

Item: 2

**PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 30 JANUARY 2018,
2.00PM – 4.00PM, 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, Associate Medical Director, Hull CCG
Nikki Dunlop, Commissioning Lead – Primary Care, Hull CCG
Colin Hurst, Engagement Manager, Hull CCG
Liz Lyle, Locality Pharmacist (Hull), North of England Commissioning Support
Karen Martin, Deputy Director of Quality & Clinical Governance/Lead Nurse, Hull CCG
Kate Memluks, Quality Lead, Hull CCG
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*)
Dave Blain, Designated Professional for Safeguarding Adults

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:
Phil Davis, Head of Primary Care, Hull CCG
Kevin McCorry, Senior Pharmacist, North of England Commissioning Support
Alex Molyneux, Medicines Optimisation Pharmacist, North of England Commissioning Support (NECS)
Jason Stamp, Lay Member, Hull CCG
Lynda Whincup, Professional Advisor Primary Care Nursing, Hull CCG

2. MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2017

Minor errors were recorded as incorrect on item 6, minor changes to be updated and the meeting held on 16 November 17 Minutes were approved as a true and accurate record.

Resolved

(a)	The minutes of the meeting held on 16 November 2017 be taken as a true and accurate record.
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3. MATTERS ARISING / ACTION LIST

All other actions were marked as closed

Resolved

(a)	That the Action List from the meeting held on 16 November 2017 be updated accordingly.
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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.
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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
J Moulton	All Items	<ul style="list-style-type: none">• GP Partner Faith House Surgery Modality, providing General Medical Services• GP Tutor Hull York Medical School• Registered with the General Medical Council• Registered with the Royal College of General Practitioners• Voting GP on Health and Wellbeing Board - Hull City Council
Sarah Smyth		Registered Nurse with Nursing Midwifery Council
Karen Martin		Registered Nurse with Nursing Midwifery Council

Resolved

(a)	That the above declarations of interest be noted.
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6. PRIMARY CARE SAFEGUARDING ADULTS POLICY

The Designated Professional for Safeguarding Adults presented the Draft Primary Care Safeguarding Adults Policy to approve.

The policy has been produced as bespoke document for GP Practices to improve Safeguarding within their practices.

The Primary Care Sub Committee approved the policy with minor amendments.

A discussion took place around that there was no Safeguarding Children's policy in place. The Director of Quality and Clinical Governance/ Executive Nurse, The Designated Professional for Safeguarding Adults was to have a discussion with The Designated Nurse for Safeguarding Children and the Named Doctor for Safeguarding Children around producing a Safeguarding Children's policy.

The Designated Professional for Safeguarding Adults was to present the Primary Care Safeguarding Adults policy to the Primary Care Committee Meeting for information.

The Named Doctor for Safeguarding Adults was to pick up with the Chairman for Hull CCG to pick up with the LMC to support the implementation of the policy.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members Noted the discussions
(b)	The Director of Quality and Clinical Governance/ Executive Nurse, The Designated Professional for Safeguarding Adults was to have a discussion with The Designated Nurse for Safeguarding Children and the Named Doctor for Safeguarding Children around producing a Safeguarding Children's policy.
(c)	The Designated Professional for Safeguarding Adults was to present the Primary Care Safeguarding Adults policy to the Primary Care Committee Meeting for information.
(d)	The Named Doctor for Safeguarding Adults was to pick up with the Chairman for Hull CCG to pick up with the LMC to support the implementation of the policy.

7. REGULATION 28 CONTROLLED DRUGS CLEAR DOSING INSTRUCTIONS

The Quality Lead presented the Regulation 28 Controlled Drugs clear doing instructions letter for information.

The letter states that all controlled drug prescribing should be put through the Electronic Prescription Service, it was flagged that practices are still processing them through Datix, this should be flagged with GP Practices.

The Quality Lead will highlight again a cover note and letter will go out in the post confirming that all controlled drug incidents should go on the NHS England portal rather than DATIX has been added to the CCG PIP.

Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the discussions
(b)	The Quality Lead will highlight again a cover note and letter will go out in the post confirming that all controlled drug incidents should go on the NHS England portal rather than DATIX has been added to the CCG PIP.

8. INFLUENZA VACCINES DATA UPDATE 2017/2018

The Screening & Immunisation Clinical Coordinator presented the Influenza Vaccines Data Update for information.

The Screening and Immunisation Clinical Coordinator stated that Flu uptake in GP Practices could be improved upon. The Associate Medical Director was to feed in with the Screening and Immunisation Clinical Coordinator and Commissioning Lead – Primary Care to draft a Local Flu plan to try and improve the uptake in across the City.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members noted the update provided.
(b)	The Associate Medical Director was to work with the Screening and Immunisation Clinical Coordinator to draft a Local Flu plan to try and improve the uptake in GP Practices.
(c)	The Deputy Director of Quality and Clinical Governance/ Lead Nurse will ensure representation at local flu planning meetings to highlight the lack of uptake and agree measures to improve this for 18/19.

9. TERMS OF REFERENCE

The Director of Quality and Clinical Governance/ Executive Nurse presented the Terms of Reference for comments.

The below changes were suggested within the terms of Reference

Minor changes

- Update the Logo
- Remove Joint from the Primary Care Commissioning Committee

Links and Interdependencies

- Remove Primary care Assurance Group from the

Membership

- Karen Martin to be added as Vice Chair
- In exceptional circumstances access to independent primary care advice from NHS neighbouring CCG's or NHS England to be added

(a)	The Primary Care Quality and Performance Sub Committee Members noted The Terms of Reference
(b)	The Personal Assistant was to update the Terms of Reference with the changes above

10. FOR INFORMATION

PRIMARY CARE JOINT COMMISSIONING COMMITTEE MINUTE

11. ANY OTHER BUSINESS

No other business was discussed

12. DATE AND TIME OF NEXT MEETING

5 March 2018, 10am – 12pm, Board Room, Wilberforce Court, Hull, HU11UY

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