

Date:	9 th February 2017
Meeting:	Governing Body
Item Number:	8.7
Public/Private:	Public <input type="checkbox"/> Private <input type="checkbox"/>

Author: (Name, Title)	Catherine Wylie Director of Nursing & Quality
GB Lead: (Name, Title)	Catherine Wylie
Director approval	Catherine Wylie


Report Title:
CCG Quality Group Notes
Decisions to be made:
To receive and note

Continue to improve the quality of services	<input checked="" type="checkbox"/>	Improve patient experience	<input checked="" type="checkbox"/>
Reduced unwarranted variations in services	<input checked="" type="checkbox"/>	Reduce the inequalities gap in North Lincolnshire	<input checked="" type="checkbox"/>
Deliver the best outcomes for every patient	<input checked="" type="checkbox"/>	Statutory/Regulatory	<input type="checkbox"/>

Executive Summary (Question, Options, Recommendations):
<p>The Quality Group minutes dated 23rd November 2016 are attached for the CCG Governing Body to receive and note, for information only.</p>

Equality Impact	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Sustainability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Legal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Finance	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Patient, Public, Clinical and Stakeholder Engagement to date									
	N/A	Y	N	Date		N/A	Y	N	Date
Patient:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Clinical:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Public:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MEETING:	NHS North Lincolnshire Clinical Commissioning Group Quality Group	 QUALITY GROUP
MEETING DATE:	Wednesday 23 rd November 2016	
VENUE:	CCG Meeting Room, Health Place, Brigg	
TIME:	13:30	

PRESENT:		
NAME	TITLE	SERVICE/AGENCY
Catherine Wylie (CW) (Chair)	Director of Nursing and Quality	NHS North Lincolnshire CCG
Dr Robert Jaggs-Fowler (RJF)	CCG GP Member/Director of Primary Care /Named Doctor for Safeguarding (Adults & Children)	NHS North Lincolnshire CCG
Hazel Moore (HM)	Head of Nursing	NHS North Lincolnshire CCG
Dr Anita Kapoor (AK)	CCG GP Member	NHS North Lincolnshire CCG
Dr Faisal Baig (FB)	CCG GP Member	NHS North Lincolnshire CCG
IN ATTENDANCE:		
Gary Johnson (GJ)	Patient Safety Lead	NHS North Lincolnshire CCG
Linda Taylor (LT)	Specialist Nurse Infection Prevention and Control	NHS North Lincolnshire CCG
Vivienne Simpson (VS)	Personal Assistant - Note Taker	NHS North Lincolnshire CCG
Gemma McNally (GMc)	Strategic Lead Pharmacist (North East Lincolnshire CCG and North Lincolnshire CCG)	North East Commissioning Support
Sarah Glossop (SG)	Designated Nurse: Safeguarding Children	NHS North Lincolnshire CCG

APOLOGIES:		
NAME	TITLE	SERVICE/AGENCY
John Pougher (JP)	Head of Governance	NHS North Lincolnshire CCG
Ian Reekie (IR)	CCG Lay Member, Patient & Public Involvement	NHS North Lincolnshire CCG
Jane Ellerton (JE)	Senior Manager; Commissioning	NHS North Lincolnshire CCG
Chloe Nicholson (CN)	Quality Lead: North & North East Lincolnshire CCG	NHS North Lincolnshire CCG

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
1.0 APOLOGIES AND QUORACY		
Apologies were noted and detailed above. It was noted that the meeting was quorate to proceed.	Decision: Noted	Chair
2.0 DECLARATION OF INTERESTS		
CW invited those with any additional Declarations of Interest in relation to the agenda or not declared previously, to make them known to the meeting. No declarations were received.	Decision: Noted	Chair
3.0 MINUTES OF THE PREVIOUS MEETING HELD ON 26 OCTOBER 2016		
The minutes were agreed as an accurate record.	Decision: Noted	Chair

4.0 ACTION LOG UPDATE AS DISCUSSED		
Outstanding actions were discussed. An update for each outstanding action would be noted in the Action Log.	Actions: Noted	Chair
5.0 MATTERS ARISING (NOT COVERED ON THE AGENDA)		
None	Decision: Noted	Chair
6.0 BOARD ASSURANCE FRAMEWORK AND RISK REGISTER		
<p>To inform the Quality Group of the risks to the delivery of North Lincolnshire CCG (NL CCG) strategic objectives and risks on the Assurance Framework and Corporate Risk Register.</p> <p>In line with NL Risk Management Strategy all other identified risks are held on the Directorate Risk Registers. Work is on-going to ensure that risks, including partnership risks, continue to be captured and managed at the appropriate level.</p> <p>Report noted.</p> <p>RJF reported that the Audit Group are taking a more in-depth interest in the Risk Registers.</p> <p>It was queried whether:-</p> <ol style="list-style-type: none"> the mortality risk should remain on the risk register and it was agreed that RJF would discuss with JP whether medicine management should be included 	<p>Decision: The CCG Risk Register was received, discussed and noted</p> <p>Action: RJ-F to discuss with JP</p>	<p>JP</p> <p>RJ-F</p>
7.0 QUALITY DASHBOARD		
<p>Dashboard noted.</p> <p>Further details are provided in the attached summary report on the following:</p> <ul style="list-style-type: none"> Quality reporting at RDaSH Quality reporting and governance issues at St Hughs NLaG Staffing issues (medical, Microbiologists) NLaG CQC inspection taking place this week and awaiting outcome EMAS – poor performance EMAS Partnership Board have confirmed the additional capacity will continue until substantive vacancies have been appointed to and are operational HEY performance NLaG CQUINs not meeting anti-microbial prescribing standards <p>Dashboard Noted</p>	Decision: : DASHBOARD Noted	CN
8.0 EMERGENCY PREPAREDNESS RESILIENCE RESPONSE		
Item deferred to December meeting	Decision: Update noted	
9.0 R&D STRATEGY		

The Quality Group were asked to approve the revised version of the NL R&D Strategy noting the amendments made, in particular the inclusion of research governance section.	Decision: Strategy approved	JP
Strategy approved		
10.0 MANDATORY TRAINING 6 MONTHLY UPDATE		
Item deferred to December meeting	Decision:	
11.0 INDUCTION AND PROBATIONARY PERIOD POLICY 2016		
Safeguarding training should take place within 6 weeks of commencement date and not 3 months as stated in the policy. Following this amendment the policy was approved and it was agreed it should be circulated to all directors and senior management.	Decision: Policy approved	
PATIENT EXPERIENCE		
12.0 COMPLAINTS ANNUAL REPORT		
Item deferred to December meeting		
13.0 FREEDOM OF INFORMATION QUARTERLY REPORT		
This paper provides an update on the current position of Freedom of Information (FOI) requests made to NLCCG from 1 July to 30 September 2016 and a comparison against Quarter Two in 2015/16. Report noted for information	Decision: Report noted	
14.0 ANY OTHER BUSINESS		
Patient Experience Manager now in post – to be invited to future meetings.	Action: VS to invite Clare Smith to attend future meetings	VS
15.0 IDENTIFICATION OF ANY NEW RISKS FROM BUSINESS DISCUSSED		
None		
CLINICAL EXCELLENCE		
16.0 MEDICINES MANAGEMENT/PRESCRIBING/PHARMACEUTICAL REBATES UPDATE		
GMcN took the paper as read. Specific areas highlighted/discussed: <ul style="list-style-type: none"> Budget expenditure forecasting an overspend Cost growth is 2.8% compared to Y&H at 1.1% Weighted per capita prescribing costs are high compared to other CCGs Drug tariff Quality score card Paper noted	Decision: Reviewed and noted	GMc
17.0 CONTROLLED DRUGS SIX MONTHLY UPDATE		
GMcN outlined the background and highlighted the CCGs responsibilities. A baseline assessment against NICE NG46 standards has been completed. It was noted that the new accountable officer team training is still outstanding.	Decision: Report noted	
The group discussed whether a controlled drugs policy is needed as		

the CCG does not have staff involve in drug disposal. It was agreed that the accountability framework needs to be made clearer. GMcN agreed to review why Killingholme practice figures are so high. FB reported that a clinical pathways group is being established and GMcN agreed to provide examples to show best practice from other areas. Further breakdown needed		
18.0 MORTALITY UPDATE		
RJ-F to provide a report on what actions are being taken to address mortality.	Action: report for December meeting	RJ-F
19.0 PRIMARY CARE UPDATE		
RJF reported a primary care score card will be available from December meeting	Decision: Update Noted	RJ-F
20.0 ANY OTHER BUSINESS		
None	Decision:	Chair
21.0 IDENTIFICATION OF ANY NEW RISKS FROM BUSINESS DISCUSSED		
None	Decision:	Chair
PATIENT SAFETY		
22.0 NORTH LINCOLNSHIRE SUICIDE CLUSTER COMMUNITY ACTION PLAN PRACTICE GUIDANCE		
SG outlined the Local Authority responsibilities to develop a community action plan for responding to any potential or actual suicide cluster or contagion that may occur in North Lincolnshire. SG confirmed she had actively contributed to it. A trial will take place at some point in January.	Decision: Update Noted	Chair
23.0 SAFEGUARDING UPDATE		
SG took the paper as read. Specific areas highlighted: NHS England Safeguarding Assurances Paper noted	Decision: update noted	SG
24.0 SAFEGUARDING WORK PLAN		
Paper taken as read. The work plan will form part of a suite of assurance templates for CCG compliance with statutory/ regulatory/ inspection frameworks which will be available on Y Drive. SG currently amending the safeguarding policy – JP to review before final draft comes to the December meeting for approval.	Decision: Report Noted	Chair
25.0 INFECTION PREVENTION AND CONTROL UPDATE		
Paper taken as read. Specific areas highlighted/discussed: <ul style="list-style-type: none"> Currently 14 C.Difficile cases E.Coli bacteraemia – increasing year on year- once new guidance is available LT to prepare a paper on the impact for the CCG Outbreaks Anti- microbial prescribing Care home audits Flu season Paper noted	Decision: Report Noted	LT

26.0 NORTH LINCOLNSHIRE CCG SERIOUS INCIDENT REPORT: OCTOBER		
<p>Paper taken as read.</p> <p>The following issues were discussed:-</p> <p>EMAS – one SI closed on STEIS by Lead Commissioner (NHS Hardwick) without NLCCG having the opportunity to comment on the report prior to closure – this is being picked up with Contract Leads</p> <p>NLaG currently have 38 SIs reported YTD</p> <p>NLAG - One Never Event YTD– retained foreign object post procedure NEL CCG patient.</p> <p>Noted there are more SIs being reported at SGH than DPOWH</p> <p>4 previously reported LSA non assured reports, 3 have now received assurance at the SI meeting</p> <p>Claire Keegan, LSA Midwife on secondment from NHSE working on midwifery services across NL&G on behalf of N & NELCCGs</p> <p>Paper noted.</p>	Decision: Report noted	GJ
27.0 NORTH LINCOLNSHIRE CCG SERIOUS INCIDENT MEETINGS:		
<p>27.1 28th September – Ratified Minutes were submitted for information and noted</p> <p>27.2 26th October – draft taken as read</p>	Decision: Minutes received	GJ
28.0 NLaG COLLABORATIVE SERIOUS INCIDENT MEETING:		
<p>28.1 28th September – Ratified Minutes were submitted for information and noted</p> <p>28.2 26th October – draft taken as read</p>	Decision: Minutes received	GJ
29.0 NHS111 UPDATE: MONTH 6		
Paper taken as read	Decision: Report noted	Chair
30.0 ANY OTHER BUSINESS		
None	Decision: Noted	Chair
31.0 IDENTIFICATION OF ANY NEW RISKS FROM BUSINESS DISCUSSED		
None	Decision: Noted	Chair
CQC REPORTS		
32.0 CQC INSPECTION UPDATES		
<p>Care homes</p> <p>Paper taken as read and noted.</p>	Decision: Noted	Chair
<p>GP practices</p> <p>Paper noted</p>		
INFORMATION GOVERNANCE		
33.0 INFORMATION GOVERNANCE GROUP/TOOLKIT UPDATE		
JP and IH have met with EMBED IT manager to review progress against the IG Toolkit submission. Concerns have been expressed re	Decision: Update Noted	

EMBED capacity to support the delivery, as a result an action plan has been agreed and will be closely monitored. The issue has been placed on the directorate risk register until such time as the CCG receives full assurance that all relevant work and preparations have been undertaken.		
34.0 NOTIFICATION OF ISSUES FROM INFORMATION GOVERNANCE GROUP		
N/A	Decision:	
35.0 ANY OTHER BUSINESS		
None	Decision: Noted	Chair
36.0 IDENTIFICATION OF ANY NEW RISKS FROM BUSINESS DISCUSSED		
Safeguarding IT Issues have been identified at NEL - SG to update JP	Decision: Noted Action: SG to update JP on IT issues	Chair
CONTRACT QUALITY ISSUES		
37.0 CQUIN UPDATE		
Deferred to December meeting	Decision: Noted	CN
38.0 KPI UPDATE		
Deferred to December meeting	Decision: Noted	CN
39.0 ANY OTHER BUSINESS		
None	Decision: Noted	Chair
40.0 IDENTIFICATION OF ANY NEW RISKS FROM BUSINESS DISCUSSED		
None	Decision: Noted	Chair
MEETING NOTES FROM OTHER GROUPS		
None		
41.0 ISSUES REFERRED FROM OTHER SUB GROUPS OF THE GOVERNING BODY		
None		Chair
FOR INFORMATION		
42.0		
None		
ANY OTHER BUSINESS		
43.0 URGENT ITEMS BY PRIOR NOTICE		
	Decision:	Chair
44.0 DATE AND TIME OF NEXT MEETING		
Wednesday 28 th December 2016 at 14:00 Meeting room 2 , Health Place, Brigg	Decision: Noted	Chair