

HARROGATE AND RURAL DISTRICT CLINICAL COMMISSIONING GROUP

Minutes of the Meeting of the Harrogate and Rural District Clinical Commissioning Group

Quality and Clinical Governance Committee

11 March 2014

14:00 – 16:00

Boardroom, 1 Grimbald Crag Court,
St James Business Park, Knaresborough, HG5 8QB

Present

Dr Sarah Hay, GP Member, HaRD CCG (Chair)
John Pattinson, Director of Quality/Executive Nurse, HaRD CCG
Dr Rick Sweeney, GP Member, HaRD CCG
Rachel Mann, Vice-Chair and Lay Member, HaRD CCG
Dr Peter Johnson, North House Surgery, Ripon

In Attendance

Sasha Sencier, Executive Assistant (Secretariat), HaRD CCG
Angela Monaghan, Chief Nurse, HDFT (co-opted)
Sue Roughton, Designated Nurse Safeguarding Children
Katie Smith, Performance Improvement Manager, HaRD CCG

Non Attendance

Caroline Wyllie, Adult Safeguarding Manager, PCU

1.0 Introductions and Apologies

Dr Sarah Hay introduced Angela Monaghan, Chief Nurse at HDFT, who is now a member of the Committee. No apologies were received.

The Quality and Clinical Governance Committee:

Noted the above.

2.0 Declarations of Interest

John Pattinson's partner is a Senior Manager in the NHS PCU team.

Angela Monaghan is a part-time Nurse for the Greater Huddersfield CCG Governing Body.

3.0 Minutes of the Meeting held on 11 February 2014

The minutes for the meeting held on 11 February 2014 were reviewed by the Committee and the following changes were noted:

- Item 5.1 'Timetable' to replace 'scheduled'
- Item 5.2 Minor amendments to be included, as submitted by Helen Sanderson.
- Item 5.3 In paragraph 6, sentence should read 'to ensure the safeguarding of LAC'

Confirmed

Item 5.6 'does not receive' to be replaced with 'has not yet received'

The Quality and Clinical Governance Committee:

Accepted the above subject to amendments being made.

4.0 Matters Arising from the Minutes

The action log was reviewed by the Committee and the following was noted:

5.1 Quality and Clinical Governance Timetable

Changes to be made to the timetable in time for the meeting in April.

5.2 Information Governance

Amendments have been made to the policies and they are now available to all staff. As per the minutes, Sasha Sencier to chase an update on an easy to read version of the policies.

5.3 Safeguarding Children

Safeguarding LAC has been included on the CCGs risk register.

5.4 Safeguarding Adults

Dr Sarah Hay and Caroline Wyllie are yet to discuss a monthly care home concern digest for GPs, with the Communications team. Dr Sarah Hay to update at the next meeting, in April.

5.5 Quality Dashboard

C-Diff if on the agenda for today.

5.9 Freedom of Information

Mental Health FOI to be looked at in more detail when FOI is next on the agenda for discussion (see timetable).

7.0 Any Other Business

Quality Data slides have been circulated to the Committee.

8.0 Key Messages to the Governing Body

The Governing Body is now bi-monthly and any key messages will be next taken on 3 April 2014.

The Quality and Clinical Governance Committee:

Approved the above.

5.1 Quality and Clinical Governance Committee Timetable

The updated timetable for 2014/15 will be ready for approval at the next Committee meeting on 8 April 2014. The following items have been delayed until the April meeting also:

- The Francis Report – Quality Governance
- ToR

The Quality and Clinical Governance Committee:

Noted the above.

Confirmed

5.2 Safeguarding Children

Sue Roughton updated the Committee regarding the current work within the children safeguarding agenda.

As discussed in previous Committee meetings, a central file of required documentation from the North Yorkshire and York CCGs has now been set up on the 'Y' Drive.

Sue Roughton informed that approximately 3 months ago a self-assessment table was sent to HaRD CCG but no response has yet been received. Sue will resend the table to John Pattinson and Sasha Sencier to complete.

Child Sexual Exploitation presentations to GPs have gone well and this has led to an increase in GPs calling to request advice on safeguarding matters, which is very positive.

The CSU has reported a training compliance for Child Protection Training for HaRD CCG as 40.9%. John Pattinson informed that this percentage is not true as many staff have completed the e-learning package from NYCBLs. Sasha Sencier will report these figures at the next Committee meeting.

The January meeting of this committee identified that PCD was being held by the Designated Professionals for Adult and Children's Safeguarding. This is required for the discharge of professional duties but is at odds with the overall requirement that CCGs do not process or store such data. Consequently, the matter has been reviewed by leads within the CSU IG Team and a meeting set up to map the process pathway for the management of such data.

The Quality and Clinical Governance Committee:

Was assured by the above information.

5.3 Safeguarding Adults

It was noted that there was no representative in attendance for this item. It was further noted that no paper had been submitted for this item despite a number of attempts to receive this paper.

John Pattinson provided a brief update on Safeguarding Adult issues.

The PCU has now agreed a new model for the Adult Safeguarding team. An 8b designated professional will be appointed alongside an 8a Head of Safeguarding role. There will be sufficient resource for one adult safeguarding nurse per CCG.

There have been discussions regarding how the PCU delivers a line of accountability to the CCG. John Pattinson will update the Committee as to the outcome of these discussions. [Post Meeting Note: John Pattinson will meet bi-monthly with Victoria Pilkington, Deputy Director of PCU. Data will flow from April, with Victoria sending information to John].

Confirmed

The Committee expressed concern regarding who is responsible for the monitoring of vulnerable adults in care homes. John Pattinson to discuss this with Victoria Pilkington and also to inform Amanda Bloor, Chief Officer of any outcomes from the discussion. [Post Meeting Note: Subject to review by PCU following discussion with Victoria Pilkington].

Rachel Mann informed that Janet Probert, Director of the Partnership Commissioning Unit (PCU) attended the HaRD CCG Audit Committee and provided strategic assurance but not operational. The Quality and Clinical Governance Committee agreed that immediate operational assurance is required through this Committee. [Post Meeting Note: Subject to review by PCU following discussion with Victoria Pilkington].

The Quality and Clinical Governance Committee:

Received assurance from John Pattinson.

5.4 Quality Dashboard

A. C-Diff and Quality Dashboard

John Pattinson updated the Committee as to the community and hospital acquired C-Diff cases. The Committee was informed that the CCG should expect one more case. The Committee discussed the above and the following was agreed:

- C-Diff should be a priority through the prescribing route.
- The need to keep supporting care homes.
- The need to keep raising awareness with community nurses.
- Multi-agency reviews are where we gain most learning.

John Pattinson noted that NHS England is not confident that the data source aligned to CCGs is correct – this could prove positive or negative for the CCG.

The Committee agreed that the North Yorkshire Antimicrobial Guidelines would be a useful starting point in managing infection control.

In terms of the overall dashboard, the Committee agreed that it would be helpful to focus on Yorkshire Ambulance Service (YAS) at the next Committee meeting.

The Committee also noted some positive outcomes from the Dashboard, including improvements in stroke performance and Choose and Book performance.

B. Serious Incident Report

John Pattinson presented the Serious Incident Report which details the number of open serious incident cases. A number of incidents were discussed in detail. There is now SI guidance expected by April 2014.

C. Friends and Family Test

Katie Smith presented the Friends and Family Test paper which summarises the results for both inpatient and A&E (patients discharged from A&E type 1 & 2) surveys by those providers within the same peer group as HDFT (details can be found in the paper).

Confirmed

It was noted that response rates should not be viewed in isolation and rather alongside the total number of responses.

The Committee was informed that HDFTs performance is above the national average and is on an upward trajectory, building every quarter. There has been some analysis around negative comments received and staff are looking into these areas and how to reduce any negative feedback. Satisfaction is particularly high for maternity services.

D. CQUIN Briefing

John Pattinson presented the CQUINN Briefing, which outlines the current CQUIN proposals for 2014/15 for all those providers to which HaRD CCG is lead commissioner (with the exception of YAS, where we lead on behalf of the North Yorkshire Contract Management Board). These providers can be found in the paper.

The Committee was informed that contracts are yet to be signed with any of the above providers and current understanding is that CQUIN proposals are currently working to a deadline of 31 March 2014 for sign off. National CQUINs for all providers will be adopted in line with national guidance (where applicable) plus the inclusion of locally defined indicators.

E. Yorkshire and the Humber Strategic Clinical Network (YHSCN)

John Pattinson presented the YHSCN work programme document.

The Committee was informed that HaRD CCG has had the opportunity to feed into this work.

The Committee agreed that it was not an easy document to comment on and agreed that John Hancock should be invited to the Committee to discuss in further detail.

The Quality and Clinical Governance Committee:

Received assurance regarding the above.

5.5 Winterbourne Update

John Pattinson informed that he is continuing to work with the PCU to implement the recommendations and the Winterbourne Concordat will remain on the Committee agenda.

The Quality and Clinical Governance Committee:

Assurance was received regarding the above.

5.6 NICE Technology Appraisals

TA 305: Aflibercept for treating visual impairment caused by macular oedema secondary to central retinal vein occlusion

The Quality and Clinical Governance Committee reviewed the recommendations and approved TA 305.

The Quality and Clinical Governance Committee:

Noted the above.

Confirmed

6.0 Items for Information

6.1 Legal Bulletin – February 2014

The Committee noted the February 2014 edition of the Legal Bulletin.

7.0 Any Other Business

- Rachel Mann, Chair of the Audit Committee provided an update from the recent Audit Committee meeting.

The Audit Committee agreed that the Chair of the Quality and Clinical Governance Committee and the Chair of the Finance, Performance and Commissioning Committee (FPCC) are required to submit a report and attend the Audit Committee at least once per year in order to provide assurance. Dr Sarah Hay agreed that this would be beneficial to the CCG.

The Audit Plan revisions for next year were approved.

- Dr Sarah Hay informed that the now Dr Jane Carradine has retired and is no longer a member of the Quality and Clinical Governance Committee, there was a requirement for another member to join the Committee. Dr Sarah Hay canvassed views on whether this should be a Practice Manager or a Clinician. It was agreed that the new member should be a clinician to provide assurance, however it was noted that a Practice Manager may be beneficial on the FPCC.

The Quality and Clinical Governance Committee:

Noted the above.

8.0 Key Messages to the Governing Body

- C-Diff
- LAC remains a risk
- Adult Safeguarding Operational concerns.

The next meeting will take place on 8 April 2014 from 14:00 – 16:00
Boardroom, 1 Grimbald Crag Court, St James Business Park, Knaresborough HG5 8QB.

Confirmed

HARROGATE AND RURAL DISTRICT CLINICAL COMMISSIONING GROUP
Actions from the Quality and Clinical Governance Committee on 11 March 2014

Appendix A

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
		To update time		
11 March 2014	3.0 Minutes of the Meeting held on 11 February 2014	Changes to be made to minutes from 11 February 2014.	Sasha Sencier	8 April 2014
11 March 2014	4.0 Matters Arising from the Minutes	Sasha Sencier to ask Helen Sanderson for an update on the Information Governance easy read document to explain policies.	Sasha Sencier	8 April 2014
11 March 2014	4.0 Matters Arising from the Minutes	Dr Sarah Hay and Caroline Wyllie to discuss a monthly care home concern digest for GPs, with the Communications team.	Dr Sarah Hay / Caroline Wyllie	8 April 2014
11 March 2014	5.1 Quality and Clinical Governance Committee Timetable	Updated timetable to be ready for approval in April. The next agenda should also include ToR and Francis Report Update.	Sasha Sencier	8 April 2014
11 March 2014	5.2 Safeguarding Children	Sue Roughton to resend the table to John Pattinson and Sasha Sencier to complete.	Helen Sanderson	8 April 2014
11 March 2014	5.2 Safeguarding Children	Sasha Sencier to update Committee on HaRD CCGs completion figures for Children Safeguarding e-learning package from NYCBLs	Sasha Sencier	8 April 2014
11 March 2014	5.3 Safeguarding Adults	There have been discussions regarding how the PCU delivers a line of accountability to the CCG. John Pattinson will update the Committee as to the outcome of these discussions. [Post Meeting Note: John Pattinson will meet	John Pattinson	8 April 2014

Unconfirmed

		<p>bi-monthly with Victoria Pilkington, Deputy Director of PCU. Data will flow from April, with Victoria sending information to John].</p> <p>The Committee expressed concern regarding who is responsible for the monitoring of vulnerable adults in care homes. John Pattinson to discuss this with Victoria Pilkington and also to inform Amanda Bloor, Chief Officer of any outcomes from the discussion. [Post Meeting Note: Subject to review by PCU following discussion with Victoria Pilkington].</p> <p>The Quality and Clinical Governance Committee agreed that immediate operational assurance is required through this Committee. [Post Meeting Note: Subject to review by PCU following discussion with Victoria Pilkington].</p>	John Pattinson	8 April 2014
			John Pattinson	8 April 2014
11 March 2014	5.4 Quality Dashboard	YAS times to be discussed in detail rather than the full Dashboard.	John Pattinson	8 April 2014
11 March 2014	5.4 Quality Dashboard	John Hancock to be invited to present YHSCN work programme document.	Katie Smith	8 April 2014
11 March 2014	8.0 Key Messages to the Governing Body	To be presented to the Governing Body	Sarah Hay	8 April 2014

Unconfirmed