

Item: 2

PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE

**MINUTES OF THE MEETING HELD ON TUESDAY 29 JANUARY 2019,
9.30AM – 11.30AM, BOARD ROOM, WILBERFORCE COURT,
ALFRED GELDER STREET, HULL, HU1 1UY**

PART 1

PRESENT:

S Smyth, Director of Quality & Clinical Governance/Executive Nurse, Hull CCG (Chair)
E Butters, Head of Performance and Programme Delivery, Hull CCG
J Crick, Associate Medical Director, Hull CCG
P Davis, Strategic Lead – Primary Care
C Hurst, Engagement Manager, Hull CCG
K Memluks, Commissioning Lead - Quality, Hull CCG
E Opare-Sakyi, NECS Medicines Optimisation Pharmacist, North of England
Commissioning Support
H 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

N Dunlop, Head of Commissioning – Integrated Delivery, Hull CCG
S Gill, Screening and Immunisation Coordinator (Clinical), Public Health England
K Martin, Deputy Director of Quality & Clinical Governance/Lead Nurse, Hull CCG
R Thompson, Head of Nursing and Quality, Hull CCG, Hull CCG

2. MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2018

The minutes held on the 20 November 2018 were approved as a true and accurate record.

Resolved

(a)	The minutes of the meeting held on 20 November 2018 be taken as a true and accurate record.
-----	---

3. MATTERS ARISING / ACTION LIST

All actions were marked as closed.

Resolved

(a)	All Actions were marked as closed.
-----	------------------------------------

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 to;

Name	Agenda Item No	Nature of Interest

Resolved

(a)	There were no declarations of interest noted.
-----	---

6. Q3 INFECTION PREVENTION AND CONTROL REPORT

This item was deferred to the 20 March 2019.

7. CQC SELF ASSESSMENT TOOL AND PROJECT PLAN

The Commissioning Lead – Quality presented the CQC self-assessment tool and project plan to approve.

The Commissioning Lead sought approval for the CQC self-assessment tool and project plan to be shared with GP practices in Hull and request that they complete and submit to the CCG, highlighting any issues which they require support with.

A discussion took place around the tool and the committee agreed

- The tool would be run through the LMC first and see if they want to publish to the practices
- The Commissioning Lead – Quality would source the tool that Humber use as a CQC tool for their Primary Care practices.

- The Commissioning Lead – Quality would speak to practice Leads and see how they would want to progress.
- Update Primary Care Commissioning Committee in April 2019 once a decision had been made on what tool would be used.

Resolved

(a)	The Primary Care and Performance Sub Committee Members agreed to support the further development of the tool and approach, working with Primary Care and the LMC.
(b)	The Commissioning Lead - Quality would run through the Self-Assessment tool with the LMC first and see if they want to publish to the practices.
(c)	The Commissioning Lead – Quality would source the tool that Humber use as a CQC tool for their Primary Care practices.
(d)	The Commissioning Lead – Quality would speak to practice Leads and see how they would want to progress.
(e)	Update Primary Care Commissioning Committee in April 2019 once a decision had been made on what tool would be used.

8. TERMS OF REFERENCE

The Commissioning Lead – Quality presented the Terms of Reference to approve the Terms of Reference where noted and agreed and approved.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members noted and agreed the terms of reference.
-----	---

9. DRAFT BUSINESS CONTINUITY PLAN TEMPLATE FOR GP PRACTICES V2

The Commissioning Lead – Quality presented the Draft Business continuity plan template for GP practices V2 to approve.

The Commissioning Lead – Quality sought approval of the draft business continuity plan template be shared with GP practices in Hull encouraging them to incorporate the plan into their policies and procedures.

The policy was approved by the Primary Care Quality and Performance Sub Committee and agreed to be uploaded to the portal.

The Commissioning Lead – Quality is to share the document through the GP Newsletter advising Practices to review their current Business Continuity Plan and consider populating the template to ensure they are covering all aspects required.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members approved the Draft Business Continuity plan template for GP practices V2.
(b)	The Commissioning Lead – Quality to share the Business Continuity Plan with GP Practices through the GP Newsletter.

10. FOR INFORMATION

PRIMARY CARE JOINT COMMISSIONING COMMITTEE MINUTES

11. ANY OTHER BUSINESS

No other business was discussed

12. DATE AND TIME OF NEXT MEETING

Wednesday 20 March 2019, 2.00pm – 3.30pm, Board Room, Wilberforce Court, Hull, HU1 1UY

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