



## Surrey Health and Social Care

### SURREY COMMISSIONING COMMITTEES IN COMMON MINUTES

Committees in Common between the following organisations:

NHS Frimley	✓
NHS Surrey Heartlands	✓
Surrey County Council	✓

<b>Date</b>	Wednesday 21 September 2022	<b>Time</b>	13:00 – 14:25
<b>Venue</b>	Virtual meeting/ Woodhatch Place, Reigate (Surrey County Council)		

#### Members/ Attendees:

Name	Title/ Role	Attendance (✓)/ Apologies (A)		
		Surrey Heartlands ICB	Frimley ICB	Surrey County Council
<b>Convener</b>				
Karen McDowell (KMc) <i>On behalf of Ian Smith</i>	Chief Operating Officer / Deputy Chief Executive / Accountable Emergency Planning Officer			
<b>Members</b>				
Ian Smith (IS)	Chair, Surrey Heartlands ICB	✓		
Clare Stone (CS)	Surrey Heartlands ICB Director of Multi- Professional Leadership and Chief Nurse, Surrey Heartlands ICB	✓		
Prof Claire Fuller (ProfCF)	Chief Executive Officer, Surrey Heartlands ICB	A		
Karen McDowell (KMc) <i>On behalf of ProfCF</i>	Chief Operating Officer / Deputy Chief Executive / Accountable Emergency Planning Officer	✓		
Matthew Knight (MK)	Chief Finance Officer ICB	✓		
Dr Timothy Bates (TB)	Clinical Director – Integrated Services	✓		

Name	Title/ Role	Attendance (✓)/ Apologies (A)		
		Surrey Heartlands ICB	Frimley ICB	Surrey County Council
Sarah Bellars (SB)	Chief Nursing Officer		A	
Samuel Burrows (SBU)	Chief Transformation & Digital Officer		A	
Richard Chapman (RC)	Chief Finance Officer		A	
Nicola Airey (NA)	Director for Commissioning and Assurance and Place		✓	
Tim Oliver (TO)	Council Leader			A
Cllr Clare Curran (CC) <i>On behalf of TO</i>	Cabinet Member for Children			✓
Cllr Sinead Mooney (SM)	Cabinet Member for Children and Families			✓
Cllr Mark Nuti (MN)	Cabinet Member for Adults and Health			✓
<b>Attendees</b>				

Name	Title/ Role	Attendance (✓)/ Apologies (A)		
		Surrey Heartlands ICB	Frimley ICB	Surrey County Council
Jane Bremner (JB) (For Item 7)	Jane Bremner, Head of Commissioning: Mental Health, Adult Social Care, Surrey County Council (SCC)		✓	
Danielle Bass (DB) (For Item 7)	Procurement Partner, Social Care and Health (Adult Social Care & Public Health)		✓	
David Wimblet (DW) (For Item 7)	Commissioning Manager, Mental Health / Guildford & Waverley Adult Social Care		✓	
Liz Bruce (LB) (For Item 7)	Joint Executive Director- Adult Social Care and Integrated Commissioning, SCC		A	
Laura Saunders (LS) (For Item 8)	Head of LDA Integrated Commissioning, Surrey Heartlands ICS		✓	
Joe Cranfield (For Item 7)	Health Commissioning Manager for Adult Social Care		✓	
Jonathan Lillistone	AD Commissioning, Surrey County Council		✓	
Kate Barker (KB) (For Item 9)	Surrey Heartlands ICS Joint Strategic Commissioning Convener		✓	
Hayley Connor (HC) (For Item 10)	Director of Commissioning, Surrey County Council		✓	
Niki Baier (NB) (For Item 10)	New Ways of Working Programme Director/Director of Acute and Collaborative Contracts, Surrey Heartlands ICB		✓	
Rachel Wardell (For Items 7,8 and 10)	Executive Director for Children and Families and Lifelong Learning		✓	
Vanessa Brunning (For Item 7)	Interim Head of Mental Health Commissioning for Surrey Heartlands ICB		✓	
Tapiwa Songore (TS)	(Minute-taker) Interim Governance Manager		✓	
Debo Sokoya (DS)	Governance Coordinator		✓	

Item No.	Discussion and actions raised	Who	By when				
1	<p><b>Welcome, Introductions and Apologies</b></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 were meeting virtually.</p> <ul style="list-style-type: none"> <li>• <b>Confirmation of Convener</b> The Committees confirmed KMc as Convener for this meeting.</li> </ul>						
2	<p><b>Declarations of Interest</b></p> <p><b>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></p> <p>The Convener noted the register of members' and attendees' interests included in the meeting papers. The Convener invited members and attendees to report any new declarations or any amendments to the register.</p> <p><b>b) To receive any declarations of interest pertinent to items on this agenda.</b></p> <p>The Convener invited members and attendees to report any conflicts pertinent to items on this agenda. None were received.</p>						
3	<p><b>Quorum</b></p> <p>The required quorum was met for the following organisations:</p> <ul style="list-style-type: none"> <li>• NHS Frimley</li> <li>• NHS Surrey Heartlands</li> <li>• Surrey County Council</li> </ul>						
4	<p><b>Minutes from last meeting on 22/06/2022</b></p> <p>The minutes of the last meeting were presented.</p> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="252 1930 1066 2011"> <tr> <td data-bbox="252 1930 928 1966">NHS Frimley</td> <td data-bbox="928 1930 1066 1966">✓</td> </tr> <tr> <td data-bbox="252 1966 928 2011">NHS Surrey Heartlands</td> <td data-bbox="928 1966 1066 2011">✓</td> </tr> </table>	NHS Frimley	✓	NHS Surrey Heartlands	✓		
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	<table border="1" data-bbox="252 264 1069 309"> <tr> <td data-bbox="252 264 933 309">Surrey County Council</td> <td data-bbox="933 264 1069 309">✓</td> </tr> </table> <p data-bbox="252 342 1061 421"><b>The above Surrey-wide Commissioning Committees:</b></p> <ul data-bbox="252 387 973 421" style="list-style-type: none"> <li>• <b>APPROVED</b> the minutes of the last meeting.</li> </ul>	Surrey County Council	✓		
Surrey County Council	✓				
5	<p data-bbox="252 454 422 492"><b>Action Log</b></p> <p data-bbox="252 499 1109 566">It was noted that the action from the last meeting was on the agenda.</p>				
6	<p data-bbox="252 604 837 642"><b>Questions from members of the public</b></p> <p data-bbox="252 642 877 680">No questions were received from the public.</p>				
7	<p data-bbox="252 716 1173 790"><b>New Strategy: Collaborative Commissioning for Community Connections Services</b></p>				
	<p data-bbox="252 790 1157 1048">JL provided an update on progress with the Collaborative Commissioning for Community Connections Services as requested at the last meeting. He reported that the report would be coming back to the committee later in the year with final recommendations and decisions for the Committee to make in regard to the contract arrangements that would be put in place from April 2023.</p> <p data-bbox="252 1081 1109 1160">JB, DB and DW the delivered a presentation highlighting the direction of travel. Highlights were that;</p> <ul data-bbox="300 1171 1173 1686" style="list-style-type: none"> <li>• Engagement with people who had used all the services, carers and with professionals in the services had been completed and feedback was being used to inform recommendations for the new service specifications.</li> <li>• An equality impact assessment was being developed to reduce health and equalities.</li> <li>• The Mental Health Alliance had drafted an agreement to become a legal entity and be able to receive such a contract and were interested in becoming a commercial joint venture</li> <li>• Any contract award would be subject to the standard quality and financial vetting and would include appropriate clauses around, subcontracting and KPIs</li> </ul> <p data-bbox="252 1720 1165 1865">KMc enquired whether the was more work to be done before coming back to the Committee for approval and whether there was alignment with place leaders with regards to how this would work and align to the Fuller stocktake.</p> <p data-bbox="252 1865 1157 1973">JL reported that a lot more detail had been shared with Commissioning Collaborative Meeting including the schematics of the model and the services involved, the contracts involved,</p>				

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	<p>and that information would be provided to the CiC as part of the final recommendations on the model.</p> <p>The work was being done in consultation with place-based leaders to achieve the place-based deployment of the services to match local needs.</p> <p>MK commented that it was important to get a fuller understanding of the model required as joint ventures model required treasury approval, and this was a lengthy process.</p> <p>CC asked how this commissioning activity tied in with the County Council's other priority areas of work around Community development. JL reported that the services were central to delivery of priorities around tackling inequalities and Council commitments on making sure no one was left behind. The services were designed to be very flexible and enabled open access. JB added that providers were in their local communities which enabled an outcome focused way of working and empowered these communities.</p> <p>CC suggested that linking up with the county wide community link officers in each district and borough would be helpful in building up community links, signposting and tying in with the work that's being done with the more general thrust of the county Council's community development work.</p> <p>NA asked whether, in light of MK's comments on treasury approval there would be a delay in the timelines and JL reported that he would feedback the information to the Alliance and update the CiC</p> <p><b>Recommendation</b></p> <p><b>Each of the Surrey-wide Commissioning Committees is asked:</b></p> <ul style="list-style-type: none"> <li>• Note the update</li> </ul> <table border="1" data-bbox="252 1697 1066 1818"> <tbody> <tr> <td data-bbox="252 1697 932 1738"><b>NHS Frimley</b></td> <td data-bbox="932 1697 1066 1738">✓</td> </tr> <tr> <td data-bbox="252 1738 932 1778"><b>NHS Surrey Heartlands</b></td> <td data-bbox="932 1738 1066 1778">✓</td> </tr> <tr> <td data-bbox="252 1778 932 1818"><b>Surrey County Council</b></td> <td data-bbox="932 1778 1066 1818">✓</td> </tr> </tbody> </table> <p><b>The Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li>• Noted the update</li> </ul>	<b>NHS Frimley</b>	✓	<b>NHS Surrey Heartlands</b>	✓	<b>Surrey County Council</b>	✓		
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8	<b>Surrey ICB – LDA Keyworking Service</b>								

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	<p>LS presented a report seeking approval on the recommendation to facilitate the mobilization and service delivery of key working through a Section 75 arrangement with the SCC. The key working provision would be providing an additional layer of support to children and young people up to the age of 25 who may be at risk of inpatient admission or family breakdown and placement breakdown and additional vulnerabilities and complexities.</p> <p>The proposals were co-designed and developed based on engagement with the system across health, social care, education and Voluntary, Community and Social Enterprise sector. The ICS Executive approved the structure and model of the keyworker function with the expectation that mobilisation would explore place-based models of delivery</p> <p>The service was in the mobilization phase and was due for mobilization and delivery from January 2022, in line with the long-term plan. Funding confirmation beyond 2023-2024 from NHS England, was awaited and the proposal to host this within the system, mitigated against some of the ongoing financial risks of awarding a contract or going through a contractual or tendering process.</p> <p>CC wondered this would be adding another layer of professionals in addition to those that already worked in the service and whether this would accelerate the journey for many families who were increasingly frustrated with long waiting times and backlogs in the services that they wanted to access, particularly mental health services or neurodevelopmental services..</p> <p>LS reported that the service would be delivered in two layers, a strategic layer that would be made up of education, health and social care experts, and then an intensive layer that would work with the family and the strategic layer to improve the processes that these families and children and young people experience. Over time improvements would mean a smoother and an improved journey, and the delivery of clear communication with the families and the system and delivering on the actions to provide continuity.</p> <p>CC asked whether the service would be able to recruit appropriate members of staff.LS informed the Committee that the service was working creatively with partners in workforce recruitment. Work was underway with the Surrey Heartlands Academy around workforce recruitment, retention and training.</p> <p>In response to a question on how the two directorates of Adult Social Care and Children’s Services were going strengthen the</p>		

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	<p>work done to date and how system communications would be improved, RW reported that the Council recognised the importance of the connectivity right across a range of services, not only within adults and children's and directorates, but beyond The vision was to eventually situate these workers in the within the Fuller stocktake vision of a neighbourhood led footprint , meaning it will be making connections across a variety of services, not just the adults directory. The original intention of situating the roles within the children with disabilities team was to ensure that the program got off the ground quickly, while recognising that it would be mobilised into different domains.</p> <p><b>Recommendation</b></p> <p><b>Each of the Surrey-wide Commissioning Committees is asked:</b></p> <ul style="list-style-type: none"> <li>• <b>Approve the decision to host the LDA Keyworking service alongside the Children with Disabilities team</b></li> <li>• <b>Approve the recommendation that Surrey Youth Focus are commissioned as our strategic partner for continued co-production in the development of the service</b></li> </ul> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="252 1272 1066 1384"> <tr> <td data-bbox="252 1272 930 1305">NHS Frimley</td> <td data-bbox="930 1272 1066 1305">✓</td> </tr> <tr> <td data-bbox="252 1305 930 1339">NHS Surrey Heartlands</td> <td data-bbox="930 1305 1066 1339">✓</td> </tr> <tr> <td data-bbox="252 1339 930 1384">Surrey County Council</td> <td data-bbox="930 1339 1066 1384">✓</td> </tr> </table> <p><b>The above Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>Approved the decision to host the LDA Keyworking service alongside the Children with Disabilities team</b></li> <li>• <b>Approved the recommendation that Surrey Youth Focus are commissioned as our strategic partner for continued co-production in the development of the service</b></li> </ul>	NHS Frimley	✓	NHS Surrey Heartlands	✓	Surrey County Council	✓		
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Surrey County Council	✓								
9	<b>Surrey All Age Mental Health Investment Fund 2022/23- Arrangements</b>								
	KB presented a report on the development of the Mental Health Investment Fund and proposals for managing the fund going forward. The report outlined the County Council's agreement with Community Foundation Surrey, arrangement process , the size								



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	<p>of the award, the criteria for the population that Community Foundation Surrey would be supporting, the governance and accountability reporting for the relationship between Surrey County Council and Community Foundation Surrey.</p> <p>KB explained the proposals for administering the second part of the funding and the suggested next steps to finalise the delivery plan for mobilisation and implementation of a fair, transparent, equitable application, and award process for potential non - statutory, community-based applicants for new Mental Health Investment Funding. Six recommendations have been made.</p> <p>In response to a question from MN on publicising the fund and ensuring equitable accessibility, KB explained that the advisory panel included members from the independent Mental Health Network and the Mental Health Alliance and would utilise the learning from Public health directorate. A Communication and engagement plan was also being developed. The application processes was fair and transparent and the materials used was inclusive.</p> <p>In response to another question on compliance with procurement rules, KB reported that the work was being carried forward with advice from the procurement teams from the Council and Surrey Heartlands.</p> <p>CC asked whether Mind works could bid for a grant or additional money through this fund and RC reported that the fund was for things that were not currently available in the county that would want to test and by being in Mind Works, those organizations were precluded. In response to another question RC reported that the program was for a defined period of time.</p> <p>SM commented KB for the work done so far and asked whether mobilisation was likely to meet targets .KB reported that there was quantifiable qualitative evidence to suggest that mobilisation could be done by November.</p> <p>SM asked whether there was another way to fund the administration and RC reported that work was underway to bring the figures down.</p> <p>NA commented that Frimley were not involved in the administration of funds and the plans that affected the Surrey Heath and Farnham population would be monitored through the Mental Health Delivery Board and other mechanisms.</p>		

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	<p><b>Recommendation</b></p> <p>Each of the Surrey-wide Commissioning Committees is asked:</p> <ol style="list-style-type: none"> <li>1. To delegate decision making about the deployment of and budget accountability for Mental Health Investment Fund (MHIF) monies to the Joint Executive for Public Service Reform, in line with delegation levels.</li> <li>2. To consider and agree the proposed process, to define the criteria, and governance for managing the Mental Health Investment Fund</li> <li>3. Note the role of the Member Advisory Panel in helping to shape the MHIF and defining the funding thresholds and timing of funding rounds</li> <li>4. Agree that an annual review mechanism is developed to allow for public scrutiny of the activity, delivery, and performance of the fund, for example via an annual report to the Committee in Common.</li> <li>5. Agree to the MHIF programme governance and accountability reporting to the system Mental Health Delivery Board</li> <li>6. Agree that £100K be allocated from MHIF to establish a core MHIF team to manage the delivery of the fund as well as other set up costs</li> </ol> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="252 1512 1066 1630"> <tbody> <tr> <td>NHS Frimley</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>NHS Surrey Heartlands</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Surrey County Council</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <p><b>The above Surrey-wide Commissioning Committees:</b></p> <ol style="list-style-type: none"> <li>1. Agreed to delegate decision making about the deployment of and budget accountability for Mental Health Investment Fund (MHIF) monies to the Joint Executive for Public Service Reform, in line with delegation levels.</li> </ol>	NHS Frimley	✓	NHS Surrey Heartlands	✓	Surrey County Council	✓		
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	<p>2. Agreed the proposed process, to define the criteria, and governance for managing the Mental Health Investment Fund</p> <p>3. Noted the role of the Member Advisory Panel in helping to shape the MHIF and defining the funding thresholds and timing of funding rounds</p> <p>4. Agreed that an annual review mechanism is developed to allow for public scrutiny of the activity, delivery, and performance of the fund, for example via an annual report to the Committee in Common.</p> <p>5. Agreed to the MHIF programme governance and accountability reporting to the system Mental Health Delivery Board</p> <p>6. Agreed that £100K be allocated from MHIF to establish a core MHIF team to manage the delivery of the fund as well as other set up costs</p>		

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10	<b>Recommissioning of Children's Community Services</b>								
	It was agreed that this report would be discussed as a Part 2 item as the report included information that was commercially confidential.								
11	<b>Collaborative Commissioning Agreement</b>								
	<p>NB provided a verbal update on the development of the Collaborative Commissioning Agreement and reported that the Surrey Health and Care Collaborative Meeting had agreed that the MOU focuses on collaborative and Commissioning and the collaborative commissioning principles. SLAs would be established on the services provided on behalf of each other and how they were delivered, the responsibilities of each partner and how performance would be managed across the different partners to those agreement. The partnership agreement would focus on the HR elements of those members of staff that were delivering integrated services. The Section 75 would focus on the financial agreements that underpinned that partnership agreement.</p> <p>The final draft of the Collaborative Commissioning Agreement would be agreed at the November Surrey Health and Care Collaborative Meeting and the CiC meeting in December.</p> <p><b>Recommendation</b></p> <p><b>Each of the Surrey-wide Commissioning Committees is asked:</b></p> <ul style="list-style-type: none"> <li>• <b>Note the update</b></li> </ul> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="252 1413 1066 1525"> <tbody> <tr> <td data-bbox="252 1413 932 1453">NHS Frimley</td> <td data-bbox="932 1413 1066 1453">✓</td> </tr> <tr> <td data-bbox="252 1453 932 1494">NHS Surrey Heartlands</td> <td data-bbox="932 1453 1066 1494">✓</td> </tr> <tr> <td data-bbox="252 1494 932 1525">Surrey County Council</td> <td data-bbox="932 1494 1066 1525">✓</td> </tr> </tbody> </table> <p><b>The above Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the update</b></li> </ul>	NHS Frimley	✓	NHS Surrey Heartlands	✓	Surrey County Council	✓		
NHS Frimley	✓								
NHS Surrey Heartlands	✓								
Surrey County Council	✓								
	<ul style="list-style-type: none"> <li>• <b>Date of next meeting:</b> 14 December 2022, Virtual meeting 14:30- 16:30</li> </ul>								

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<p>Signed and agreed by:</p> <p>Date: <b>DD MMM YYYY</b></p> <p><b>NHS Surrey Heartlands (Convener)</b></p>			

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