

Meeting: Governing Body (Virtual Meeting)			
Meeting Date	24 April 2020	Action	Receive
Item No.	7	Confidential	No
Title	Minutes of Extraordinary Meeting of Quality & Performance Committee		
Presented By	Catherine Jackson, Director of Nursing & Quality Improvement, NHS Bury CCG / Julie Gonda, Interim Executive director Communities & Wellbeing, Bury Council		
Author	Julie Hall		
Clinical Lead	-		

Executive Summary
The minutes of the Extraordinary Meeting of the Quality & Performance Committee held on the 8 April 2020 are presented as an accurate reflection of the meeting reflecting the discussion, decision and actions agreed.
Recommendations
It is recommended that the Governing Body: <ul style="list-style-type: none"> Notes the minutes of the Extraordinary Meeting of the Quality & Performance Committee held on the 8 April 2020

Links to CCG Strategic Objectives	
SO1 People and Place To enable the people of Bury to live in a place where they can co-create their own good health and well-being and to provide good quality care when it is needed to help people return to the best possible quality of life	<input checked="" type="checkbox"/>
SO2 Inclusive Growth To increase the productivity of Bury's economy by enabling all Bury people to contribute to and benefit from growth by accessing good jobs with good career prospects and through commissioning for social value	<input checked="" type="checkbox"/>
SO3 Budget To deliver a balanced budget	<input checked="" type="checkbox"/>
SO4 Staff Wellbeing To increase the involvement and wellbeing of all staff in scope of the OCO.	<input checked="" type="checkbox"/>
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:	
GBAF N/A	

Implications						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has a Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is a Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any associated risks including Conflicts of Interest?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

Governance and Reporting		
Meeting	Date	Outcome
N/A		

**Record of the extraordinary meeting of the
Quality and Performance Committee**

08 April 2020 10.00am – 10.30am (meeting held virtually)

Present: Peter Bury (Chair), Margaret O'Dwyer, Clare Holder, Carolyn Trembath, Howard Hughes, Susan Sawbridge

- 1. Apologies:** Maxine Lomax, Dr Cathy Fines, Sarah Tomlinson, Catherine Jackson.
- 2. Key actions from the last meeting**
Any updates/amendments to the previous minutes and action log to be forwarded to J Hall.
- 3. Reducing burden and releasing capacity at NHS providers and commissioners to manage the COVID-19 pandemic**
 - 3.1 MO'D shared a document outlining national requirements for Trusts and CCGs in terms of what things can be stood down and which areas need to continue to have a focus on. Quality is one of the areas confirmed nationally as requiring an ongoing focus and to ensure the quality of care for all patients, COVID and non COVID is maintained as best as it possibly can be. This includes making sure that patients are not forgotten about and ensuring patients continue to progress and review ongoing investigations.
 - 3.2 The purpose of this extraordinary meeting is to provide assurance to Gold around the quality of services being delivered and to highlight any concerns around quality of services.
 - 3.3 There has been a marked reduction in hospital attendances with (for example a much lower level of stroke admissions to FGH). The current messages around COVID could deter patients from pursuing the necessary investigations. The message to the Bury population needs to be clear that they should still continue to progress symptoms/investigations via the routes they would ordinarily.
 - 3.4 SS reported that some CCG data collections are being stood down; Personal Health Budgets, wheelchairs, IAPT workforce. Data collection for Smoking Status at Time of Delivery, Severe Mental Illness health checks and diabetes are still required.
 - 3.5 SS commented that the NHSE Assurance meeting is still scheduled to go ahead on the 6 May 2020 for Bury as planned but will take place virtually, the agenda will be mainly COVID related. MO'D agreed to follow this up with the Partnership (meeting post script; this decisions is still with Sarah Price and yet to be confirmed).
 - 3.6 CH made reference to a campaign on social media around stroke symptoms and making the public aware they should not lose sight of these. MO'D raised concern that people are not coming through the system as expected

ordinarily leading to a drop in activity and suggested perhaps this needs to be escalated to Geoff Little in terms of looking at a national campaign to raise awareness.

4. Quality issues associated with the COVID Pandemic

- 4.1 A report was shared which addresses some of what is being set up nationally regarding quality assurance to demonstrate compliance.
- 4.2 Information is being collated to gain assurance from small providers including residential and nursing homes and non NHS providers that the quality of services is maintained. The focus of the work is around collating and reviewing new information as well as data which continues to be a reporting requirement; this lessens the burden on providers to provide the information.
- 4.3 Discussions continue to be held with key community mental health and community providers;
- The mental health quality assurance meetings are taking place virtually.
 - The community services quality assurance meeting was stood down last week but future monthly meetings are still in the diary.
 - Regular discussions take place with Nina Parekh, Jill Stott and the wider team.
 - Pennine Acute has stood down the face to face meetings; however the next meeting on the 21st April will be a virtual meeting.

Serious Incident Processes

- 4.4 Serious Incident (SI) Panels continue to take place virtually for mental health, community and Acute in line with the latest guidance.
- 4.5 Serious Incidents continue to come through via the Datix and the Strategic Executive Information System (StEIS) linking in with assurances and dialogue. A process is being worked through looking at SIs from last year to see how they are closed ensuring the case is captured and can evidence that any action plans have been achieved when things are back to normal.
- 4.6 StEIS requirements going forward – NHSE guidance has been published, further guidance is awaited. In the meantime discussions are still taking place with providers regarding assurance around staffing etc and ensuring they are aware any issues can still be escalated.
- 4.7 MO'D reiterated the need to keep a record and dialogue of meetings/conversations to ensure there is an audit trail to evidence everything that can be done has been done. CT reported that teams in the Northern Care Alliance PAHT are raising any internal/external quality issues and these are being escalated; there has been an improvement seen in incident reporting which is evidence of good practice.

5. Safeguarding processes across Providers

- 5.1 A paper was provided which gave an example of the calls undertaken between the CCG's safeguarding team and the Northern Care Alliance safeguarding and Looked After Children team.
- 5.2 There is assurance that statutory duties are continuing to be carried out.
- 5.3 The Child Initial Health Assessments process is being followed and risk assessed during that process. Face to face assessments will take place if needed.
- 5.4 There has been an increase in domestic abuse; work is ongoing with the Local Authority looking at a list of vulnerable families and how they can be supported differently.
- 5.5 MO'D referred to domestic abuse between adults also and how this can increase during times of emergency such as now. As much of the process is being undertaken as is possible; this is one area that has not been stood down. CH reported that a call is taking place at 1pm today with the leads of the Domestic Violence Steering Group; these will continue to take place and are led by Karen Dolton.
- 5.6 CH reported that the safeguarding team has linked in with the probation service with regard to early prison discharges and how it can support people with health needs who are being released into the locality. The details around this will be provided in a paper as assurance.

6. Any Other Business

- 6.1 It was agreed SS will continue to produce the monthly performance report and this will be circulated for information to the Committee.
- 6.2 CJ to see a draft of these notes and to be invited to provide any other areas of assurance and escalation (meeting post script).

7. Key messages to Gold:

- i. Requirement for local, GM and national communication to emphasise all patients need to address all health concerns in the usual way.
- ii. Virtual Quality Assurance discussions with Community, Mental Health and Acute services continue to be held.
- iii. Serious Incident Panels for all sectors continue to be held virtually in line with new guidance.
- iv. Noted increase in domestic abuse. Concerns for both adults and children are being managed through the agreed CCG, LA and other partner fora.
- v. Gold is requested to advise whether a short update every month will be helpful to provide assurance on the quality of services being delivered during this pandemic.

Peter Bury
Chair