

**NHS BOLTON CLINICAL COMMISSIONING GROUP**  
**Public Board Meeting**

**AGENDA ITEM NO:** .....14.....

**Date of Meeting:** .....10<sup>th</sup> September 2021.....

<b>TITLE OF REPORT:</b>	CCG Quality & Safety Committee Minutes	
<b>AUTHOR:</b>	Michael Robinson, Associate Director Integrated Governance & Policy	
<b>PRESENTED BY:</b>	Dr Jane Bradford, Clinical Director Clinical Governance and Safety	
<b>PURPOSE OF PAPER: (Linking to Strategic Objectives)</b>	For the Board to receive and review the minutes of the Quality and Safety Committee meeting held on 14 <sup>th</sup> July 2021.	
<b>LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):</b>	<b>Deliver the outcomes in the Bolton Joint Health and Care Plan.</b>	<input type="checkbox"/>
	<b>Joint collaborative working with Bolton FT and the Council.</b>	<input type="checkbox"/>
	<b>Supporting people in their home and community.</b>	<input type="checkbox"/>
	<b>Shared health care records across Bolton.</b>	<input type="checkbox"/>
	<b>Regulatory Requirement</b>	<input type="checkbox"/>
	<b>Standing Item</b>	<input checked="" type="checkbox"/>
<b>RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)</b>	The Board is asked to approve the Minutes. There were no key points to note from these Minutes.	
<b>COMMITTEES/GROUPS PREVIOUSLY CONSULTED:</b>	CCG Quality & Safety Committee.	
<b>REVIEW OF CONFLICTS OF INTEREST:</b>	Conflicts of Interest are reviewed at every meeting.	
<b>VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:</b>	Patient views are not specifically sought as part of this report.	
<b>EQUALITY IMPACT ASSESSMENT (EIA) COMPLETED &amp; OUTCOME OF ASSESSMENT:</b>	EIA and an assessment is not considered necessary for the report.	

## MINUTES

### CCG Quality and Safety Committee

Date: 14<sup>th</sup> July 2021

Time: 9.00am – 11.00am

Venue: Microsoft teams

Present:

Jane Bradford (Chair)	Clinical Director, Governance and Safety (JB)
Michael Robinson	Associate Director, Governance and Safety (MR)
Jayne Waite	Head Nurse for Personalisation and Choice (JW)
Helen Lilley	Nurse Board Member (HL)
Diane Sankey	Patient Safety & Governance Lead (DS)
Leah Payne	Senior Officer, Healthwatch (LP)
Kaleel Khan	Designated Adults Safeguarding lead (KK)
Lynda Helsby	Associate Director, Primary Care & Health Improvement (LH)
Nicola Onley	Associate Director, Communication and Engagement (NO)
Chris Haigh	Head of Medicines Optimisation (CH)
Gill Baker	Head of Strategic Commissioning – Adult Acute & Community (GB)
Zeida Ali	Lay member (ZA)

In attendance: Andrea Thomas, Bolton CCG  
Kath Oddi, Bolton CCG

Minutes by:

Joanne Meaney	Personal Assistant (JM)
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Minute No.	TOPIC	
63/21	<b><u>Apologies for Absence</u></b> There were no apologies received.	
64/21	<b><u>Declarations of Interest</u></b> The Chair reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of NHS Bolton Clinical Commissioning Group.  Declarations declared by members of the Quality and Safety Committee are listed in the CCG's Register of Interests. The Register is available either via the Board Secretary to the Governing Body or the CCG website at the following link: <a href="http://www.boltonccg.nhs.uk/about-us/declarations-of-interest">http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</a>  There were no items declared.	

65/21	<p><b><u>Minutes from the last meeting held on 12<sup>th</sup> May 2021 and action log</u></b>  The minutes of the meeting held on 12<sup>th</sup> May 2021 were approved as a correct record and the action log updated.</p> <p>Progress is being made in relation to the gaps in compliance for training.</p> <p>CH informed members that his secondment to Health Innovation Manchester has now ended and will liaise in respect of receiving a monthly summary update on projects.</p>	
66/21	<p><b><u>Communications and Engagement</u></b>  NO provided an update to the Committee on the main highlights from the Covid vaccination programme.</p> <p>The have been focussing on second dose vaccination and have seen an increase and Bolton is above GM average.</p> <p>Commenced targeted communications to 18-29 and over 50% of this category have been vaccinated.</p> <p>Focus group is being set up to seek information in relation to lower uptake and the CCG is aligned with Bolton Council in relation to lower uptake with the bus and door knockers in specific areas.</p> <p>Continually trying to understand gaps, lower uptake and encourage support and uptake, supporting PCNs and GP Fed who are delivering in all of these areas</p> <p>The comms team have met with FT colleagues in respect of the waiting well initiative and elective recovery work to discuss support in terms of patients waiting.</p> <p><b>The Committee noted the update.</b></p>	
67/21	<p><b><u>Healthwatch Update</u></b>  <u>Information advice and guidance report</u>  LP presented the update report for the period 7<sup>th</sup> May to 7<sup>th</sup> July noting they had dealt with 52 enquiries. The following areas where highlighted:</p> <ul style="list-style-type: none"> <li>• There has been an increase in NHS dentistry enquiries and continue to give standard advice working closely with LDC;</li> <li>• Healthwatch are joining a Webinar with NHSE in respect of NHS dentistry structure and have been invited to an NHSE focus group specifically for a number of Healthwatch on 'Future reform';</li> <li>• A piece of work is underway in relation to GP access queries with the aim of producing a guide for practices and staff;</li> <li>• A GP website review has been undertaken to ascertain what information is held on practice websites;</li> <li>• NHS digital data – a query had been received from Mental Health charity in relation to a patient opting out and it was agreed that further information be placed on the Healthwatch website regarding NHS digital;</li> <li>• An enquiry had been received from a doctor at GMMH on behalf of service user with early onset dementia in respect of specific advice needed about finances/employment rights, family support and intervention for five children (two who are living with autism). Information had been provided</li> </ul>	

	<p>and a copy of the GMMH Carers Information Pack had been requested for the family;</p> <ul style="list-style-type: none"> <li>• Two reports have been finalised - Bereavement report regarding impact of bereavement on BAME communities, communication and access to counselling and Care Home report regarding information on care home website and social media during pandemic. These reports will be brought to a future meeting for discussion.</li> </ul> <p>LH reported that engagement has been good in relation to proposed Healthwatch surveys. In relation to digital issues, the CCG are working with IT on how to progress NHS digital within primary care and will ensure that Healthwatch are linked into these discussions.</p> <p>KK recommended that Healthwatch link with the named GP Safeguarding in relation to vulnerable people who are or have not been able to connect with primary care.</p> <p>MR agreed to circulate a copy of the 'Peoples Experiences of COVID' by Neil Walbran.</p> <p>GB updated that work is progressing with Trust colleagues in relation to elective care recovery and the waiting well initiative.</p> <p><b>The Committee noted the updates received.</b></p>	
68/21	<p><b><u>Governance and Safety Annual Data 2020/21</u></b></p> <p>The Committee received a copy of the Governance and Safety Annual Data for 2021/21 providing the annual data dashboard that captures the number of cases handled by the Governance &amp; Safety team between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021.</p> <p>The main areas highlighted :</p> <ul style="list-style-type: none"> <li>- Incidents continue to be reported and shared learning discussed through clinical lead meetings;</li> <li>- An increased number of complaints received from Bolton FT in relation to GP primary care;</li> <li>- A significant number of compliments were received in relation to the roll out of the Bolton vaccination programme and the service received at clinics;</li> <li>- The CCG met the 100% response time in relation to FOIs;</li> <li>- The team are starting to see a number of enquiries and complaints in relation to elective work recovery and GB reported that work continues on urgent care issues and capacity and performance.</li> </ul> <p><b>Members noted the updated and acknowledged the work of the team during this period.</b></p>	
<b>CLINICAL EFFECTIVENESS</b>		
69/21	<p><b><u>Nursing Home / Domiciliary Agency report</u></b></p> <p>The report detailed the current position in terms of CQC ratings in nursing and residential and care homes.</p>	

	<p>Millview are in the process of appointing a new manager and Four Seasons have a new manager in post following a period of shadowing.</p> <p>Meadowbank new manager has raised some concerns in relation to PCR testing of staff and District Nurses and guidance discrepancies which is being taken up with DoH.</p> <p>Lever Edge residential care home has been CQC rated inadequate and weekly meetings have been taking place and the outcome of recent re-inspection is awaited.</p> <p>The CCG along with Shannon Court and the Local Authority have been issued with Regulation 28 report to Prevent Future Deaths. Four areas of concern have been highlighted by the Coroner following the death of a resident and the investigations which are being addressed.</p> <p><b>The Committee noted the detailed update.</b></p>	
70/21	<p><b><u>Serious Incidents Report</u></b></p> <p>The report updated the Committee on patient safety incidents (SIs) or 'never events' reported by Providers and Bolton CCG to the NHS Strategic Executive Information System (StEIS) and Regulation 28 (Prevention of future deaths) reports issued by HM Coroner.</p> <p>The main highlights from the report were noted as:-</p> <ul style="list-style-type: none"> <li>• 29 incidents currently open;</li> <li>• Between May and June there were 9 new incidents reported and 4 new GMMH incidents;</li> <li>• SIRG meeting have reviewed 20 reports;</li> <li>• LD pathway – a new Bolton pathway was launched for people with learning disabilities where diagnostic testing cannot be undertaken at a GP Practice or health centre.</li> </ul> <p><b>The Committee noted the updates.</b></p>	
71/21	<p><b><u>Safeguarding update</u></b></p> <p>The committee received the quarterly report that is submitted to NHS England giving an update on serious case and adult reviews.</p> <p>It was noted that there have been 11 new Prevent cases.</p> <p>Meetings are ongoing to seek assurance from the main providers on their safeguarding arrangements and the team continue to support nursing homes.</p> <p>Discussions continue to take place to establish if the Safeguarding Children Partnership, Be Safe and the Safeguarding Adult Board can work together to ensure improved oversight of shared issues and continue to sustain the good work.</p> <p>KK confirmed that he is Liberty Protection Safeguarding lead on behalf of GM and the Bolton GP clinical lead been approached in respect of involvement.</p>	

	<b>The Committee noted the update.</b>	
	<b>PATIENT SAFETY</b>	
72/21	<p><b><u>Quality Accounts</u></b> MR updated that the CCG receives copies of quality accounts on an annual basis from Providers for comment and confirmed that the CCG has followed due process and formally responded to GMMH, Bolton FT and Bolton Hospice.</p> <p>Members received for information, a copy of the Bolton FT Quality Account and the CCG response. The quality account indicates five priorities moving forward, each having a hospital focus. Three of the priorities are carried over - diabetes, pneumonia and radiology, with two new priorities in maternity and early warning scores.</p> <p>Members noted the report and update and highlighted the lack of community focus in the Trust's account.</p> <p><b>The Committee noted the update.</b></p>	
73/21	<p><b><u>NHSE Patient Safety Updates</u></b> The updates were reviewed and it was noted that this was also an item that these are discussed at the Clinical Leads meetings.</p> <p>GMMH and Bolton FT now have Patient Safety Specialists in post who will review these updates on a regular basis.</p> <p>MR requested a focus on this at the September meeting to detail the priorities across GM, the role implementation locally and role as a CCG.</p> <p>Dr Liz Perry has taken up the role of Medical Examiner and will review patient deaths and update at clinical leads meetings.</p> <p><b>The Committee noted the report.</b></p>	
74/21	<p><b><u>GP Professional Reference Group update</u></b> The report detailed the robust system in place to discuss any concerns and issues relating to GP practices and the process enables the CCG to take contractual action where required.</p> <p>The CCG have maintained an important relationship with the CQC and have regular dialogue with GP inspectors.</p> <p>The CCG is in the process of finalising that any estates and premises concerns raised can also be discussed through this forum, linking in with colleagues at GM.</p> <p><b>Members noted the update report.</b></p>	
75/21	<p><b><u>GM Quality Board papers and dataset</u></b> The Committee reviewed the report and noted there were no significant issues.</p>	

	<p>The CCG continues to work closely with Trust in relation to mortality and recognition has been extended to the Trust in relation to the staff survey results. The Trust have a Screening and Immunisation Recovery Plan in place.</p> <p>The next meeting will discuss the Healthwatch report on Peoples Experience of Covid, receive a long covid update and discuss mental health quality performance.</p> <p><b>The Committee noted the report.</b></p>	
	<b><u>Items for Information</u></b>	
<b>76/21</b>	<p><b><u>Notes of associated meetings</u></b> The Committee received the notes for information.</p>	
<b>77/21</b>	<p><b><u>Any Other Business</u></b></p>	
<b>77.1</b>	MR informed members that a copy of the LeDeR Annual Report will be presented to the September for discussion.	
<b>77.2</b>	JB acknowledged the challenges of the current and expressed thanks for everyone's hard work during this period.	
<b>78/21</b>	<p><b><u>Items for the next or future meetings</u></b></p> <ul style="list-style-type: none"> <li>- LPS update</li> <li>- Quality Strategy Update</li> <li>- SI Framework</li> <li>- EDHR Annual Publication</li> <li>- NHSE EUR consultation</li> <li>- Health Innovation Manchester update</li> <li>- LeDeR Annual Report</li> <li>- Patient Safety Specialist role update</li> </ul>	
<b>79/21</b>	<p><b><u>Chair reflection and significant decisions/actions/risks that may need reporting to the Board through these minutes</u></b> There was no significant items to raise.</p>	
<b>80/21</b>	<p><b><u>Time and Date of Next Meeting</u></b> Agreed as 8<sup>th</sup> September 2021 at 9am</p>	