

Item: 9.1

**PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE
MINUTES OF THE MEETING HELD ON FRIDAY 15 SEPTEMBER 2017,
9.30 AM – 11.30 AM, BOARD ROOM, WILBERFORCE COURT,
ALFRED GELDER STREET, HULL, HU1 1UY**

PART 1

PRESENT:

Estelle Butters, Head of Performance and Programme Delivery, Hull CCG
James Crick, Consultant in Public Health Medicine and Associate Medical Director, Hull CCG
Phil Davis, Head of Primary Care, Hull CCG
Colin Hurst, Engagement Manager, Hull CCG
Karen Martin, Deputy Director of Quality & Clinical Governance/Lead Nurse, Hull CCG –
Kate Memluks, Quality Lead, Hull CCG
Alex Molyneux, Medicines Optimisation Pharmacist, North of England Commissioning Support (NECS)
Hayley Patterson, Primary Care Contracts Manager, NHS England
Sarah Smyth, Director of Quality & Clinical Governance/Executive Nurse, Hull CCG (Chair)
Nicola Wood, Screening & Immunisation Clinical Coordinator, Public Health England

IN ATTENDANCE:

Jade Adams, Personal Assistant, Hull CCG - (*Minute Taker*)

WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and those present introduced themselves.

1. APOLOGIES FOR ABSENCE

Apologies for Absence were received from:

Jason Stamp, Lay Member, Hull CCG
Nikki Dunlop, Commissioning Lead – Primary Care, Hull CCG
Kevin McCorry, Senior Pharmacist, North of England Commissioning Support
Liz Lyle, Locality Pharmacist (Hull), North of England Commissioning Support

2. MINUTES OF THE MEETING HELD ON 19 JULY 2017

The minutes of the meeting held on 19 July 2017 were approved as a true and accurate record.

Resolved

(a)	The minutes of the meeting held on 19 July 2017 be taken as a true and accurate record.
-----	---

3. MATTERS ARISING / ACTION LIST

Resolved

(a)	That the Action List from the meeting held on 19 July 2017 be updated accordingly.
-----	--

4. NOTIFICATION OF ANY OTHER BUSINESS

Any proposed items to be taken under Any Other Business must be raised and, subsequently approved, at least 24 hours in advance of the meeting by the Chair.

Resolved

(a)	There were no items of any other business to be discussed at this meeting.
-----	--

5. DECLARATIONS OF INTEREST

In relation to any item on the agenda of the meeting members are reminded of the need to declare:

- (i) any interests which are relevant or material to the CCG;
- (ii) any changes in interest previously declared; or
- (iii) any pecuniary interest (direct or indirect) on any item on the agenda.

Any declaration of interest should be brought to the attention of the Chair in advance of the meeting or as soon as they become apparent in the meeting. For any interest declared the minutes of the meeting must record:

- (i) the name of the person declaring the interest;
- (ii) the agenda item number to which the interest relates;
- (iii) the nature of the interest;
- (iv) be declared under this section and at the top of the agenda item which it relates too;

Name	Agenda Item No	Nature of Interest
James Crick		<ul style="list-style-type: none">• Qualified GP and undertakes sessional GP work outside of the Clinical Commissioning Group.• As part of sessional GP work undertakes ad hoc GP out of hours GP sessions for Yorkshire Doctors Urgent Care (part of the Vocare Group).• Joint appointment between Hull Clinical Commissioning Group and Hull City Council.• Standing Member of one of the National Institute for Health and Care Excellence (NICE) Quality Standards Advisory Committees.• Spouse is a Salaried GP who undertakes out of hours GP work for Yorkshire Doctors Urgent Care (part of the Vocare Group) and also provides out of hours cover for a hospice. All of this work is undertaken outside of the Clinical Commissioning Group area.

Karen Martin		Registered Nurse with Nursing Midwifery Council
Kate Memluks		Indirect interest as Expert by Experience Choice Support to Care Quality Commission

Resolved

(a)	That the above declarations of interest be noted.
-----	---

6. FUTURE MEETINGS

The Director of Quality and Clinical Governance/ Lead Nurse deliberated with the Primary Care Quality and Performance Sub Committee attendees whether or not the Sub Committee should be disbanded.

A lengthy discussion took place around the future of the Primary Care Quality Subcommittee meeting. Options discussed where

- Bring a Part 2 to the main Quality and Performance Committee meeting, but members felt like this would make the Quality and Performance Committee too long.
- Some members felt that the Integrated Delivery Group would be covering what is discussed in the part 2 of this meeting, but after discussion it wasn't felt like this would be as in-depth as it would be discussed at the Primary Care Quality and Performance Sub Committee.

It was felt that after these discussions that the group can't be disbanded, a Quality and Performance with exceptions from the Dashboard Report to be produced by the Quality Lead and discussed at the next Primary Care Quality and performance Sub-Committee meeting.

The Head of Performance and Programme Delivery gave an update on where the integrated delivery group was currently. The integrated Delivery feeds into the Programme Delivery Board. It was agreed the Head of performance and Programme Delivery would bring an Integrated Delivery report to the next Primary Care Quality and Performance Sub-committee.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members Noted the discussions
(b)	The Head of Performance and Programme Delivery to give an update on Integrated Delivery at the next Primary Care Quality and Performance Sub-Committee Meeting
(c)	The Quality Lead is to provide the Primary Care Quality and Performance Sub-committee with a Quality and Performance Report including exceptions from the Dashboard

7. WORK PLAN

The Quality Lead presented the Primary Care Quality and Performance Sub-Committee with the Workplan.

A discussion took place and it was agreed for the following to be added to the workplan

- Patient Experience Report
- Workforce
- Integrated Delivery Monthly Update
- SIOG

Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the report
(b)	The Quality Lead to update the workplan with the changes suggested

8. DUTY OF CANDOUR

The Quality Lead presented the Duty of Candour Report to the primary care Quality and Performance Sub Committee to discuss. The Sub Committee agreed the Duty of Candour Report would be monitored through the integrated Delivery Framework. The Quality Lead was the Duty of Candour at the Provider Forum meeting.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members noted the update provided.
(b)	The Quality Lead to discuss the Duty of Candour Report at the next Provider Forum Meeting

9. FOR INFORMATION

I PRIMARY CARE JOINT COMMISSIONING COMMITTEE MINUTE

10. ANY OTHER BUSINESS

No other business was discussed

11. DATE AND TIME OF NEXT MEETING

Abbreviations

CHCP	City Health Care Partnership
CoM	Council of Members
CQC	Care Quality Commission
FFT	Friends & Family Test
HEYHT	Hull and East Yorkshire Hospitals NHS Trust
HSCIC	Health and Social Care Information Centre
Hull CCG	Hull Clinical Commissioning Group
Humber FT	Humber NHS Foundation Trust
NHSE	NHS England
PAG	Professional Advisory Group
PALS	Patient Relations
PCJCC	Primary Care Joint Commissioning Committee

PCQ&PSC	Primary Care Quality & Performance Sub Committee
QSG	Quality Surveillance Group