

## **NHS VALE OF YORK CLINICAL COMMISSIONING GROUP**

### **Minutes of the meeting of the Quality and Performance Committee held on 29 January 2013 at Sovereign House, York**

#### **Present**

Mr Keith Ramsay (Chair)  
Dr Shaun O'Connell

Lay Member and Audit Committee Chair  
GP Clinical Lead for Quality and Performance

#### **In Attendance**

Mrs Rachel Potts  
Ms Michèle Saidman  
Mrs Liza Smithson (for item 5)  
Mrs Carrie Wollerton

Chief Operating Officer  
Executive Assistant  
Business Intelligence Manager, North Yorkshire and  
Humber Commissioning Support Unit  
Executive Nurse

#### **1. Apologies**

None.

#### **2. Declarations of Interest**

Declarations of Interest were as per the register of interests.

#### **The Committee:**

Noted the information regarding declarations of interest.

#### **3. Minutes of the meeting held on 11 December 2012**

The minutes of the previous meeting were approved.

#### **The Committee:**

Approved the minutes of the meeting held on 11 December 2012.

#### **4. Matters Arising**

*Terms of Reference:* The Terms of Reference were agreed following clarification that the Committee would receive performance information relating to all contracts and that the reference at 4.3.4 to the PCT Cluster Board would be removed from 1 April 2013. The Terms of Reference would be presented for approval at the Shadow Governing Body meeting on 7 February 2013.

All other matters on the schedule had either been completed or were agenda items.

**The Committee:**

Agreed the Terms of Reference which would be presented at the Shadow Governing Body meeting on 7 February 2013 for approval.

**5. Performance**

*Liza Smithson attended for this item*

*5.1 Dashboard, Fast Track and Exception Reporting*

Liza Smithson tabled the quality and performance information in the draft Dashboard as at January 2013 for discussion prior to presentation of the full document at the Shadow Governing Body meeting on 7 February 2013. Detailed discussion included:

- Clarification of the Yorkshire Ambulance Service contract
- The need for mental health commissioner contracts to reflect data of the proportion relating to Vale of York CCG patients being treated by Leeds and York Partnership NHS Foundation Trust and Tees, Esk and Wear Valleys NHS Foundation Trust
- Better analysis and explanation of 95th percentile to be included in order to identify likelihood of 52 week breaches occurring
- Incorporation of month on month trendlines relating to exceptions reporting to the Shadow Governing Body with supporting information being submitted to the Committee; graphs should be two per page and include analysis
- Choose and Book in the context of current use by practices and the development of the Referral Support Service
- Submission of the action plan for Hospital Acquired Infections to the February meeting of the Committee
- Incorporation of referral information
- Timeliness of data availability
- Requested that for future Committee meetings an early draft of the Dashboard be circulated with the advance meeting papers

Carrie Wollerton agreed to liaise with Liza Smithson to incorporate the amendments prior to issue of the Dashboard for the Shadow Governing Body meeting on 7 February 2013.

**The Committee:**

1. Agreed amendments to the performance information in the draft Dashboard.
2. Requested information at each meeting on exception trendlines.
3. Requested the action plan relating to Hospital Acquired Infections at the February meeting.
4. Requested that an early draft of the Dashboard be included with the advance meeting papers.

## **6. Quality**

### *6.1 Serious Incidents Update*

Carrie Wollerton tabled a paper providing information on Serious Incidents (SIs) notified via the Strategic Executive Information System at York Teaching Hospital NHS Foundation Trust and at Leeds and York Partnership NHS Foundation Trust from 1 October 2012 to 22 January 2013. She additionally advised that SIs relating to all provider contracts would be incorporated in future reports and that an extraordinary meeting with the CSU to address York Teaching Hospital NHS Foundation Trust had been arranged to address historical SIs for closure before 1 April 2013. The four North Yorkshire and York CCGs were taking SI policies to their March Shadow Governing Body meetings and that a common SI reporting template for all providers was being developed. Additionally a guide on SI processes would be uploaded to the CCG websites.

Carrie Wollerton advised that clarification was being sought in regard to Yorkshire Ambulance Service SIs, which would be reported to East Riding of Yorkshire as host commissioner, Carrie said that through the CSU we would be informed of these SIs as and when they occurred.

### *6.2 Hospital and Community Acquired Infection*

Shaun O'Connell reported that there were currently 31 cases of Hospital Acquired Infection at York Teaching Hospital NHS Foundation Trust against a target of 27. Further evidence was being sought in regard to three of these cases.

### *6.3 Risk Matrix*

Carrie Wollerton referred to the Risk Matrix adapted from NHS Doncaster, as a systematic approach to identify and address risk and escalate as appropriate. Rachel Potts referred to ongoing work to develop the CCG Risk Register and Board Assurance Framework noting that, following further discussion with Carrie Wollerton and Sharron Murray, Deputy Head of Internal Audit, a proposed policy would be presented at the March Committee meeting for risk management and escalation to the Risk Register. It was agreed that would revisit the risk matrix as the CCG risk register develops.

### *6.4 a) Safeguarding Adults*

Carrie Wollerton tabled an updated process and governance framework for Adult Safeguarding reporting that this had been discussed at the PCT Cluster Board meeting on 22 January. Carrie Wollerton noted the establishment of the Vulnerable Adults Unit led by SRCCG. Only the Designated Professionals for Safeguarding/Looked After Children would report to her, as well as to the recruitment to the post of Deputy Nurse in the revised Vale of York CCG structure. She additionally confirmed that each CCG remained accountable for Adults and Children's Safeguarding, tabled further information on the Vale

of York CCG governance structure and confirmed that written agreements were in place regarding representation on all Adult Safeguarding Boards.

Carrie Wollerton referred to the national adult safeguarding agenda, for example *Prevent* relating to counter terrorism, noting that discussion of CCG responsibility was required in this regard.

*b) Safeguarding Children, Looked After Children*

Carrie Wollerton referred to the update report and noted her role as line manager to the Designated Nurses.

Representation of City of York Council and North Yorkshire County Council on the Shadow Governing Body was discussed. Rachel Potts additionally reported that Paul Edmondson-Jones, Director of Public Health and Wellbeing at City of York Council, and Martin Hawkings, Consultant in Public Health, would be attending a meeting of the Management Team to discuss the role of Public Health.

*6.5 Commissioning for Quality and Innovation (CQUIN)*

Carrie Wollerton presented the report which was currently under discussion with York Teaching Hospital NHS Foundation Trust for the 2013/14 CQUIN scheme advising that the iterations of its development would be brought to the Committee. She also tabled the Quarter Three Monitoring Report and the 2012/13 CQUIN Scheme noting that 1% of the current year's CQUIN had been withheld (2012/13) but would return to 2.5% for 13/14.

Carrie Wollerton confirmed that robust monitoring arrangements were in place and that in 2013/14 no CQUIN payment would be made unless targets were achieved. The sign off process would be via the Management Team, followed by presentation to the Committee.

**The Committee:**

1. Noted the update and ongoing work in regard to Serious Incidents.
2. Noted the position on Hospital Acquired Infections.
3. Noted the update and process and governance framework in respect of Adult Safeguarding.
4. Noted the update on Safeguarding Children and Looked After Children.
5. Noted the ongoing work in regard to Commissioning for Quality and Innovation Schemes for 2012/13 and 2013/14.

**7. Service and Pathway Development**

Rachel Potts advised that the first draft of the financial and Quality, Innovation, Productivity and Prevention (QIPP) plan had been submitted as required on 25 January. Service pathway redesign would emanate from this and be reported accordingly. Issues of staff capacity to deliver the programme were being addressed.

## **The Committee:**

Noted that the first draft of the financial and QIPP plan had been submitted and that associated staff capacity issues were being addressed.

## **8. Shadow Governing Body**

### *8.1 Matters to Escalate to the Shadow Governing Body*

- Yorkshire Ambulance Service performance
- Serious Untoward Incidents
- Under performance at York Teaching Hospital NHS Foundation Trust
- Clostridium Difficile
- 52 week waits for treatment from referral by a GP or healthcare professional

## **The Committee:**

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

## **9. Any Other Business**

*NHS 111:* Carrie Wollerton reported that an NHS 111 joint governance group, which would report to the Committee, had been established for Vale of York and Scarborough and Ryedale CCGs; its terms of reference would also be presented to the Committee. A meeting with the Department of Health NHS 111 team on 6 February 2013 was being attended by representatives of the group. The Committee discussed sign off of the NHS 111 Directory of Services.

*Treatment Advisory Group (TAG) Recommendations:* Shaun O'Connell sought clarification on progressing TAG Recommendations. It was agreed that these would be discussed by the Management Team and the monthly business meeting which was being established. The decision would be reported to the Committee or the Shadow Governing Body as appropriate.

## **The Committee:**

1. Noted the establishment of the NHS 111 joint governance group for Vale of York and Scarborough and Ryedale CCGs had been established and would report to the Committee.
2. Noted that Treatment Advisory Group Recommendations would be reported as appropriate following decision processes.

## **10. Next Meeting**

26 February 2013 at 10.30am

**NHS VALE OF YORK CLINICAL COMMISSIONING GROUP QUALITY AND PERFORMANCE COMMITTEE**

**SCHEDULE OF MATTERS ARISING/DECISIONS TAKEN ON 29 JANUARY AND CARRIED FORWARD FROM PREVIOUS SCHEDULE**

<b>Meeting Date</b>	<b>Item</b>	<b>Action Required/Decisions Taken</b>	<b>Responsible Officer/Body</b>	<b>Action Completed/ Due to be Completed by (as applicable)</b>
29 January 2013	Terms of Reference	<ul style="list-style-type: none"> <li>Terms of reference to Shadow Governing Body for approval</li> </ul>	Rachel Potts	7 February 2013
29 January 2013	Performance Dashboard	<ul style="list-style-type: none"> <li>Amendments to be incorporated prior to presentation at the Shadow Governing Body meeting</li> <li>Hospital Acquired Infections Action Plan</li> </ul>	Carrie Wollerton/ Liza Smithson  Carrie Wollerton	26 February 2013 meeting
29 January 2013	Quality – Risk Matrix	<ul style="list-style-type: none"> <li>Policy to be developed for discussion at the March meeting</li> </ul>	Rachel Potts/ Carrie Wollerton	19 March 2013