

Item: 9.1

**PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE
MINUTES OF THE MEETING HELD ON WEDNESDAY 14 MARCH 2018,
2.00PM – 4.00PM, BOARD ROOM, WILBERFORCE COURT,
ALFRED GELDER STREET, HULL, HU1 1UY**

PART 1

PRESENT:

Sarah Smyth, Director of Quality & Clinical Governance/Executive Nurse, Hull CCG (Chair)
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
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

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:
Phil Davis, Head of Primary Care, Hull CCG
Liz Lyle, Locality Pharmacist (Hull), North of England Commissioning Support
Kevin McCorry, Senior Pharmacist, North of England Commissioning Support
Jason Stamp, Lay Member, Hull CCG
Lynda Whincup, Professional Advisor Primary Care Nursing, Hull CCG
Nicola Wood, Screening & Immunisation Clinical Coordinator, Public Health England

2. MINUTES OF THE MEETING HELD ON 30 JANUARY 2018

Minor errors were recorded, minor changes to be updated and the meeting held on 30 January 2018 Minutes were approved as a true and accurate record.

Resolved

(a)	The minutes of the meeting held on 30 January 2018 be taken as a true and accurate record.
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3. MATTERS ARISING / ACTION LIST

Primary Care Safeguarding adult's policy – 30/01/18 6 – actions to be kept open
Regulations 28 Controlled drugs clear dosing instructions – 30/01/18 7 –
Action closed as this was communicated at Councillor of Members
Influenza vaccines 2017/18 – 30/01/18 8 – action to be pushed back to June 18

All other actions were marked as closed.

Resolved

(a)	That the Action List from the meeting held on 30 January 2018 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 Crick	All Items	<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. <ul style="list-style-type: none"> 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.
Sarah Smyth	All Items	Registered Nurse with Nursing Midwifery Council
Karen Martin	All Items	Registered Nurse with Nursing Midwifery Council

Resolved

(a)	That the above declarations of interest be noted.
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6. PRIMARY CARE QUALITY REPORT

The Quality Lead presented the Primary Care Quality Report to approve.

Highlighted within the report was

Flu Immunisation Programme 2018-19

NHS England/PHE had advised practices that they need to order their flu vaccines for 18/19 by 29 March 2018; Hull CCG Practices have currently ordered 14% to cover the population so communication has gone out to the GP Practices. A discussion took place around the ordering of flu vaccines as this now has to be ordered from one provider by the 29 March 2018. The Sub Committee are unaware of how this has been communication to the practices. Concerns were raised around the 14% of orders, the Quality Lead was to contact the Screening and Immunisation Clinical Coordinator at Public Health England to suggest making contact with the GP Practices. The Associate Medical Director agreed that he would write to the 5 Clinical Leads and Practice Managers to push the deadline date for the vaccines.

Patient Experience

A lengthy discussion took place around how complaints are handled as they was some confusion around the process, it was agreed that the Quality Lead, Commissioning Lead – Primary Care and the Engagement Manager would have a conversation outside of the meeting to discuss this further and gather clarity around the process. It was also agreed that the CCG Complaints would be received at this meeting.

The Director of Quality and Clinical Governance/ Executive Nurse communicated that the Primary Care Quality Report was well received at the Primary Care Commissioning Committee in February 2018. The Director of Quality and Clinical Governance/ Executive Nurse also highlighted that due to timescales the Primary Care Quality Report would need updating prior to been reported into the Primary Care Commissioning Committee with the most up to date information.

Patient Online

The Medicines Optimisation Pharmacist highlighted within the report that there was no update regarding the Patient Online and would like an update on the progress. The Commissioning Lead – Primary Care stated that there was ongoing work in progress with Patient Online and is promoted continually on Social Media.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members Noted the discussions.
(b)	The Quality Lead was to contact the Screening and Immunisation Clinical Coordinator at Public Health England to suggest making contact with the GP Practices regarding the Flu Vaccines.
(c)	The Associate Medical Director would write to the 5 Clinical Leads and Practice Managers to push the deadline date for the vaccines regarding the Flu Vaccines.
(d)	The Quality Lead, Commissioning Lead – Primary Care and the Engagement Manager would have a conversation outside of the meeting to discuss the PALS process further and gather clarity.
(e)	CCG Complaints would be added to the Primary Care Quality and Performance agenda as a standing agenda item.

7. DESIGNATED NURSE FOR SAFEGUARDING CHILDREN

The Quality Lead updated the Primary Care Quality and Performance Sub Committee regarding the Safeguarding Children’s Policy in GP Practices.

The Designated Nurse for Safeguarding children had advised that effective safeguarding arrangements across the Primary Care setting in order that all GPs and Primary Care staff will feel competent and confident to undertake their safeguarding responsibilities. They are assisting all GP practices to have access to bespoke safeguarding policies and procedures. This will increase once the new member of the team commences in post.

It was noted that there is safeguarding children, a policy template on the HSCB website for use by any agency on safeguarding children which some GP practices have utilised this).

Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the Designated Nurse for Safeguarding Children Update
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8. INFECTION CONTROL PROCEDURES

A discussion took place around a situation that arose at a GP Practice that closed due to having no access to water. The Commissioning Lead for Primary Care received infection Control advice that the Practice could stay open, but with a reduced service. After lengthy discussions the Primary Care Quality and Performance Sub Committee decided that clarity around infection control procedures would need to take place outside of the meeting.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members noted
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	the update provided.
(b)	Clarity around infection control procedures would need to take place outside of the meeting. The Quality Lead is to meet with the CCG BCM Leads to ensure the draft BCM policy is fit for purpose.

9. BCM

The Quality Lead shared a draft Business Continuity Plan Template for GP practices to use.

The Director of Quality and Clinical Governance/ Executive Nurse felt that the policy would need feeding through to the Deputy Director of Commissioning and the Associate Director of Corporate Affairs as they are the leads for BCM. The Primary Care and Performance Sub Committee agreed to keep BCM as a standing agenda item for future meetings.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members noted The Terms of Reference
(b)	The Quality lead was to update the Deputy Director of Commissioning and the Associate Director of Corporate Affairs with the BCM.
(c)	BCM to be added to the Primary Care Quality and Performance Sub Committee Meeting as a standing agenda item.

10. TERMS OF REFERENCES

The Primary Care Quality and Performance Sub Committee approved the Terms of Reference with the below amendments to be made.

- J Crick Job Title to be updated
- E Butters Job Title to be updated
- H Patterson Job Title to be updated

The Primary Care Quality and Performance Sub Committee agreed the Terms of reference would now be submitted to the Primary Care Commissioning Committee to be ratified.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members approved The Terms of Reference
(b)	The Terms of Reference for the Primary Care Quality and Performance Sub Committee where to be added to the Primary Care Commissioning Committee to be ratified.

11. FOR INFORMATION

PRIMARY CARE JOINT COMMISSIONING COMMITTEE MINUTE

12. ANY OTHER BUSINESS

No other business was discussed

13. DATE AND TIME OF NEXT MEETING

16 May 2018, 1pm – 3pm, 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