

**MINUTES OF THE MEETING OF THE SINGLE ITEM QUALITY AND  
PERFORMANCE COMMITTEE HELD ON 20 NOVEMBER 2013 AT WEST  
OFFICES, YORK**

**Present**

Mr John McEvoy (Chair) (JM)	Practice Manager Governing Body Member
Dr Guy Porter (GP)	Consultant Radiologist, Airedale Hospital NHS Foundation Trust – Secondary Care Doctor Member

**In Attendance**

Mr Michael Ash-McMahon (MA-M)	Deputy Chief Finance Officer
Mrs Wendy Barker (WB)	Acting Executive Nurse
Mr John Fitzsimmons (JF)	Joint Interim Head of Provider Performance, North Yorkshire and Humber Commissioning Support Unit
Professor Alan Maynard (AM)	Chair, NHS Vale of York CCG
Mrs Tracey Preece (TP)	Chief Finance Officer
Ms Michèle Saidman (MS)	Executive Assistant
Mrs Liza Smithson (LS)	Business Intelligence Manager, North Yorkshire and Humber Commissioning Support Unit
Mr Gareth Winter (GW)	Head of Contracting

**Apologies**

Mrs Rachel Potts	Chief Operating Officer
Mr Keith Ramsay (KR)	Lay Member and Audit Committee Chair

**1. Apologies**

As noted above.

**2. Performance Dashboard**

LS presented the revised format Performance Dashboard that would provide a tool by which assurance of the CCG's performance against both national and local targets and priorities could be monitored and exceptions demonstrated. Members noted:

- Real time data would be uploaded; timescales of availability varied dependent on the source
- Potential for benchmark information to be incorporated
- Exception reporting templates with an action plan and realistic timescales which could be utilised for development of reports to the Governing Body

Confirmed Minutes

- A detailed glossary was being developed
- A process was required within the CCG for authorisation of uploading information and ensuring availability of both current and historic reports
- A process for development of narrative reports from the exception reports required consideration

It was agreed that:

- Adult and Children's Safeguarding, Patient Experience and Patient Reported Outcome Measures be added under 'Quality' and that the NHS 'Duty of Candour' required consideration
- An accountable lead and an operational lead be identified for each performance measure; in the case of the latter there may be more than one lead in which case clarity of responsibility was required
- LS would populate the Dashboard on receipt of the relevant information which would be sought by WB, TP and GW

WB advised that in addition to the updated electronic version of the Dashboard a proposed format for the report to meetings in public would be provided for consideration at the Governing Body workshop on 5 December 2013.

JM proposed that the new Performance and Finance Committee alternate between formal, minuted meetings and discussion forums for a trial period. It was agreed that a Safeguarding Children report would be presented at the first meeting.

### **The Committee:**

1. Welcomed the revised format of the Dashboard noting that a fully populated version would be presented at the Governing Body Workshop on 5 December 2013 together with the proposed format for future reporting.
2. Requested that an accountable lead and operational lead(s) be identified for each performance measure.
3. Agreed that the new Performance and Finance Committee alternate between formal meetings and discussions forums for a trial period and that a Safeguarding Children report would be presented at the first meeting.

### **3. Next Meeting**

Performance and Finance Committee: 18 December 2013.