

NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting

AGENDA ITEM NO:14.....

Date of Meeting:29th June 2018.....

TITLE OF REPORT:	CCG Quality & Safety Committee Minutes	
AUTHOR:	Michael Robinson, Associate Director Integrated Governance & Policy	
PRESENTED BY:	Dr Jane Bradford, Clinical Director Clinical Governance and Safety	
PURPOSE OF PAPER: (Linking to Strategic Objectives)	For the Board to receive and review the minutes of the Quality and Safety Committee meeting held on 9 th May 2018.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Delivery of Year 3 Locality Plan.	
	Joint collaborative working with Bolton FT and the Council.	
	Supporting people in their home and community.	
	Shared health care records across Bolton.	
	Regulatory Requirement	
	Standing Item	√
RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)	<p>The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:-</p> <p>Healthwatch urgent care report to be presented to the Urgent Emergency Care Board.</p> <p>GMMH incidents – to request sight of the RCA documentation.</p>	
COMMITTEES/GROUPS PREVIOUSLY CONSULTED:	CCG Quality & Safety Committee	
REVIEW OF CONFLICTS OF INTEREST:	Conflicts of Interest are reviewed at every meeting.	
VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:	Patient views are not specifically sought as part of this report.	
EQUALITY IMPACT ASSESSMENT (EIA) COMPLETED & OUTCOME OF ASSESSMENT:	EIA and an assessment is not considered necessary for the report.	

MINUTES

CCG Quality and Safety Committee

Date: 9th May 2018

Time: 9.00am

Venue: The Bevan Room, 2nd Floor, St Peters House

Present:

Jane Bradford	Clinical Director Governance and Safety (Chair) (JB)
Mike Robinson	Associate Director, Governance and Safety (MR)
Zieda Ali	Lay Member, Public Engagement (ZA)
Bob Hunt	Clinical Lead Mental Health (BH)
Elaine Barker	Information, Healthwatch (EB)
Diane Sankey	Governance and Risk Manager (DS)

In attendance:

Sam McConlough	BMI Beaumont
Izzy Kearney	BMI Beaumont
Jean Rollinson (JR)	Bolton CCG

Minutes by:

Joanne Meaney (JM)	Personal Assistant
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Minute No.	Topic
53/18	<p><u>Apologies for Absence</u> Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Pam Jones • John Tabor • Paul Morris • Nicola Onley • Lynda Helsby • Jayne Waite • Kaleel Khan • Ben Woodhouse • Alice Tgilui <p>Members were reminded to send a deputy when they are unable to attend</p>
54/18	<p><u>Declarations of Interest</u> The Chair reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of NHS Bolton Clinical Commissioning Group.</p> <p>Declarations declared by members of the Quality and Safety Committee are listed in the CCG's Register of Interests. The Register is available either via the Board Secretary to the Governing Body or the CCG website at the following link: http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</p>

	There were no declarations made.
55/18	<u>Minutes from the last meeting held on 14th March 2018</u> The minutes were approved as a correct record.
56/18	<u>Matters Arising: Action List Update</u> <ul style="list-style-type: none"> - 44/18 DNR – JB reported that she is waiting to hear back from EoL committee in respect of reviewing this process; - 40/18 Mortality Review Group – the CCG have now received the dates of this meeting going forward and BH will attend; - 45/18 Lithium levels and QoF targets - JB informed members that it would be difficult to overturn the national target and more appropriate to review processes in primary and shared care and ensure that the lab is given more directive. Locally there is a system in place and there is no mileage in pursuing the national target change. BH reported that GPs had recently undertaken an education session on lithium aware of the variance in QoF;
57/18	<u>BMI Beaumont – Theatre safety and CQUIN update</u> Members received a detailed presentation in relation the Theatre Safety CQUIN programme at BMI Beaumont. This has been successful by the involvement of staff and patients, embedding a safety and no blame culture throughout the organisation, integrating risk management and promoting incident reporting and sharing the learning. It is intended that a similar approach will now be rolled out for the ward area of the hospital. Q&S members thanked Sam and Izzy for their attendance and updated and recognised this as a great example of bespoke work which has been embedded and the roll out wider within the organisation is positive
58/18	<u>Communications and Engagement</u> Item deferred Noted
59/18	<u>Healthwatch Update</u> EB informed members that the Dementia report has not been published and this will be presented to the Q&S July meeting along with the Priorities report. A copy of the Urgent Care report, work undertaken by Healthwatch, Engagement Alliance and Bolton CVS, was tabled for information, with the main issue highlighted as carers and telephone appointments. LH informed the meeting that primary care support for carers is part of the BQC. It was recommended that the Urgent and Emergency Care Board receive a copy of the report to acknowledge the findings. EB updated members in relation to the Healthwatch Report strategy which sets out a 20 day embargo period during which engagement takes place and a formal meeting to this the report takes place prior to publication at which CCG involvement would be helpful. Discussion took place regarding the recent benefits review, universal credit change and General Data Protection Regulation. JB informed members that GPs are no longer able to charge for subject access requests. A request for a letter for any other purpose, is subject to GP discretion. It was recommended that EB contact DWP to seek clarity in relation to the benefit review and universal credit.

ACTION	<p>AT/EB to present a copy of the Dementia and Priorities report to the July meeting</p> <p>EB to forward a copy of the Urgent Care report to UECB for discussion</p> <p>EB to contact DWP to seek clarity in relation to the benefit review and universal credit</p>
60/18	<p>Complaints Policy Review Members received a copy of the Complaints Policy which is updated on a bi-yearly basis. This version has been updated to incorporate changes in relation to new GDPR and the new Complaints Advocacy Adviser.</p> <p>Members noted the policy review and update</p> <p>Clinical effectiveness</p>
61/18	<p><u>Nursing/Care Home Update</u> The report outlined an update in relation to each of the nursing homes raising concerns, indicating that 7 out of 11 are CQC rated good, 4 require improvement and these are being actively managed. Each home is monitored in line with the Care Home excellence programme and Safeguarding Intelligence Forum.</p> <p>Members noted the report</p>
62/18	<p><u>Serious Incidents Report</u> The report provided a summary on patient safety incidents (SIs) or 'never events' reported by Providers and Bolton CCG to the NHS Strategic Executive Information System (StEIS). There have been 16 new reported incidents in March and April. and one Regulation 28 relating to a Bolton patient's escalation process with a private provider. BH reported that he will make contact with GMMH to ensure that he has sight of RCA documentation.</p> <p>The Committee noted the report</p>
ACTION	<p>DS to include all Bolton GMMH incidents in future reports and BH to make contact in relation to receipt of RCA documentation</p>
63/18	<p><u>Safeguarding Report</u> The report provided intelligence in relation to safeguarding issues across the health economy and members were asked to note the change of reporting mechanisms with this report being a copy of the report submitted NHSE report on a quarterly basis. The accompanying dashboard demonstrates compliance against safeguarding standards. The CCG is rated amber against compliance guidance for designated professionals in post but it was noted that there is a robust team support in place.</p> <p>Q&S Committee will receive a copy of the action plan at next meeting.</p> <p>In relation to serious case reviews, an overview of reports to future meetings.</p> <p>Members noted the report. MR informed the Committee that Jean Rollinson will be leaving the CCG at the end of May after a two year period of support and thanked her for support during this time</p>
ACTION	<p>Copy of the action plan to be received at the July meeting</p> <p>An overview of serious case reviews to be included in future reports</p>

64/18	<p><u>An independent investigation report into the care of a mental health user</u> Members received for information a copy of an independent investigation report published in April as part of due process. This report does not relate a Bolton victim or patient.</p> <p>There are six recommendations and the CCG recognised that one of the recommendations was unclear as it referred to prescribing a red drug and and this has been fed back.</p> <p>Members noted the report</p>
Patient Safety	
65/18	<p><u>Quality Risks</u> Members received the Q4 report for information. JB explained the increase of risk relating to this and that a process of review of all risks is being undertaken at board level.</p> <p>Members noted the report</p>
66/18	<p><u>NICE Quality Standards</u> The report detailed the quality standards issued and updated since March 2017. A framework in relation to measurement and acknowledgement of the standards will be presented to the next meeting.</p> <p>Members noted the report</p>
ACTION	<p>Framework in relation to measurement and acknowledge of the standards to be presented to the July meeting - JB</p>
67/18	<p><u>Draft Quality Accounts</u> Members received copies of draft Bolton FT and GMMH prior to discussion at CCG Executive. The draft quality accounts follow a prescriptive format and any CCG comments will be included in the document prior to publication.</p> <p>Members are asked to convey any comments to Mike Robinson to include in the draft response</p>
68/18	<p><u>GM Quality Board papers and dataset</u> Members received, for information, a copy of the GM Quality Board stakeholder return. Bolton reflect well and positive outcome for Bolton staff survey and Friends and Family Test.</p> <p>Noted</p>
69/18	<p><u>Bolton Health Economy External Report Log</u> As an outcome of Audit Committee in April it has been agreed to introduce a log of external reviews. Members received the information log detailing 16 external reviews to date, 7 of which were commissioned by Bolton FT</p> <p>Members noted the report</p>
70/18	<p><u>EUR Project Group update</u> JB informed members that an elective care consultant has been invited to attend future meetings of the EUR Project Group to review clinical effectiveness. Jez Wood has kindly accepted and will attend the meeting on 22.5.18.</p>

	Noted
	<u>Items for Information</u>
71/18	<p><u>Update from Associated Meetings:</u></p> <p><u>Bolton FT Quality and Performance Group</u> The minutes were noted. Future meetings are to take a more community focus.</p> <p><u>Bolton FT Quality Assurance Committee</u> The minutes were noted.</p> <p><u>GMMH Quality & Performance Group</u> The minutes were noted. A presentation regarding the new CAMHS service specification was received at the meeting and it was noted that all age RAID service is now in place at Bolton FT, which is the first in GM</p> <p><u>Infection Prevention Control Committee</u> The minutes were noted There has been a focus on CDiff and MRSA nationally which has been reflected in the discussions through this meeting. Going forward there will be a change in focus to gram negative blood stream infections, flu and TB.</p> <p><u>Clinical Standards Board</u> The minutes were noted</p>
72/18 72.1	<p><u>Any Other Business</u> <u>Patient Safety Conference in Amsterdam</u> – JB will provide a summary report for the July meeting</p>
ACTION	JB to prepare a summary report for discussion at the July meeting
73/18	<p><u>Chair reflection on significant decisions/actions/risks that may need reporting to the Board through these minutes</u></p> <ul style="list-style-type: none"> • Healthwatch urgent care report to be presented to UECB • GMMH incidents – BH to request sight of RCA documentation
74/18	<p><u>Time and Date of Next Meeting</u> Agreed as 11th July 2018 at 9am to 11am in the Bevan Room, St Peters House.</p>