

Item: 9.1

PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 MAY 2019,
11.00AM – 1.00PM, 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
P Davis, Strategic Lead – Primary Care, Hull CCG
K Memluks, Commissioning Lead - Quality, Hull CCG
H Patterson, Primary Care Contracts Manager, NHS England
K Martin, Deputy Director of Quality & Clinical Governance/Lead Nurse, Hull CCG
R Thompson, Head of Nursing and Quality, Hull CCG, Hull CCG
C Hurst, Engagement Manager, Hull CCG
J Crick, Associate Medical Director, Hull CCG
E Opare-Sakyi, NECS Medicines Optimisation Pharmacist, North of England
Debbie Lowe, Deputy Director of Quality & Clinical Governance/Lead Nurse, Hull CCG

IN ATTENDANCE:

Hazel Naylor, Quality Team Support Officer, 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

2. MINUTES OF THE MEETING HELD ON 20 MARCH 2019

The minutes held on the 20 March 2019 were approved as a true and accurate record with the exception of:

P3 Agenda item 6 - spelling error duel to be amended to dual

P3 Agenda item 7 – ‘the Commissioning Lead – Quality and the Associate Medical Director meet outside of the meeting’ to be captured as an action.

Resolved

(a)	The minutes of the meeting held on 20 March 2019 amendments to be completed.
-----	------------------------------------------------------------------------------

3. MATTERS ARISING / ACTION LIST

All actions were marked as closed.

All actions under 20/03/19 with the exception of item 7 – CQC Self-assessment tool and project plan which was pushed back to May 19.

All other actions were marked as complete.

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 financial 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

Resolved

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

6. CCG SUPPORT INFORMATION FOR GP PRACTICE - PRE CQC VISIT

The Commissioning Lead – Quality presented the CCG Support information for GP practice pre CQC visit.

The Commissioner Lead - Quality proposed the document to be shared as a guide, with agreement from members. Assurance gathered around breaches in contract occurring would be shared at this meeting. If common themes occurred the Director of Quality & Clinical Governance would be open with support. It was suggested a

cover sheet explaining approaches and methodology be added. The approach section is to be brought back to the meeting.

Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the CCG Support Information for GP Practice-pre CQC visit report.
(b)	The Commissioning Lead – Quality to add a cover sheet explaining approaches and methodology

7. PRIMARY CARE QUALITY AND PERFORMANCE SUB COMMITTEE WORKPLAN

The Commissioning Lead – Quality presented the Primary care Quality and Performance Sub Committee Workplan to discuss.

The Primary Care Quality and Performance Sub Committee Members noted the Work Plan to be signed off with the exception of the Associate Medical Director’s suggestion of the Screening and Immunisation Local Improvement Plan (SILIP) to be added.

Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the workplan
(b)	The SILIP Plan would be included in the workplan.

8. PRIMARY CARE QUALITY AND PERFORMANCE SUB COMMITTEE TERMS OF REFERENCE

The Commissioning Lead – Quality presented the Primary Care and Performance Sub Committee Terms of Reference to discuss.

The Primary Care and Performance Sub Committee Members noted the Terms of Reference to be accurate with exception to the following amendments:

- The Head of Commissioning – Integrated Delivery to be changed to Strategic Lead – Primary Care under membership.
- Under Links and Interdependencies Quality and performance committee to be added

There was a need for an escalation section to be included and brought back to next meeting.

Resolved

(a)	The Primary Care Quality and Performance Sub Committee Members noted and agreed the terms of reference.
(b)	Head of commissioning to be changed under membership
(c)	Quality and Performance committee to be added under Links and Interdependencies
(d)	Escalation section to be added and brought to the meeting

9. FOR INFORMATION

PRIMARY CARE JOINT COMMISSIONING COMMITTEE MINUTES 22 FEBRUARY TO BE NOTED.

10. ANY OTHER BUSINESS

No other business was discussed

11. DATE AND TIME OF NEXT MEETING

Wednesday 17th July 2019, 14.00pm – 16.00pm, 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
HUTHT	Hull University Teaching Hospital 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