

Clinical Commissioning Group
Governing Body
Paper Summary Sheet
Date of Meeting: 24 September 2013
For: Decision Discussion Noting

Agenda Item and Title:	GOV/13/09/20 Quality and Clinical Governance Committee Minutes – July 2013
Author:	Deborah Rigby, Associate Director Quality and Patient Safety
Lead Director/GP from CCG:	Jacqui Chidgey-Clark Director of Quality and Patient Safety Mary Monnington – Registered Nurse Member
Executive summary – (what is proposed and intended impact) and recommendation:	<p>The NHS Wiltshire CCG Governing Body is asked to note the Minutes of the Quality and Clinical Governance Committee meeting held on 2 July 2013.</p> <p>The Minutes are a record of the actions arising from the Quality and Clinical Governance Committee Minutes meeting held on 2 July 2013. They are presented to the NHS Wiltshire CCG Governing Body to provide clarity and transparency about the discussions and decisions made and to ensure the principles of good governance are upheld.</p>
Evidence in support of arguments:	The minutes support the NHS Wiltshire CCG Governing Body's adoption of open and transparent processes.
Who has been involved/contributed:	Director of Quality and Patient Safety Senior Mangers – Quality and Patient Safety Directorate
Cross Reference to Strategic Objectives:	
Engagement & Involvement	This paper will form part of the framework for public engagement.
Communications Issues:	Not exempt under FOI.

Financial Implications:	Not applicable.
Review arrangements:	Bi-monthly Quality and Clinical Governance Committee meetings.
Risk Management:	None
National Policy / Legislation:	<p>NHS Constitution rights and pledges.</p> <ul style="list-style-type: none"> • The NHS commits to make decisions in a clear and transparent way so that patients and the public can understand how services are planned and delivered. • The NHS commits to provide you with the information you need to influence and scrutinise the planning and delivery of services. <p>https://www.gov.uk/government/publications/the-nhs-</p>
Equality & Diversity:	None
Other External Assessment	NHS Wiltshire CCG's Registered Nurse Member chairs this meeting.
What specific action do you wish the Governing Body to take?	The Governing Body are asked to note the Minutes.

Quality & Clinical Governance Committee
Meeting minutes 9.30am on 2 July 2013
Southgate House, Devizes

Present:

Mary Monnington	MM	Chair, Registered nurse, Member of the Governing Body, NHS Wiltshire CCG
Jacqui Chidgey-Clark	JCC	Director of Quality & Patient Safety, NHS Wiltshire CCG
Christine Reid	CR	Lay Member, NHS Wiltshire CCG
Dr Debbie Beale	DB	GP Vice Chair, WWYKD, NHS Wiltshire CCG
Deborah Rigby	DR	Assistant Director of Quality & Patient Safety, NHS Wiltshire CCG
Sue Odams	SO	Public Health Rep from Wiltshire Council
Lynn Franklin	LF	Adult Safeguarding Lead Nurse, NHS Wiltshire CCG
Karen Littlewood	KL	Designated Nurse Consultant Safeguarding Children, NHS Wiltshire CCG
Susannah Long	SL	Risk & Governance Manager, NHS Wiltshire CCG
Dina Lewis	DL	Head of Continuing Healthcare, Funded Nursing Care and Specialist Placements, NHS Wiltshire CCG

In Attendance:

Gail Warnes	GW	Head of Prior Approvals/Exceptions, NHS Wiltshire CCG
Jane Watt	JW	Referral Support Manager, NHS Wiltshire CCG
Dawn Griffiths	DG	Clinical Support Lead, NHS Wiltshire CCG
Sheila Morris	SM	CSCSU
Isabelle Tucker	IT	Public Health Nurse, Infection Prevention & Control Lead
Paul Borelli	PB	Medical Advisor

Apologies:

Dr Mark Smithies	MS	Secondary Care Doctor
Dr Peter Jenkins	PJ	Medical Advisor, Wiltshire NHS CCG
Nadine Fox	NF	Head of Medicines Management, NHS Wiltshire CCG

New Expressions of Interest

There were no new expressions of interest given.

1. Minutes of the last Meeting 13th May and Matters Arising

1.1. The minutes were agreed and acknowledged that they would be refined in future.

Safeguarding Adults - The Winterbourne Action Plan will be tracked through this meeting

Action An action tracker will be available in future with the minutes.

2. Terms of Reference

2.1 The Terms of Reference was agreed with amendments below:

Addition to 2.1 Approve relevant policies on behalf of the CCG

2.2 Alteration to 3, Membership - Assistant Director for Development and Patient Safety should now read 'Associate' Director for Development and Patient Safety.

Following these alterations the ToR's will be presented at the Governing Body meeting.

Action ToR's will be presented to the Governing Body (January 2014)

3. Patient Experience Report

3.1 DR presented a paper on the Integrated Patient Experience report, commenting on the large amount of information that is produced and recognizing the importance of using this data to monitor and continue to improve the patient experience.

3.2 A critical aspect of high-quality NHS treatment and care is the experience of patients, their relatives and friends. 'Ensuring that people have a positive experience of care' is a key part of the NHS Outcomes Framework. This report presented data collected by hospital trusts and other health care providers, showing patients' views on important indicators of quality. It also, by referring to publicly- available national data sources, shows how our area is performing when compared to others.

3.3 This report gave details of the comments patients made on NHS Choices about the NHS services they have recently used, details from the national inpatient and provider complaints reports and results from the staff surveys). This data along with other data can be used to triangulate information on the performance of the Trusts we commission in line with the Francis report.

3.4 DR commented that NHS Choices have launched a new section in June 2013 on Consultant Outcomes; concern was raised about how users will respond to this data.

3.5 Re the National Inpatient Patient Experience DR agreed to further explore the top 10 poor performing indicators and identify actions to improve performance.

Action: DR to highlight top poor performing indicators

Developing good relationships with the providers was felt to be key, JCC is to meet with all the Directors of Nursing to share data and discuss issues in a non-confrontational environment.

Action: Director of Nursing meetings

4. Serious Incidents Requiring Investigation Report

DR presented the paper advising the committee of the CCG's performance and management of Serious Incidents Requiring Investigation. There are currently 19 incidents open for NHS Wiltshire CCG on the STEIS national database that occurred prior to 1 April 2013. The RCA's for these incidents are being reviewed and will be closed when the CCG are satisfied that root cause has been identified and lessons have been learned.

18 new incidents have been reported that affect NHS Wilshire CCG patients since April 2013. The highest numbers of incidents have been reported by GWH, most notably the occurrence of three Grade 4 Pressure Ulcers

KL commented that she would like to see some child investigations go through this serious incident route. The current expectation is that they will be raised through STEIS but, interpretation can vary.

JCC has invited providers to a regular meeting starting in the Autumn as a learning and information sharing opportunity.

KL offered to take a patient story showing the journey of a serious incident to the Governing Body. KL & LF, will meet up and discuss important issues.

IT would like to see a wider sharing of the status of patients going into care homes. A Bimonthly patient safety gazette sent to nursing homes and GP practices could demonstrate some of the learning. PB suggested discussing this at the GP clinical governance meetings. This takes place as part of the GP appraisal process and may be useful to look internally about how the audit process links up.

5. Infection Control Report

5.1 IT presented a summary detailing how infection control has been reported throughout the year, highlighting trends and recommendations to NHS Wiltshire CCG.

5.2 Effective surveillance is essential in reducing healthcare associated infection rates and its associated costs. Acute trusts input data directly into the Health Protection Agency (HPA) Data Capture System (DCS). Collected data on HCAI is routinely monitored and results are disseminated to ensure appropriate action can be taken. The NHS Wiltshire and BANES Information Team accesses data directly from the HPA and jointly, with the Public Health Department, collates and analyses the data to local hospital level. This informs quarterly and annual reports. These arrangements will differ slightly in the future in response to the organisational changes taking place.

5.3 DR said, Information gained from the CSU does not contain public health information at present because of computer systems, but this should be accessible in the future and will be included at a later date.

Action: Access to the database is requested by NHS Wiltshire CCG

6. Patient Safety Report

6.1 DR presented the paper considering the CCG's performance around patient safety, this included information from CQC visits and subsequent action plans. Both RUH and Postern House have recently been inspected.

6.2 The safe care initiative patient safety thermometer looks at 4 harms and is received on 15th of each month; slight caution is taken as the figures are not always validated. Mental health trusts are not measured by the safety thermometer.

7. Directorate Risk Register

7.1 SL presented the paper. Process and governance concerns regarding the learning difficulties and mental health placements, continues to be a risk, although the level of risk has decreased.

Inability of panel to make a decision regarding a particular care package this risk has now been removed from the register.

The clinical priorities policy still requires updating and the group directors will work with GW to achieve this.

PGD's (Patient Group Directives) currently remain a reputational risk.

The difficulty in accessing the database for public health regarding Infection control will hopefully be solved in the next month or so. Actions need to be reviewed regularly.

JCC was concerned that other directors are placing items on the Quality & Patient Safety category on their own risk registers, without informing JCC who then becomes aware only at the monthly meeting, when the risk has escalated. CR will raise this with the governing body.

Action: CR to raise matter with the Governing Body.

8. Clinical Policies

Children Safeguarding

The Committee confirmed ratification of the Children Safeguarding document with a further revision to Section 7 in relation to serious untoward incidents and the CCG. The framework has been agreed with the CCG, but KL will check with Rob Hayday to see if this has been ratified.

Action: KL to check with Rob Hayday

Any Other Business

MM confirmed that The Francis report is to be included on the next agenda.

Wiltshire CCG is participating in a Friends and Family early adopters group for NHS England.

Date of Next Meeting: 3rd September 2013 at Southgate House, Devizes.