



## 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	✓

<b>Date</b>	Wednesday 29 September 2021	<b>Time</b>	10:00 – 10:50
<b>Venue</b>	Virtual meeting/ Woodhatch Place, Reigate (Surrey County Council)		

### Members/ Attendees:

Name	Title/ Role	Attendance (✓)/ Apologies (A)		
		Surrey Heartlands CCG	Frimley 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 (Chair)	✓		
Vacant	Lay Member, Surrey Heartlands CCG	-		
Jonathan Perkins (JP)	Lay Member Finance, Surrey Heartlands CCG	✓		
Steve Hams (SH)	Registered Nurse, Surrey Heartlands CCG	A		
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	✓		
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)		A	
Daryl Gasson (DG)	Managing Director, Frimley CCG		A	
Rob Morgan (RM)	Chief Finance Officer, Frimley CCG		✓	
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			✓
<b>Attendees</b>				
Simon White (SW)	Executive Director Adult Social Care, Surrey County Council		✓	
Jo Neville-Rye (JNR) <i>For Item 7</i>	Senior Commissioning Manager, Surrey County Council		✓	
Jonathan Lillistone (JL) <i>For item 8</i>	Assistant Director Commissioning, Health, Wellbeing and Adult Social Care, Surrey County Council		✓	
Natasha Moore (NM)	(Minute-taker) Governance Manager		✓	

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, 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>		

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	<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"> <li>• <b>Confirmation of Convener</b> The Committees confirmed CC as Convener for this meeting.</li> </ul>								
2	<p><b>Declarations of Interest</b></p> <p>a) <b>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 Chair invited members and attendees to report any new declarations or any amendments to the register. The following was raised:</p> <ul style="list-style-type: none"> <li>• CCu declared that she was no longer a Non-Executive Director of Surrey Choices as of 10 June 2021. <b>NM to amend the register.</b></li> </ul> <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>	NM	15/10/2021						
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 CCG</li> <li>• NHS Surrey Heartlands CCG</li> <li>• Surrey County Council</li> </ul>								
4	<p><b>Minutes from last meeting on 30/06/2021</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 1601 1070 1720"> <tbody> <tr> <td data-bbox="252 1601 933 1641">NHS Frimley CCG</td> <td data-bbox="933 1601 1070 1641">✓</td> </tr> <tr> <td data-bbox="252 1641 933 1682">NHS Surrey Heartlands CCG</td> <td data-bbox="933 1641 1070 1682">✓</td> </tr> <tr> <td data-bbox="252 1682 933 1720">Surrey County Council</td> <td data-bbox="933 1682 1070 1720">✓</td> </tr> </tbody> </table> <p><b>The above Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>APPROVED</b> the minutes of the last meeting.</li> </ul>	NHS Frimley CCG	✓	NHS Surrey Heartlands CCG	✓	Surrey County Council	✓		
NHS Frimley CCG	✓								
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Surrey County Council	✓								

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5	<p><b>Action Log</b></p> <p>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></p> <p>No questions from the public were received.</p>		
7	<p><b>Procurement of Better Care Fund Carers Services Part A</b></p> <p>JNR presented the above, noting:</p> <ul style="list-style-type: none"> <li>• The procurement process was being presented for approval, due to commence in the Autumn, under a new framework and a 'light touch' regime.</li> <li>• Current spend for the service was £6.92m. The majority of this funding was towards contracts and grants with the remainder for care packages. More financial detail was being presented under a separate report under Part II of this agenda.</li> <li>• She noted the following specific areas of the new contract: <ul style="list-style-type: none"> <li>○ Five Carers' Hubs would be introduced across the county to improve services and quality of life.</li> <li>○ Support to young carers would increase with improved access to activities and communication which would be delivered at place.</li> <li>○ Carer breaks would offer individual support alongside a personal health budget service.</li> <li>○ Improvements would be made to support within acute settings, ensuring that these settings were more 'care-friendly', e.g. improving information and advocacy services.</li> <li>○ Following a query from the Convener, confirmed that there was currently a 2-3 year pilot to improve services within mental health provider settings too. This work was being supported by the current provider with the specification having been co-produced with the Mental Health Forum.</li> <li>○ Carers Emergency Passports would be implemented through personalised emergency care plans, e.g. in the event that the carer was no longer able to care.</li> </ul> </li> </ul> <p>JP queried the timeline for the procurement plan, i.e. noting that the procurement process was due to commence in October but that the Strategy was not due to be published until November 2021. He asked if bidders would have advanced sighting of the strategy and/ or if the strategy would be later amended in response to feedback. JNR confirmed that it was likely that the strategy would be later revised based on feedback.</p>		

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	<p>DTS asked for assurance on how the carer experience would change with regards to support. JNR noted that the Carer's Hubs would provide consistency of service and advice. She added that the hubs would also be able to provide more tailored, 1-1 support as required and that carers would have more of an ability to 'dip in and out' of support services as their needs change.</p> <p>The Convener asked how this service would be fully incorporated into other services, e.g. Early Help Networks, Family Hubs, Youth Services etc. JNR noted that the aim eventually was for an 'all-age' service which would fully incorporate all other services for a 'whole family' approach.</p> <p>The Convener also asked how the potential of a 'postcode lottery' of service would be minimised and how the contract would be strengthened to ensure that partners work together. JNR confirmed that the new specification would ensure a mutual understanding of all partners of their responsibilities. Additionally, ongoing contract management as per the 'normal' contract monitoring processes would continue, alongside regular feedback from carers themselves.</p> <p>In the context of upcoming NHS changes (subject to the NHS Bill passing through Parliament), JP asked whether the statutory changes of CCGs to ICBs would be covered within any new contracts having effect from 01/04/2022. RM noted that from his experience, this would be part of the due diligence process regarding the transfer of CCG functions. <b>JNR agreed to confirm for this specific contract.</b></p> <p><b>Recommendation/s:</b></p> <table border="1" data-bbox="252 1406 1070 1518"> <tbody> <tr> <td data-bbox="252 1406 933 1442"><b>NHS Frimley CCG</b></td> <td data-bbox="933 1406 1070 1442">✓</td> </tr> <tr> <td data-bbox="252 1442 933 1478"><b>NHS Surrey Heartlands CCG</b></td> <td data-bbox="933 1442 1070 1478">✓</td> </tr> <tr> <td data-bbox="252 1478 933 1518"><b>Surrey County Council</b></td> <td data-bbox="933 1478 1070 1518">✓</td> </tr> </tbody> </table> <p><b>Recommendations: The above Surrey-wide Commissioning Committees are asked:</b></p> <ul data-bbox="260 1637 1166 1816" style="list-style-type: none"> <li>• <b>TO APPROVE</b> the Procurement plan for Carers services</li> <li>• <b>TO AGREE:</b> the next steps as per the paper: Procurement process to commence in October 2021 to ensure that new contracts are in place for 01/04/2022; and decision to award final contract to come back to a future meeting.</li> </ul> <p><b>The above Surrey-wide Commissioning Committees:</b></p> <ul data-bbox="260 1895 1142 1966" style="list-style-type: none"> <li>• <b>APPROVED</b> the Procurement plan for Carers services.</li> <li>• <b>AGREED</b> the next steps as per the paper as above.</li> </ul>	<b>NHS Frimley CCG</b>	✓	<b>NHS Surrey Heartlands CCG</b>	✓	<b>Surrey County Council</b>	✓	JNR	15/10/2021
<b>NHS Frimley CCG</b>	✓								
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<b>Surrey County Council</b>	✓								

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8	<p><b>Community connections services: contract extension</b>  SM introduced the above noting that this was an important contract as part of the mental health services offer for residents. The intention was to move towards a partnership working model; the recent establishment of the System Mental Health Partnership Board was a step towards this approach.</p> <p>JL added the following:</p> <ul style="list-style-type: none"> <li>• An extension to the current contracts for the current three providers was being sought. These providers had successfully worked together for a number of years.</li> <li>• The service forms a key part of prevention services which had seen an increase in activity during the pandemic. Services had been maintained via an online provision during this period.</li> <li>• Additionally, the current three providers source additional charitable funding towards the service and this has continued through the increased activity and demand.</li> <li>• The intention was to improve performance under the new service. It was anticipated that the re-procurement process would commence during 2022.</li> </ul> <p>CCu cited a reference within the report which stated that the service demonstrable improve outcomes and asked how this had been evaluated and the number of individuals currently supported via this contract. JL confirmed that measurements of 'outcome domains' were used where service users confirm their current states at outset of support and this is tracked over a period of time. Noted that over 60% of users report an improvement over time. JL added that the activity report demonstrated an increase in demand and fluctuations during the pandemic. <b>JL agreed to circulate the background report referenced within the report for information.</b></p> <p>TB, as Chair of the Mental Health Delivery Board and Joint Senior Responsible Officer for the Mental Health Improvement Plan, commented that he was encouraged to see much support for this specific service, given its valuable role in providing support. He noted that the objectives within the Mental Health Improvement Plan were ambitious and that colleagues within the Community Connections Service were crucial to delivering this, specifically for the prevention/ intervention and integration workstreams. TB also highlighted that an additional workstream would review mental health funding across the system.</p> <p>DTS queried the uncertainty regarding the level of resource and funding, specifically with reference to the charitable funding received. JL acknowledged that this was not definitive as this</p>	JL	15/10/2021

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	<p>was subject to fundraising but that beyond the initial contract, additional funds from the General Practise integrated Mental Health Service (GPiMHS) were received.</p> <p><b>Recommendation/s:</b></p> <table border="1" data-bbox="256 450 1070 566"> <tr> <td data-bbox="256 450 935 488"><b>NHS Frimley CCG</b></td> <td data-bbox="935 450 1070 488">✓</td> </tr> <tr> <td data-bbox="256 488 935 526"><b>NHS Surrey Heartlands CCG</b></td> <td data-bbox="935 488 1070 526">✓</td> </tr> <tr> <td data-bbox="256 526 935 566"><b>Surrey County Council</b></td> <td data-bbox="935 526 1070 566">✓</td> </tr> </table> <p><b>Recommendations: The above Surrey-wide Commissioning Committees are asked:</b></p> <ul style="list-style-type: none"> <li>• <b>TO APPROVE</b> the extension of community connections contracts by one further year so these contracts will expire on 31 March 2023.</li> <li>• <b>TO AGREE:</b> the next steps as per the paper: extend all community contracts by one year to 31/03/2023; from October 2021, develop a joint commissioning and procurement plan for community connections services for April 2023 onwards; and brief stakeholders on the outcome of this meeting.</li> </ul> <p><b>The above Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>APPROVED</b> the extension of community connections contracts by one further year so these contracts will expire on 31 March 2023.</li> <li>• <b>AGREED</b> the next steps as per the paper as above.</li> </ul>	<b>NHS Frimley CCG</b>	✓	<b>NHS Surrey Heartlands CCG</b>	✓	<b>Surrey County Council</b>	✓		
<b>NHS Frimley CCG</b>	✓								
<b>NHS Surrey Heartlands CCG</b>	✓								
<b>Surrey County Council</b>	✓								
9	<p><b>AOB</b> No other business was raised.</p>								
10	<p><b>Meeting close</b> Meeting closed at 10:50.</p>								
<p><b>Date of next meeting:</b> Wednesday 24 November 2021, 10:00- 12:00; Virtual meeting</p>									
<p><b>Signed and agreed by:</b></p> <p><b>Date: DD MMM YYYY</b> <b>Dr Charlotte Canniff, Clinical Chair, Surrey Heartlands CCG (Convener)</b></p>									

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