



## Surrey Health and Social Care

### SURREY COMMISSIONING COMMITTEES IN COMMON MINUTES

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	✓

<b>Date</b>	Wednesday 30 September 2020	<b>Time</b>	9:30 – 09:45
<b>Venue</b>	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
<b>Convener</b>					
Dr Charlotte Canniff (CC)	Clinical Chair, Surrey Heartlands CCG				
<b>Members</b>					
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	✓			
Steven Clarke (SC)	Clinical Leader, North East Hants and Farnham CCG		A		

Reviewed by: CC (04/11/2020)

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 <i>(also representing Surrey Heath CCG)</i>		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		
Amanda Wellesley (AW)	Secondary Care Consultant , Surrey Heath CCG			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				✓
<b>Attendees</b>					
Dr Tim Bates (TB)	GP for Surrey-wide Services, Surrey Heartlands CCG	✓			
Rachel Crossley (RC)	Executive Director for Strategy and Commissioning, Surrey County Council		✓		
Victoria Berry (VB)	Health and Social Care Integration Policy and Programme Manager, Surrey County Council		✓		
Trudy Mills (TM)	ICS Director for Childrens and Learning Disability Services		✓		
Julia Cramp (JC)	Emotional Wellbeing and Mental Health Transformation Programme Lead, Surrey County Council		✓		
Hayley Connor (HC)	Director of Commissioning, Surrey County Council		✓		
Andy Vowles (AV)	Rethink Partners		✓		
Natasha Moore (NM)	(Minute-taker) 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 Committees confirmed CC as Convener for this meeting. 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>They reminded all 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 welcomed TB to his first meeting of the Committees in Common. She noted that the Surrey Heartlands CCG Governing Body was due to approve TB as a member of the Surrey Heartlands CCG Committee on 30/09/2020.</p>										
2	<p><b>Declarations of Interest</b></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 Chair noted the register of members' and attendees' interests included in the meeting papers. The Chair invited members and attendees to report any new declarations; amendments to the register; or 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 North East Hants and Farnham CCG</li> <li>• NHS Surrey Heartlands CCG</li> <li>• NHS Surrey Heath CCG</li> <li>• Surrey County Council</li> </ul>										
4	<p><b>Minutes from last meeting on 28/05/2020</b></p> <p>The minutes of the last meeting were presented.</p> <p><b>Recommendation/s:</b></p> <table border="1" data-bbox="252 1749 1070 1899"> <tbody> <tr> <td data-bbox="252 1749 935 1787"><b>NHS North East Hants and Farnham CCG</b></td> <td data-bbox="940 1749 1070 1787">✓</td> </tr> <tr> <td data-bbox="252 1787 935 1825"><b>NHS Surrey Heartlands CCG</b></td> <td data-bbox="940 1787 1070 1825">✓</td> </tr> <tr> <td data-bbox="252 1825 935 1863"><b>NHS Surrey Heath CCG</b></td> <td data-bbox="940 1825 1070 1863">✓</td> </tr> <tr> <td data-bbox="252 1863 935 1899"><b>Surrey County Council</b></td> <td data-bbox="940 1863 1070 1899">✓</td> </tr> </tbody> </table>	<b>NHS North East Hants and Farnham CCG</b>	✓	<b>NHS Surrey Heartlands CCG</b>	✓	<b>NHS Surrey Heath CCG</b>	✓	<b>Surrey County Council</b>	✓		
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Item No.	Discussion and actions raised	Who	By when								
	<p><b>The above Surrey-wide Commissioning Committees are asked:</b></p> <ul style="list-style-type: none"> <li><b>TO APPROVE</b> the minutes of the last meeting.</li> </ul> <p><b>The Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li><b>APPROVED</b> the minutes of the last meeting.</li> </ul>										
5	<p><b>Action Log</b> 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><b>Questions from members of the public</b> No questions from the public were received.</p>										
7	<p><b>Terms of Reference</b> The Convener presented the above, noting that the only changes made had been to the membership as required.</p> <p>JDB asked for clarity on the term ‘independent member’ for Surrey Heartlands CCG. The Convener confirmed that this terms was used in the CCG Constitution and included the Registered Nurse. NM to review to ensure clear.</p> <p>JDB also cited reference that meetings could be held by teleconference where agreed. The Convener agreed that this had become the ‘default method’ of hosting meetings given the current circumstance. JP noted that the Surrey Heartlands ICS Strategic Finance &amp; Assurance Board (SFAB) had agreed alternative wording for use in the interim as follows. NM to amend: <i>“With the agreement of the Chair, meetings may take place using a virtual platform; or if held face-to-face, and by exception, one or more members may participate in meetings in person or virtually by using video/ telephone or other live and uninterrupted conferencing facilities”</i>.</p> <p>NA queried the scope within Appendix 1 and requested that these were reviewed for North East Hants &amp; Farnham and Surrey Heath CCGs; for example, she cited patient transport services as an area that is likely to become out of scope for these two CCGs for their committees.</p> <p><b>Recommendation/s:</b></p> <table border="1" data-bbox="252 1854 1070 2007"> <tbody> <tr> <td data-bbox="252 1854 933 1890"><b>NHS North East Hants and Farnham CCG</b></td> <td data-bbox="933 1854 1070 1890">✓</td> </tr> <tr> <td data-bbox="252 1890 933 1926"><b>NHS Surrey Heartlands CCG</b></td> <td data-bbox="933 1890 1070 1926">✓</td> </tr> <tr> <td data-bbox="252 1926 933 1962"><b>NHS Surrey Heath CCG</b></td> <td data-bbox="933 1926 1070 1962">✓</td> </tr> <tr> <td data-bbox="252 1962 933 2007"><b>Surrey County Council</b></td> <td data-bbox="933 1962 1070 2007">✓</td> </tr> </tbody> </table>	<b>NHS North East Hants and Farnham CCG</b>	✓	<b>NHS Surrey Heartlands CCG</b>	✓	<b>NHS Surrey Heath CCG</b>	✓	<b>Surrey County Council</b>	✓		
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Item No.	Discussion and actions raised	Who	By when
	<p>The above Surrey-wide Commissioning Committees are asked:</p> <ul style="list-style-type: none"> <li>• <b>TO APPROVE</b> the Terms of Reference.</li> </ul> <p>The Surrey-wide Commissioning Committees:</p> <ul style="list-style-type: none"> <li>• <b>APPROVED</b> the Terms of Reference, pending the above amendments. NM to amend.</li> <li>• <b>Acknowledged</b> some potential changes on the scope of the committees. Agreed to undertake further review for consideration at the December meeting. NM to coordinate review and add to the agenda for December.</li> </ul>	NM	23/10/2020
		NM	23/10/2020
8	<p><b>AOB</b> No other business was raised.</p>		
9	<p><b>Meeting close</b> Meeting closed at 9:45.</p>		
<p><b>Date of next meeting:</b> Wednesday 9 December 2020, 10:00- 12:00; Virtual meeting</p>			
<p><b>Signed and agreed by:</b></p>  <p>Date: <b>DD MMM YYYY</b>  <b>Dr Charlotte Canniff, Clinical Chair, Surrey Heartlands CCG (Convener)</b></p>			

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