

**Surrey Health and Social Care**

**SURREY COMMISSIONING COMMITTEES IN COMMON (CinC)**

**MINUTES Part One**

Committees in Common between the following organisations:

NHS Frimley ICB	✓
NHS Surrey Heartlands ICB (SyHt)	✓
Surrey County Council (SCC)	✓

<b>Date</b>	Wednesday 20 March 2024	<b>Time</b>	10:00- XXX
<b>Venue</b>	Virtual meeting/ Woodhatch Place, Reigate (Surrey County Council)		

**Members/ Attendees:**

Name	Title/ Role	Att (✓)/ Apols (A)		
		SyHt ICB	Frimley ICB	SCC
<b>Convener</b>				
Andrew Lloyd	<b>(Convener)</b> Surrey-wide Commissioning Committees in Common Independent Convener			
<b>Members</b>				
Ian Smith	(Chair) Chair	✓		
Clare Stone	Director of Multi-Professional Leadership and Chief Nurse	✓		
Karen McDowell	Acting Chief Executive Officer	A		
Matthew Knight	Chief Finance Officer	✓		
Vacant	Clinical member	-		
Tracey Faraday-Drake	(Chair) Director for Children and Young People and All Age Learning Disabilities and Autism		✓	
Sarah Bellars	Chief Nursing Officer		A	
Vacant	Vacant		-	
Richard Chapman	Chief Finance Officer		A	
Cllr Tim Oliver	(Chair) Council Leader			A
Cllr Clare Curran	Cabinet Member for Education and Learning			✓
Cllr Sinead Mooney	Cabinet Member for Children and Families			✓
Cllr Mark Nuti	Cabinet Member for Adults and Health			✓
<b>Attendees</b>				
Jonathan Lillistone	Director of Integrated Commissioning, Adult Social Care & Integrated Commissioning, Surrey County Council		A	
Anna Waterman <i>On behalf of JL</i>	Head of Disabilities Commissioning, Surrey County Council		✓	
Danielle Bass <i>For item 7</i>	Procurement Partner, Surrey County Council		✓	
Helen Coombes <i>For item 8</i>	Executive Director Adults, Wellbeing and Health Partnerships, Surrey County Council		✓	
Charlotte Canniff <i>For item 8</i>	Joint Chief Medical Officer, Surrey Heartlands Integrated Care System			
Sara Saunders <i>For item 8</i>	Health Policy Integration Lead, Surrey Heartlands Integrated Care System/ Surrey County Council			
Amelia Christopher	Committee Manager: Legal and Democratic Services, Surrey County Council		✓	
Natasha Moore	(Minute-taker) Governance Manager, Surrey Heartlands ICB		✓	

Item No.	Discussion and actions raised	Who/ By When						
1	<p><b>Welcome, Apologies and Confirmation of Convener</b></p> <p>AL was confirmed as Convener for this meeting.</p> <p>The Convener confirmed that the SCC Committee were meeting 'in person' to fulfil their statutory decision-making requirements; Frimley and SyHt ICBs were meeting virtually.</p>							
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>b) <b>To receive any declarations of interest pertinent to items on this agenda.</b></p> <p>The Convener noted the register of members' and attendees' interests. The Convener invited members and attendees to report any new declarations; amendments to the register; or any conflicts pertinent to items on this agenda.</p>							
3	<p><b>Quorum:</b> The required quorum was met for all committees.</p>							
4	<p><b>Minutes from last meeting on 13/12/2023</b></p> <p>The minutes of the last meeting were presented.</p> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="236 813 871 909"> <tr> <td>NHS Frimley ICB</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p><b>The Surrey-wide Commissioning Committees: APPROVED</b> the minutes of the last meeting.</p>	NHS Frimley ICB	✓	NHS Surrey Heartlands ICB	✓	Surrey County Council	✓	
NHS Frimley ICB	✓							
NHS Surrey Heartlands ICB	✓							
Surrey County Council	✓							
5	<p><b>Matters Arising: Action Log:</b> No open actions</p>							
6	<p><b>Questions from members of the public:</b> No questions were received from the public.</p>							
7	<p><b>Annual Procurement Forward Plan 2024/2025</b> (Danielle Bass)</p> <p>The Annual Procurement Forward Plan had been developed for the financial year 2024/25. This presented 16 workstreams: 9 for adult social care and 7 for Public Health. All workstreams had been reviewed and signed off by the required officers.</p> <p>Additional information presented under Part II of this agenda.</p> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="236 1317 871 1413"> <tr> <td>NHS Frimley ICB</td> <td>-</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>-</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p><b>The Surrey County Council Committee:</b></p> <ul style="list-style-type: none"> <li>• <b>GAVE APPROVAL</b> to Procure for the projects listed in the Annual Procurement Forward Plan for 2024/25 in accordance with Surrey County Council's Procurement and Contract Standing Orders.</li> <li>• <b>AGREED</b> that where the first ranked tender for any Surrey County Council projects listed in Annex 1 is within the +5% budgetary tolerance level, the relevant Executive Director, Director, or Head of Service (as appropriate) is authorised to award such contracts while consulting with the relevant Cabinet Member as appropriate.</li> <li>• <b>AGREED</b> the procurement activity marked as 'yes' in Column R within the Annual Procurement Forward Plan will be returned to the Surrey-Wide Committees in Common for review of the commissioning and procurement strategy before going to the market.</li> </ul>	NHS Frimley ICB	-	NHS Surrey Heartlands ICB	-	Surrey County Council	✓	
NHS Frimley ICB	-							
NHS Surrey Heartlands ICB	-							
Surrey County Council	✓							
8	<p><b>Mental Health Investment Fund: Annual Report and Process to Allocate Remaining Funds</b> (Helen Coombes; Charlotte Canniff)</p> <p>Report provided the annual report to the CinC regarding funds allocated from the Mental Health Investment Fund (MHIF) and provided recommendations on the remaining funds of approx. £1.9m. The report recommended that the remaining funds would be overseen by Helen Coe and Charlotte Canniff as Executive Leads for Mental Health for Surrey County Council and Surrey Heartlands ICB respectively.</p> <p>It was recognised that the progress of allocating funds had not been as fast as anticipated and that delegation would be on the understanding that the pace and impact increases. HC and CC were also involved in the evaluation process for schemes, which would need to demonstrate efficiencies and</p>							

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	<p>effectiveness. It was anticipated that by September, outcomes of schemes would start to be reported. Funding had also increased to programme management and evaluation to support accelerated outcomes and impact.</p> <p>TFD noted her support on behalf of Frimley ICB, particularly regarding investment in a range of schemes, i.e. third sector and community. Also noted that she was keen to align adult mental health schemes with Frimley's work.</p> <p>HC noted the need to consider inequalities for future funding, noting that only 4% of historical funding had been spent for adult schemes (compared with 60% for young people and 35% to families).</p> <p>SCC members noted the public support from residents for many schemes, although commented that the current process vis formal procurement, lacked the ability for innovation.</p> <p>Following a comment from SM regarding the scale of projects, CC noted the complex nature for particular individuals and dependencies on other services. Although impactful, many third sector schemes were small and localised which made for more challenging coordination.</p> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="236 696 799 797"> <tr> <td>NHS Frimley ICB</td> <td>-</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p><b>Each of the Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the annual report on the delivery of the Mental Investment Fund to date.</li> <li>• <b>AGREED</b> the principles, process and decision making for the use of the remaining funds: <ul style="list-style-type: none"> <li>○ That the allocation of remaining funds is overseen by the Executive sponsors in a process led by heads of commissioning to co-design solutions to a small number of key problems.</li> <li>○ The sum allocated to programme management and evaluation is increased from 1% to 2%. This will provide oversight and diligence to ensure that the allocated monies are used for their stated purpose.</li> <li>○ Delivered according to the principles and process in section 6 of the paper.</li> </ul> </li> </ul>	NHS Frimley ICB	-	NHS Surrey Heartlands ICB	✓	Surrey County Council	✓	
NHS Frimley ICB	-							
NHS Surrey Heartlands ICB	✓							
Surrey County Council	✓							
9	<p><b>Dynamic Purchasing System (DPS) for Care and Support with Community Accommodation (Working Age Adults) – Notification Of Contract Award</b> (Anna Waterman)</p> <p>Noted the contract would run for five years with the ability to extend by two further one-year terms. This would support a structure of more independent living accommodation, as opposed to residential care, and would allow for more robust contract management. This would also enable to delivery of the 'Right Homes, Right Support' Strategy.</p> <p>During the procurement, 349 compliant bids were received; all bids were evaluated with the providers notified of outcomes on 02/02/2024. Following this process, a further 59 bids were found to be compliant which would increase capacity. Contracts would go live on 01/04/2024.</p> <p>SM acknowledged the extent of consultation undertaken, as per the report.</p> <p><b>Decision Applicable to:</b></p> <table border="1" data-bbox="236 1603 799 1704"> <tr> <td>NHS Frimley ICB</td> <td>✓</td> </tr> <tr> <td>NHS Surrey Heartlands ICB</td> <td>✓</td> </tr> <tr> <td>Surrey County Council</td> <td>✓</td> </tr> </table> <p><b>Each of the Surrey-wide Commissioning Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the outcome of the procurement and award of contract.</li> <li>• <b>NOTED</b> the contract award to all successful providers will go-live from April 2024.</li> </ul>	NHS Frimley ICB	✓	NHS Surrey Heartlands ICB	✓	Surrey County Council	✓	
NHS Frimley ICB	✓							
NHS Surrey Heartlands ICB	✓							
Surrey County Council	✓							
10	AOB: None.							

Item No.	Discussion and actions raised	Who/ By When
11	Meeting closed at 10:40	
Date of next meeting: Wednesday 31 July 2024; 10:00- 12:00		
Signed and agreed by:		
Date: DD MMM YYYY		
Andrew Lloyd, Surrey-wide Commissioning Committees in Common Independent Convener		