officer, Frimley CCG		A	
Cllr Denise Turner-Stewart (DTS)	Cabinet Member for Education and Learning			✓
Cllr Sinead Mooney (SM)	Cabinet Member for Adults (Chair)			✓
Cllr Clare Curran (CCu)	Cabinet Member for Children			✓
Attendees				
Mark Rapley (MR) <i>(For Item 7)</i>	Older People's Commissioner, Surrey County Council		✓	
Anna Kwiatkowska (AK) <i>(For Item 8)</i>	Head of Procurement, Surrey County Council		✓	
Danielle Bass (DB) <i>(For Item 8)</i>	Procurement Partner, Social Care and Health (Adult Social Care & Public Health)		✓	
Simon White (SW) <i>(For Item 9)</i>	Executive Director- Adult Social Care and Integrated Commissioning, SCC		✓	
Louise Inman (LI) <i>(For Item 9)</i>	Health Integration Policy Lead, Surrey County Council		✓	
Kirsty Gannon-Homes <i>(KGH) (For Item 10)</i>	Senior Mental Health Commissioning Manager, Surrey County Council		✓	
Tapiwa Songore (TS)	(Minute-taker) Interim Governance Manager		✓	
Debo Sokoya (DS)	Governance Coordinator		✓	

Item No.	Discussion and actions raised	Who	By when
1	<p>Welcome, Introductions and Apologies</p> <p>The Convener welcomed members and attendees; apologies were received as detailed above.</p> <p>The Convener notified members and those present that the meeting was being webcast live via the Surrey County Council website. Additionally, he 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> <p>The Convener also confirmed that the Surrey County Council Committee were meeting 'in person' to fulfil their decision-making requirements. NHS Frimley and NHS Surrey Heartlands CCGs were meeting virtually.</p> <ul style="list-style-type: none"> • Confirmation of Convener The Committees confirmed JP 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.</p> <p>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.</p> <p>SM informed the Committee that she had been appointed to the Board of Surrey and Borders Partnership NHS Foundation Trust.</p> <p>DTS asked whether all the information captured on the risk register was necessary and the Committee agreed that this would be discussed outside the meeting.</p> <p>b) To receive any declarations of interest pertinent to items on this agenda.</p> <p>The Convener invited members and attendees to report any conflicts pertinent to items on this agenda. None were received.</p>	<p>TS</p> <p>TS</p>	<p>Apr 22</p> <p>Apr 22</p>
3	<p>Quorum</p> <p>The required quorum was met for the following organisations:</p> <ul style="list-style-type: none"> • NHS Frimley CCG • NHS Surrey Heartlands CCG • Surrey County Council • 		

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4	<p>Minutes from last meeting on 24/11/2021 The minutes of the last meeting were presented.</p> <p>Decision Applicable to:</p> <table border="1" data-bbox="252 414 1066 533"> <tr> <td data-bbox="252 414 933 450">NHS Frimley CCG</td> <td data-bbox="933 414 1066 450">✓</td> </tr> <tr> <td data-bbox="252 450 933 488">NHS Surrey Heartlands CCG</td> <td data-bbox="933 450 1066 488">✓</td> </tr> <tr> <td data-bbox="252 488 933 533">Surrey County Council</td> <td data-bbox="933 488 1066 533">✓</td> </tr> </table> <p>The above Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> • APPROVED the minutes of the last meeting. 	NHS Frimley CCG	✓	NHS Surrey Heartlands CCG	✓	Surrey County Council	✓		
NHS Frimley CCG	✓								
NHS Surrey Heartlands CCG	✓								
Surrey County Council	✓								
5	<p>Action Log There were no actions from the last meeting</p>								
6	<p>Questions from members of the public No questions from the public were received.</p>								
7	<p>Advocacy Service – Provision In Surrey</p>								
	<p>MR presented the report updating the CiC on progress with the procurement of the advocacy service in Surrey and seeking approval to extend the current contract until the 30 June 2022 to ensure service continuity, as the new contracts would begin on the 1 July, to award contracts on the basis of the tender exercise and to award the contracts for a period of three years with option to extend for a two year period.</p> <p>The Commissioning and Procurement Plan for contracting of advocacy services in Surrey had been approved by the CiC in September 2021 and had requested to informed of the outcome of commissioning and procurement process.</p> <p>Recommendation</p> <p>Each of the Surrey-wide Commissioning Committees is asked: TO APPROVE</p> <ol style="list-style-type: none"> 1. Extend current contracts until 30th June 2022 to ensure service continuity for Surrey residents and to allow sufficient time to mobilise the new contracting arrangements. 2. Award new contracts to commence on 1st July 2022 on the basis of the tender evaluation outcome as set out in the part 2 report. 3. Award contracts for a period of three years with the option to extend for a two-year period. <table border="1" data-bbox="252 2004 1066 2040"> <tr> <td data-bbox="252 2004 933 2040">NHS Frimley CCG</td> <td data-bbox="933 2004 1066 2040">✓</td> </tr> </table>	NHS Frimley CCG	✓						
NHS Frimley CCG	✓								

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	<table border="1" data-bbox="252 264 1069 342"> <tr> <td data-bbox="252 264 933 302">NHS Surrey Heartlands CCG</td> <td data-bbox="933 264 1069 302">✓</td> </tr> <tr> <td data-bbox="252 302 933 342">Surrey County Council</td> <td data-bbox="933 302 1069 342">✓</td> </tr> </table> <p data-bbox="252 342 1193 860"> The Surrey-wide Commissioning Committees: <ol style="list-style-type: none"> <li data-bbox="300 383 1193 528">1) Approved the extension of the current contracts until 30th June 2022 to ensure service continuity for Surrey residents and to allow sufficient time to mobilise the new contracting arrangements. <li data-bbox="300 566 1193 674">2) Agreed to award new contracts to commence on 1st July 2022 on the basis of the tender evaluation outcome as set out in the part 2 report. <li data-bbox="300 712 1193 786">3) Agreed to award contracts for a period of three years with the option to extend for a two-year period. </p>	NHS Surrey Heartlands CCG	✓	Surrey County Council	✓		
NHS Surrey Heartlands CCG	✓						
Surrey County Council	✓						
8	<p data-bbox="252 860 1193 898">Annual Procurement Forward Plan</p>						
	<p data-bbox="252 898 1193 972">DB presented the Annual Procurement Forward plan for 2022/23 seeking approval to procure for all the projects listed.</p> <p data-bbox="252 1010 1193 1189">The CiC noted that the Surrey County Council's cabinet approved the recommendation to delegate authority and decision making related to the strategic commissioning for health and Social care services across Surrey to the Surrey wide committees in common in 2019.</p> <p data-bbox="252 1227 1193 1301">It was noted that the procurement plan was for the Council and as such, the decision only applied to the County Council.</p> <p data-bbox="252 1339 1193 1377">Recommendation(s):</p> <p data-bbox="252 1377 1193 1451">Each of the Surrey-wide Commissioning Committee/s are asked to:</p> <ol style="list-style-type: none"> <li data-bbox="300 1489 1193 1637">1) Give Approval to Procure for the projects listed– “Surrey County Council Annual Procurement Forward Plan for 2022/23” in accordance with Surrey County Council’s Procurement and Contract Standing Orders. <li data-bbox="300 1675 1193 1995">2) Agree that where the first ranked tender for any projects listed is within the +/-5% budgetary tolerance level for Surrey County Council, the relevant Surrey County Council Executive Director, Director or Head of Service (as appropriate) is authorised to award such contracts while consulting with the relevant Cabinet Member as appropriate. For joint procurements the appropriate scheme of delegation would need to be followed for each contracting party. 						

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	<p>3) Agree the procurement activity would be returned to Committee in Common for review of the commissioning and procurement strategy prior to going out to market.</p> <table border="1" data-bbox="252 450 1067 566"> <tr> <td data-bbox="252 450 932 488">NHS Frimley CCG</td> <td data-bbox="932 450 1067 488"></td> </tr> <tr> <td data-bbox="252 488 932 526">NHS Surrey Heartlands CCG</td> <td data-bbox="932 488 1067 526"></td> </tr> <tr> <td data-bbox="252 526 932 566">Surrey County Council</td> <td data-bbox="932 526 1067 566">✓</td> </tr> </table> <p>Surrey County Council ;</p> <p>1) Approved the Procurement for the projects</p> <p>2) Agreed that where the first ranked tender for any projects was within the +/-5% budgetary tolerance level for Surrey County Council, the relevant Surrey County Council Executive Director, Director or Head of Service (as appropriate) is authorised to award such contracts while consulting with the relevant Cabinet Member as appropriate.</p> <p>3) Agreed the procurement activity that would be returned to Committee in Common for review of the commissioning and procurement strategy prior to going out to market.</p>	NHS Frimley CCG		NHS Surrey Heartlands CCG		Surrey County Council	✓		
NHS Frimley CCG									
NHS Surrey Heartlands CCG									
Surrey County Council	✓								
9	<p>Partnership Agreement integrated commissioning – pooled budgets</p>								
	<p>SW presented the report setting out the platform for entering into a staffing partnership agreement to support integrated commissioning in Surrey, and the creation of a Section 75 agreement regarding a pooled budget for jointly funded posts. A Partnership Agreement was required to provide a legal framework to underpin integrated ways of working. The staffing Partnership Agreement had been co-developed by Surrey County Council, Surrey Heartlands CCG and Frimley CCG.</p> <p>A Section 75 Agreement was required to provide a legal framework for management of the pooled budget required to fund the joint posts created to support integration of health and care services. Further work was required towards developing a Memorandum of Understanding (MOU)</p> <p>Members asked if there were any anticipated challenges in the development of the MOU, and it was noted that this was a complicated process which required the right governance arrangements to be followed.</p>								

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	<p>Members asked for clarity regarding the back dating the arrangements to April 2021 and SW informed the CiC that this related to sharing the costs.</p> <p>Recommendation; Each of the Surrey-wide Commissioning Committees is asked to:</p> <ol style="list-style-type: none"> 1) note the proposed contents of the staffing Partnership Agreement and the Section 75 Agreement; 2) note that the proposed agreement would need to be supported by a Collaborative Commissioning MoU setting out host and lead commissioning arrangements between the three partners. 3) approve entering into a Partnership Agreement and a Section 75 Agreement (which may be incorporated into one Agreement) to provide a legal and financial framework to underpin the joint working of integrated commissioning teams. <table border="1" data-bbox="252 1077 1066 1189"> <tr> <td>NHS Frimley CCG</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>NHS Surrey Heartlands CCG</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Surrey County Council</td> <td style="text-align: center;">✓</td> </tr> </table> <p>The Surrey-wide Commissioning Committees:</p> <ol style="list-style-type: none"> 1) noted the proposed contents of the staffing Partnership Agreement and the Section 75 Agreement 2) noted that the proposed agreement would need to be supported by a Collaborative Commissioning MoU setting out host and lead commissioning arrangements between the three partners. 3) approved entering into a Partnership Agreement and a Section 75 Agreement (which may be incorporated into one Agreement) to provide a legal and financial framework to underpin the joint working of integrated commissioning teams. 	NHS Frimley CCG	✓	NHS Surrey Heartlands CCG	✓	Surrey County Council	✓		
NHS Frimley CCG	✓								
NHS Surrey Heartlands CCG	✓								
Surrey County Council	✓								
10	Mental Health Accomodation with Care and Support Transformation Programme: Extension of Housing Related Support (HRS) Contract								
	KGH presented a report seeking approval to extend the existing housing related support contracts,for vulnerable and socially								

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	<p>excluded people and from rolling annual contracts to three years plus one plus one contracts.</p> <p>A review had been undertaken to assess their adequacy in meeting requirements and conversations had been had with the providers to look at making some long term plans and commitments. However one of the barriers identified was the short term nature of those contracts.</p> <p>Recommendation: Each of the Surrey-wide Commissioning Committees is asked to :</p> <ol style="list-style-type: none"> 1) Approve the extension of Housing Related Support contracts for Supported Living and Homeless services commissioned by the Adult Social Care, Mental Health Commissioning Team to three years, plus one, plus one. 2) Approve the extension of the Housing Related Support contracts for Floating Support commissioned <table border="1" data-bbox="252 1037 1067 1151"> <tr> <td>NHS Frimley CCG</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heartlands CCG</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p>The Surrey-wide Commissioning Committees:</p> <ol style="list-style-type: none"> 1) Approved the extension of Housing Related Support contracts for Supported Living and Homeless services commissioned by the Adult Social Care, Mental Health Commissioning Team to three years, plus one, plus one. 2) Approved the extension of the Housing Related Support contracts for Floating Support commissioned 	NHS Frimley CCG	✓	NHS Surrey Heartlands CCG	✓	Surrey County Council	✓		
NHS Frimley CCG	✓								
NHS Surrey Heartlands CCG	✓								
Surrey County Council	✓								
11	Terms of Reference								
	<p>The Surrey-wide Commissioning Committees received the Terms of Reference</p> <table border="1" data-bbox="252 1742 1067 1856"> <tr> <td>NHS Frimley CCG</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heartlands CCG</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p>The Surrey-wide Commissioning Committees in Common approved the Terms of Reference. It was noted that the ToRs would be revised again in preparation for the transition into an ICB.</p>	NHS Frimley CCG	✓	NHS Surrey Heartlands CCG	✓	Surrey County Council	✓		
NHS Frimley CCG	✓								
NHS Surrey Heartlands CCG	✓								
Surrey County Council	✓								

Item No.	Discussion and actions raised	Who	By when
12	Meeting close		
	Meeting closed at		
Date of next meeting:			
Signed and agreed by: Date: DD MMM YYYY Jonathan Perkins Deputy Chair, Surrey Heartlands CCG (Convener)			

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