

**Item: 9.1**

**PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE  
MINUTES OF THE MEETING HELD ON WEDNESDAY 16 MAY 2018,  
1.00PM – 3.00PM, 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)  
James Crick, Associate Medical Director, 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  
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:  
Estelle Butters, Head of Performance and Programme Delivery, Hull CCG  
Phil Davis, Head of Primary Care, Hull CCG  
Nikki Dunlop, Commissioning Lead – 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  
Nicola Wood, Screening & Immunisation Clinical Coordinator, Public Health England

**2. MINUTES OF THE MEETING HELD ON 14 MARCH 2018**

The minutes held on the 14 March 2018 were approved as a true and accurate record.

**Resolved**

(a)	The minutes of the meeting held on 14 March 2018 be taken as a true and accurate record.
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### 3. MATTERS ARISING / ACTION LIST

#### Infection control procedures – Ongoing

The Terms of reference for the Primary Care Quality and Sub Committee meeting to be presented at the next Primary Care Commissioning Committee Meeting.

All other actions were marked as closed.

#### Resolved

(a)	That the Action List from the meeting held on 14 March 2018 be updated accordingly.
(b)	The Terms of reference for the Primary Care Quality and Sub Committee meeting to be presented at the next Primary Care Commissioning Committee Meeting.

### 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"><li>• Qualified GP and undertakes sessional GP work outside of the Clinical Commissioning Group.</li><li>• 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).</li><li>• Joint appointment between Hull Clinical Commissioning Group and Hull City Council.</li></ul>

		<p>Standing Member of one of the National Institute for Health and Care Excellence (NICE) Quality Standards Advisory Committees.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
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

### Primary Care Quality

- GP prescribing oramorph no updates received – agreed to remove this from the report.
- There was currently one Primary Care Serious Incident, Hull CCG commissioned an independent investigation which covers all aspects of the patient care. Investigation progressing – this action will be completed within the next month report should be updated before been received at Primary care Commissioning Committee.
- PHE have confirmed an updated flu vaccine uptake was currently at 87.5%, the issues around uptake have been raised nationally and PHE have advised that there will be a contingency plan in place for over 65s.
- PHE have been asked to provide a training video for the portal around the AAA screening in an attempt to increase uptake.
- It was requested that the national Breast Screening Incident should be reported through the Quality and Performance Committee Meeting as it is provided by the Acute Trust and commissioned by NHS England.

### Safeguarding Adults

The Safeguarding Care safeguarding adult's policy and procedure will be rolled out to the Hull GP Practices the week commencing 14 May 2018.

### Patient Experience Complaints and PALS

Activity across Primary Care Complaints and PALS will be covered more closely within the Hull CCG PALS Team, rather than NHSE in the future, the CCG Engagement Manager is working with NHS England to enable this to happen.

## **Workforce Development**

### GP International Recruitment Scheme

The project Team in Hull are preparing a taster weekend to be held in either later July or early September.

### Physician Associates

There are ongoing discussions with the STP primary care workforce team regarding additional resource available to support up to 8 posts within primary care in Hull. There has been an agreement with the STP / LWAB Lead to support 9 PA posts across 3 Hull practice groupings.

### Practice Nurse Development

The PTL session worked really well for the Practice Nurse's and these will continue.

### Flu Immunisation Programme 2018-19

The Quality Lead will link in with the Deputy Director of Quality and Clinical Governance/ Lead Nurse around the Flu Programme. The Quality Lead would provide the Director of Quality and Clinical Governance/ Executive Nurse with the figures that compare Hull CCG with other CCG's to have a comparison around the figures.

## **Patient Experience**

Patient Experience complaints and solutions will be included within the next Primary Care Quality and Performance Sub Committee meeting. It was noted that there should be a sentence articulated within the Patient Experience section to state that the information links back to the National Survey.

## **E-referral**

E-referral was on the agenda for the last Protected Time for Learning and was well received, very few issues were raised. HEYT and CHCP are increasing the services available on ERS, however, HFT are not as engaged as they state that their services do not require ERS implementation. The ERS Group will continue to monitor the situation.

It was noted that the Quality Lead should include Infection Control and Ecoli data within the report and link in with Jo Raper, the Cervical Screening data would also be included and should be linked in with J Crick.

The Quality Lead and the Personal Assistant would produce a timetable for the Quality Lead to follow to gather the information for the Primary Care Quality report.

## **Resolved**

(a)	The Primary Care Quality and Performance Sub Committee Members Noted Primary Care Quality Report.
(b)	The Quality Lead to update the Primary Care Quality report with suggestions made before the report feeds into Primary care Commissioning committee.
(c)	The Quality Lead would provide the Director of Quality and Clinical Governance/ Executive Nurse with the figures that compare Hull CCG with other CCG's to have a comparison around the figures.
(d)	Patient Experience complaints and solutions will be included within the next Primary Care Quality and Performance Sub Committee meeting.

(e)	It was noted that the Quality Lead should include Infection Control and Ecoli data within the report and link in with Jo Raper, the Cervical Screening data would also be included and should be linked in with J Crick.
(f)	The Quality Lead and the Personal Assistant would produce a timetable for the Quality Lead to follow to gather the information for the Primary Care Quality report.

## 7. BCM UPDATE

The Quality Lead updated the Primary Care Quality and Performance Sub Committee regarding the BCM.

A Meeting has been set up between John Mitchel, Karen Ellis and Mike Napier in June 2018 to discuss the BCM plan within GP practices. Practices currently contact N Dunlop when there is a BCM problem, N Dunlop is now responding to practices advising them to follow there BCM plan.

### Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the BCM Update.
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## 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

18 July 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 TFT	Humber Teaching 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