

NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting

AGENDA ITEM NO:14.....

Date of Meeting:8th October 2021.....

TITLE OF REPORT:	CCG Quality & Safety Committee Minutes	
AUTHOR:	Michael Robinson, Associate Director Integrated Governance & Policy	
PRESENTED BY:	Dr Jane Bradford, Clinical Director Clinical Governance and Safety	
PURPOSE OF PAPER: (Linking to Strategic Objectives)	For the Board to receive and review the minutes of the Quality and Safety Committee meeting held on 8 th September 2021.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Deliver the outcomes in the Bolton Joint Health and Care Plan.	
	Joint collaborative working with Bolton FT and the Council.	
	Supporting people in their home and community.	
	Shared health care records across Bolton.	
	Regulatory Requirement Standing Item	√
RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)	<p>The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:-</p> <ul style="list-style-type: none"> Escalating safeguarding training through the CCG Executive. To note the annual Quality Accounts from Providers (GMMH, Bolton FT and Bolton Hospice) have been reviewed and agreed by this Committee at their meeting on 14 July 2021. Any Board member requiring sight of the full quality accounts can contact the Board Secretary. 	
COMMITTEES/GROUPS PREVIOUSLY CONSULTED:	CCG Quality & Safety Committee.	
REVIEW OF CONFLICTS OF INTEREST:	Conflicts of Interest are reviewed at every meeting.	
VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:	Patient views are not specifically sought as part of this report.	
EQUALITY IMPACT ASSESSMENT (EIA) COMPLETED & OUTCOME OF ASSESSMENT:	EIA and an assessment is not considered necessary for the report.	

MINUTES

CCG Quality and Safety Committee

Date: 8th September 2021

Time: 9.00am – 11.00am

Venue: Microsoft teams

Present:

Michael Robinson (Chair)	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)
Julie Darbyshire	Acting Chief Officer, Healthwatch (JD)
Kaleel Khan	Designated Adults Safeguarding lead (KK)
Chris Haigh	Head of Medicines Optimisation (CH)
Gill Baker	Head of Strategic Commissioning – Adult Acute & Community (GB)
Zeida Ali	Lay member (ZA)

In attendance:

Minutes by:

Joanne Meaney	Personal Assistant (JM)
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Minute No.	TOPIC	
81/21	<p><u>Apologies for Absence</u> Apologies were received from :</p> <ul style="list-style-type: none"> • Jane Bradford, Clinical Director, Governance and Safety • Lynda Helsby, Associate Director, Primary Care and Health Improvement • Nicola Onley, Associate Director, Communication and Engagement 	
82/21	<p><u>Declarations of Interest</u> 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.</p> <p>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: http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</p> <p>There were no items declared.</p>	
83/21	<p><u>Minutes from the last meeting held on 14th July 2021 and action log</u></p>	

	<p>The minutes of the meeting held on 14th July 2021 were approved as a correct record and the action log updated. Two amendments were noted :</p> <ul style="list-style-type: none"> - Item 68.1 – the word ‘complaints’ should be replaced with ‘incidents’; - Item 49/21 - Lever Edge residential care home rated inadequate - this was a misunderstanding and it was the domiciliary service not the care home <p>Action log :</p> <p>75/20 – MR updated that the Committee receive a CQC report periodically and this action is covered within this. There is only one provider Sunnyside Residential Home and there is a programme of work with LA and an improvement plan in place. The borough is in a good position in relation to CQC providers.</p> <p>The CCG historically link with inspectors of primary care and care provider inspectors. The inspectors of Bolton FT have made contact and want regular dialogue and this has been recognised as a positive move.</p> <p>4/21 – Toplines survey – NO to provide a copy of this survey to members.</p> <p>11/21 Safeguarding Training – KK reported that still remain some outstanding staff compliance for levels 1 and 2. The safeguarding team continue to engage with managers in relation to this providing a matrix that identifies staff. JW highlighted that the matrix can be misinterpreted in respect of which levels need to be completed and asked for this to be fully explained.</p> <p>It was agreed to raise through Executive. KK to provide actual numbers outstanding and the compliance position to MR.</p> <p>44/21 - Referral data – GB updated that capacity is stretched and challenged. Dealing daily with admission avoidance in relation to step up and down and the team are supporting discharge. This issue has been raised via Q&P meeting and UECB to track and monitor. No current serious harm or incidents reported that the CCG are aware, but it was noted that there had been previous reports in relation to face to face contact with GP which have been addressed.</p>	KK / MR
84/21	<p><u>Communications and Engagement</u> Deferred to the next meeting. NO will provide an update by email to members.</p> <p>The Committee noted the update.</p>	<u>NO</u>
85/21	<p><u>Healthwatch Update</u> <u>Information advice and guidance statistics</u> LP presented the update report for the period 8th July to 1st September 2021 highlighting 61 new enquiries, with a majority 33 dental enquiries and LP reported that Age UK had also seen a surge in enquiries. Healthwatch are working hard behind the scenes to improve access.</p> <p>MR highlighted that this is not just a Bolton issue and suggested that this is raised through their Healthwatch report to the GM Quality Board.</p> <p>Discussion took place in respect regarding the GP enquiries and complaints and it was agreed Healthwatch liaise further the CCG and provide information in relation to the GP complaint regarding incorrect medication to cross reference</p>	

	<p>against the work that it currently taking place in respect of medication. It was highlighted to members that practice have a Duty of Candour monitored by the CQC and CCG to investigate any complaints.</p> <p>It was noted that the outcome of any such report is the learning that can be used and cascaded.</p> <p><u>Impact of Bereavement During Covid 19 particularly on BAMER Communities in Bolton</u></p> <p>The Committee received a copy of the report for information which outlines a project which explored how the pandemic affected normal practice of dealing with bereavement and the impact of this.</p> <p>The first hand reflections and recommendations are outlined in the report.</p> <p>The Committee noted the updates received.</p>	
CLINICAL EFFECTIVENESS		
86/21	<p><u>Bolton Quality Risks</u></p> <p>The report outlines the quality risks reported to the CCG Board giving an oversight of each of the risks.</p> <p>Committee received an update on the key risks and the quality impact on patient care.</p> <p>DS provided a brief update on the current complaints and incidents reported.</p> <p>The report and update was noted</p>	
87/21	<p><u>Nursing Home / Domiciliary Agency report</u></p> <p>The report detailed the current position in terms of CQC ratings in nursing and residential and care homes.</p> <ul style="list-style-type: none"> - 11 nursing homes and an additional rated good Swallowfield Gardens; - 3 require improvement: Four seasons, St Catherine's and Shannon Court who received a targeted inspection and CQC advised that the new manager has made a lot of improvements and many of the previously identified issues have improved; - Residential care – Sunnyside has been rated inadequate and the CQC issued a notification to cancel registration which was appealed and turned down with the subsequent rating still in place. Wider MDT and CCG attending regular meetings to address issues; - Quality improvement initiatives – working with HIM and AQUA and all nursing homes are signed up for training initiatives; - Pressure Ulcer Collaborative (PUC) – it has been recognised that areas have moved since the establishment of the PUC and it is proposed to refocus on harms in general. Further to work to identify appropriate membership and take discussions forward; - Covid update – currently 1 resident and 1 member of staff covid positive. In respect of the new mandatory requirements, vaccinations still in the region of 130 staff expected to refuse which has been identified as risk to the workforce and the CCG are offering support to those members of staff. 	

	<p>GM are aware of these concerns. Committee was assured that the NHS provision and CCG team adhere to mandatory requirements;</p> <ul style="list-style-type: none"> - CHC update – the team have achieved the national performance standards for Q1 and aiming to achieve Q2. Pressures exist in relation to sickness and work capacity and there has been an increase in appeals as a result of Covid. <p>The Committee noted the detailed update.</p>	
88/21	<p><u>Serious Incidents Report</u></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"> • 10 new cases reported, 7 for Bolton FT; • DS reported that there will be an increase in maternity incidents reported as a result of a recent NHSE report requirement and the CCG has sought assurance from the FT that these will be discussed through the Quality Assurance Committee; • One never event related to BFT wrong site; <p>The Committee noted the updates.</p>	
89/21	<p><u>Safeguarding update</u></p> <p>The safeguarding report will be presented to the next meeting.</p> <p>KK reported that some activity had been received related to Covid with regard to best interest and challenges to DOLs.</p> <p>The Committee noted the update.</p>	
PATIENT SAFETY		
90/21	<p><u>Patient Safety Specialist role</u></p> <p>The report raised the Committee’s awareness of the role of the Patient Safety Specialists, how this aligns to the NHS Patient Safety Strategy and how the CCG is both meeting its own priorities in this area and also gaining assurances that Providers are too. The following papers were received for reference:</p> <ul style="list-style-type: none"> • Patient Safety Strategy • Improvement Programmes • Identifying Patient Safety Specialists • Patient Safety Specialists FAQ’s • National Patient Safety Syllabus • PSS Priorities • Patient Safety Specialist Priorities <p>Patient safety bulletin – copy circulated on a regular basis</p> <p>MR gave an overview of the role that he has taken on and reported that he shares appropriate information with his team and wider teams.</p>	

	<p>CCG are working with partners in Bolton and across GM and recognise as a good initiative from NHSE.</p> <p>The Committee noted the update.</p>	
91/21	<p><u>NHSE Patient Safety Updates</u> 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>The Committee noted the report.</p>	
92/21	<p><u>LeDeR Annual Report</u> The report, received for information, outlined the statutory requirements and operational information for the period April 2020 to March 2021. The report presents information about the deaths of people with Learning Disabilities aged 4 and over which were notified to the programme from the 1st April 2020 to the 31st March 2021. The report also touches on aspects of learning from previous years since the programme started in Bolton in February 2017.</p> <p>MR highlighted this as a positive report with the ambition to share and implement learning and raise awareness.</p> <p>Members noted the update report.</p>	
93/21	<p><u>EUR Project update</u> No further update. As elective services start to increase will monitor compliance against treatment policies.</p> <p>Committee noted the update</p>	
94/21	<p><u>Bolton Health Economy External Reports Log</u> The report was received for information.</p> <p>The Committee noted the report.</p>	
95/21	<p><u>GM Quality Board papers and dataset</u> The Committee reviewed the report and noted there were no significant issues.</p> <p>The Committee noted the report.</p>	
	<u>Items for Information</u>	
96/21	<p><u>Notes of associated meetings</u> The Committee received the notes for information.</p>	
97/21	<p><u>Any Other Business</u> DS informed members that it is World Patient Safety Day 17.9.21.</p> <p>Noted</p>	

98/21	<p><u>Items for the next or future meetings</u></p> <ul style="list-style-type: none"> - LPS update - Quality Strategy Update - SI Framework - EDHR Annual Publication - NHSE EUR consultation - Health Innovation Manchester update 	
99/21	<p><u>Chair reflection and significant decisions/actions/risks that may need reporting to the Board through these minutes</u></p> <ul style="list-style-type: none"> - Escalating safeguarding training through Executive 	
100/21	<p><u>Time and Date of Next Meeting</u> Agreed as 10th November 2021 at 9am</p>	