

NHS VALE OF YORK CLINICAL COMMISSIONING GROUP

Minutes of the meeting of the Quality and Performance Committee held on 11 December 2012 at Sovereign House, York

Present

Mr Keith Ramsay (Chair)

Lay Member and Audit Committee Chair

In Attendance

Mrs Rachel Potts

Chief Operating Officer

Ms Michèle Saidman

Executive Assistant

Mrs Carrie Wollerton

Executive Nurse

1. Welcome and Apologies

Keith Ramsay welcomed attendees at the meeting. There were no apologies. It was noted that the agenda aimed to confirm reporting and information the Committee wished to receive.

2. Terms of Reference

Following detailed discussion a number of amendments to the terms of reference were agreed:

‘3.3 ...will provide a quarterly Quality and Performance summary ...

4.2.1 ... and performance, including clinical governance, of the VoY ...

4.3.2 ... action plans. Standing agenda items will include:

- Dashboard, Fast Track and Exception Reporting
- Serious Incidents Update
- Hospital and Community Acquired Infection
- Safeguarding Adults
- Safeguarding Children
- Looked After Children

4.5.6 ... review and sign off of ...

4.5.7 Manage the process for sign off of new clinical pathways

5.1 The core Committee shall comprise:

Lay Member of the Governing Body (Chair)
Governing Body GP Clinical Lead for Quality and Performance
Secondary Care Doctor

The Executive Nurse and the Chief Operating Officer will attend the Committee; any other Director or member of staff may be asked to attend as necessary.

6. ... at least two members...a Lay Member and one a clinical member.'

Rachel Potts would discuss Shaun O'Connell joining the Committee as the Governing Body GP Clinical Lead.

The potential for patient representation on the Committee would be considered after March 2013.

The amended terms of reference would be finalised at the next meeting prior to presentation at the February meeting of the Shadow Governing Body.

The Committee:

1. Agreed that the terms of reference be amended as detailed above and presented for consideration at the January meeting.
2. Noted that Rachel Potts progress Governing Body GP Clinical Lead membership.
3. Agreed to consider the amended terms of reference at the January meeting.

3. Matters Arising

None.

4. Declarations of Interest

Declarations of Interest were as per the register of interests.

It was noted that all staff were required to make at least an annual declaration of interest.

The Committee:

Noted the information regarding declarations of interest.

5. Performance

5.1 Dashboard, Fast Track and Exception Reporting

It was agreed that meetings be timetabled to align with preparation of the Performance Dashboard and that Liza Smithson be requested to attend for this item.

Rachel Potts reported that the Business and Delivery Review meeting had taken place on 10 December and provided an update on performance. She expressed confidence that York Teaching Hospital NHS Foundation Trust had sustainable plans regarding 52 week waits which by the end of December would be at one, a patient who had chosen a January admission date.

Carrie Wollerton reported the continuing red alert at York Hospital due to bed closures resulting from norovirus; elective procedures were currently not being affected.

Further issues noted were: Accident and Emergency (A&E) 4 hour waits which would be discussed at the Contract Management Board meeting; clostridium difficile which was currently at 24 cases against an annual target of 27; and ambulance turnaround times.

Carrie Wollerton reported that discussion with York Trust was ongoing to gain a detailed understanding of Summary Hospital Mortality Index and *Dr Foster* information; Dr Alastair Turnbull, Medical Director, was scheduled to attend the January Contract Management Board to discuss this. It was noted that the information reported related to both York Teaching Hospital NHS Foundation Trust and Scarborough and North East Yorkshire NHS Healthcare Trust. Work was ongoing to obtain site specific data, particularly in respect of mortality, for monthly reporting.

The Committee:

Noted the update.

6. Quality

6.1 Serious Incidents Update

Carrie Wollerton noted that the seven serious incidents in the last reporting period related to both York Teaching Hospital NHS Foundation Trust and Scarborough and North East Yorkshire NHS Healthcare Trust; this information would be split for future reporting. She advised that, although incidents were low, work was ongoing with the Strategic Health Authority and Commissioning Support Unit in respect of inter uterine deaths to ensure this was not a trend. Additionally, the Committee would receive information on patients whose condition was deteriorating to identify whether this was a trend or due to changes in reporting.

6.2 Hospital and Community Acquired Infection

A monthly update position would be reported which would include community and mental health providers.

6.3 Risk Matrix

Carrie Wollerton agreed to draft a sample risk matrix for consideration at the next meeting and to share the Scarborough and Ryedale CCG risk matrix outwith the meeting.

6.4 *Safeguarding Adults, Safeguarding Children, Looked After Children*

Carrie Wollerton reported that the CCGs had agreed collaborative arrangements in respect of vulnerable adults and that Harrogate and District CCG was expected to take the lead.

Kevin McAleese's appointment as Independent Chairman of the City of York Safeguarding Adults Board from 1 April 2013 was noted.

The Committee:

1. Noted the updates.
2. Noted that Carrie Wollerton would draft a sample risk matrix for the next meeting and share the Scarborough and Ryedale CCG risk matrix outwith the meeting.

7. Service and Pathway Development

It was agreed that this item would include Quality, Innovation, Productivity and Prevention (QIPP), turnaround initiatives and pathway development.

The Committee:

Noted that service and pathway development would be reported.

8. Shadow Governing Body

8.1 Matters to Escalate to the Shadow Governing Body

- Terms of reference with particular note of the amendments to the membership
- Identified risks
- A&E performance at York Teaching Hospital NHS Foundation Trust
- Quarterly Quality Report

The Committee:

Agreed the above would be highlighted by the Committee Chairman to the Shadow Governing Body.

9. Any Other Business

None.

10. Next Meeting

To be arranged.

NHS VALE OF YORK CLINICAL COMMISSIONING GROUP QUALITY AND PERFORMANCE COMMITTEE

SCHEDULE OF MATTERS ARISING/DECISIONS TAKEN: 12 DECEMBER 2012

Meeting Date	Item	Action Required/Decisions Taken	Responsible Officer/Body	Action Completed/ Due to be Completed by (as applicable)
12 December 2012	Terms of Reference	<ul style="list-style-type: none"> • Amendments to be incorporated for further consideration at the next meeting • Governing Body GP Clinical Lead for Quality and Performance 	Carrie Wollerton Rachel Potts	January meeting
12 December 2012	Quality	<ul style="list-style-type: none"> • Risk matrix to be drafted • Scarborough and Ryedale CCG risk matrix to be shared outwith the meeting 	Carrie Wollerton Carrie Wollerton	January meeting