

Agenda Item 18.0.

RATIFIED
07/10/2014


MINUTES
Quality Improvement Committee
Tuesday 5th August, 2014
1:30pm – 3:30pm
Main Lecture Theatre, Moor Lane Mills, Lancaster

Present:

Dr David Knapper	GP Clinical Lead
Dr Mike Kingston	GP – Executive Lead Practice Engagement
Jill McCarthy	Registered Governing Body Lay Nurse
Kevin Parkinson	Chief Finance Officer / Director of Governance
Jacqui Thompson	Senior Manager Planning and Partnerships
Dr David Wrigley	GP –Executive Lead – Patient and Public Engagement

In attendance:

Margaret Hey	Quality & Performance Manager, LNCCG
David Kirkham	Quality and Performance – CSU
Fiona O'Donaghue	Safeguarding Manager– Fylde and Wyre and Lancs North CCG
Prof Patricia Chilton,	Health Watch Lancashire
Chris Slack	Quality and Performance Support - CSU
Debbie Roberts	Minute Taker – Lancashire North CCG

Item	Description	Action
1.0	Apologies for Absence Sue McGraw, Chair – Lay Member Andrew Bennett, Chief Officer Margaret Williams - Lead Nurse	
1.1	Welcome and Introductions Dr Knapper welcomed everyone to the meeting.	
2.0	Declarations of Interest There were no declarations of interest declared	
3.0	Minutes of the meeting held on 3rd June, 2014 The Minutes were declared to be a true and accurate account of the meeting.	
4.0	Matters Arising There were no matters arising from the Minutes.	
5.0	Action Sheet The Action Sheet was reviewed and agreed as an accurate record	 Item 5.0 Action Sheet QIC 03 06 14.c

6.0	<p>Review of Terms of Reference and Calendar Reports JT mentioned there is an error in numbers 9 and 10 of the Terms of Reference relating to her job title and that it is written down twice.</p> <p>KP – To arrange 1 of the repeat lines to be deleted</p>	KP
7.0	<p>Experience – System Feedback</p>	
7.1.	<p>Patient Insight JT – Presented a paper regarding the use of patient stories as a fundamental element of quality improvement. Members were asked to note the paper and provide feedback. This is an important component of monitoring patient experience JT to draft a paper re patient experience for a future meeting. Members gave supportive feedback Action: JT to draft a paper re patient experience for a future meeting.</p>	JT
7.2	<p>CCG Quality Assurance and Surveillance – Walk Rounds</p> <p>The committee discussed further steps to improve the CCG quality surveillance and assurance of care delivered across its provider services in particular the introduction of clinical insights through ‘walk rounds’.</p> <p>The committee noted the content of the report and agreed to recognise the process as a priority for the CCG and to agree to the proposed actions.</p> <p>Action Progress updates to QIC as per programme of reports</p>	MW
7.3.	<p>CCG response to Francis QC Mid Staffordshire Recommendations and action plan MH gave an update The committee noted the progress content.</p>	MH
8.0	<p>Safety - Quality Assurance System</p>	
8.1	<p>Policy and procedures for performance Management of StEIS New guidance has been expected from NCB but this has been delayed so ratification of existing policy requested until further advice is received. . MH will be attending regular meetings with the Local Area Team and will update as necessary.</p> <p>The committee noted changes within the Policy and procedure document Action Governing Body to receive .</p>	MH
8.2	<p>Safeguarding dashboard and Accountability and assurance framework</p> <ul style="list-style-type: none"> • Cheshire West was discussed – and members updated on new legislation 	

	<ul style="list-style-type: none"> Concerns were raised again about the CAMHS service. <p><u>Action:</u> KP to arrange a meeting with key people so that issues can be raised with relevant parties and report back at the next meeting</p>	KP
8.3	<p>Quality update and Dashboard DK – presented a draft quality dashboard he had developed. The committee discussed and agreed to use at future meetings.</p> <p><u>Action</u> DK to include into programme of reports for the next QIC</p>	DK
8.4	<p>Quarter 4 – Quality and Performance report continuing health care and independent sector mental health The Q4 report was presented and discussed.</p>	
8.5	<p>Care home quality improvements MH informed the committee that she was organising another provider’s event as the last one was a success. The role of the new care home support team – was discussed.</p>	
8.6	<p>SUI/StEIs Report (NB appendix to be tabled.) All noted content of this quarterly report. Discussion took place about the presentation of this report and detail contained within it. It was noted that SUI/StEIs are discussed weekly at the CCG Local Quality Surveillance Group.</p> <p><u>Action</u> MH to review and refine presentation of the report</p>	MH
9.0	Effectiveness	
9.1	<p>Annual QIC effectiveness report The proposed quality annual report was presented to the committee who agreed that the report should be circulated to members of the Governing Body for information.</p>	KP
9.2	<p>Risk Register and Assurance Framework The refreshed Assurance Framework (AF) and Risk Register (RR), following Quality Improvement Workshop held 4th June 2014, were presented to the committee. The Framework demonstrates the CCG’s commitment to the continuous improvement of risk management practices</p> <p>DK discussed how future reports would be received. The committee was informed that Executive receive high level risk, QIC and Audit full RR and AF and Governing Body twice per year.</p> <p><u>Action:</u> KP to take high level risks to future Exec’s meetings</p>	KP
9.3	<p>Research Activity Across Primary Care The committee noted the content of the report which provided an update on primary care research activity undertaken across Primary Care over the last few years.</p> <p>The committee noted the content of the report and KP to agree reporting of future reports with the Exec and MW.</p>	

	Action – KP to discuss with MW. Action: - KP to agree where R&D activity is reported	KP/MW
10.0	For Information	
10.1	Minutes of UHMB Contract Quality Meeting held 12 th June 2014 and Draft minutes held 10 th July 2014 – for information – see attached	
10.2	Minutes of Blackpool Quality Contract Meeting held 24 th June 2014 – for information – see attached	
10.3	Minutes of LSCB held 9 th May 2014 and LSAB held 22 nd May 2014 – for information – see attached	
11.0	Any Other Business - none noted.	
<p>Date and Time of next meeting</p> <p>Tuesday, 7th October 2014 at 1:30pm, Large Lecture Theatre, Ground Floor, Moor Lane Mills, Lancaster</p>		