

Item: 9.1

PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE

**MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JANUARY 2020,
2.30PM – 4.30PM, BOARD ROOM, WILBERFORCE COURT,
ALFRED GELDER STREET, HULL, HU1 1UY**

PART 1

PRESENT:

Debbie Lowe, Deputy Director of Quality & Clinical Governance/Lead Nurse, Hull CCG (Chair)
E Butters, Head of Performance and Programme Delivery, Hull CCG (joined at 3.50pm)
P Davis, Strategic Lead – Primary Care, Hull CCG
K Memluks, Commissioning Lead - Quality, Hull CCG
R Thompson, Head of Nursing and Quality, Hull CCG, Hull CCG

IN ATTENDANCE:

J 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

J Crick, Associate Medical Director, Hull CCG
C Hurst, Engagement Manager, Hull CCG
E Opare-Sakyi, NECS Medicines Optimisation Pharmacist, North of England
H Patterson, Primary Care Contracts Manager, NHS England

2. MINUTES OF THE MEETING HELD ON 06 NOVEMBER 2019

The minutes held on the 06 November 2019 were approved as a true and accurate record with the exception of:

Resolved

(a)	The minutes of the meeting held on 06 November 2019 amendments to be completed.
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3. MATTERS ARISING / ACTION LIST

All actions were marked as closed.

06/11/19 7 – Practice visit process and programme - complete – received by SLT and approved process will commence April 2020.
06/11/19 – Primary Care Quality and Performance Sub Committee TOR - Agreed to move timescale to March 2020.

All other actions were marked as complete.

Resolved

(a)	All Actions were marked as closed.
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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 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.
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6. INFECTION, PREVENTION AND CONTROL REPORT

The Commissioning Lead – Quality presented the Infection, prevention and control report to note.

Highlighted within the report was.

In the period of April 2019 to September 19 that had been no MRSA BSI cases attributed to Hull CCG. HUTHT had reported two MRSA BSI cases via the national reporting system.

In the period of April 19 to September 19 32 cases of clostridium difficile (Cdiff) were attributed to Hull CCG. This was an increase of four cases based on 2018/19 end of quarter two figure. The CCG are currently three cases over the of quarter two objective. HUTHT have reported 27 apportioned cases of Cdiff.

Two GP audits took place in quarter 2 at 2 separate practices one scoring 96.3% and the other 95.7% which demonstrates compliance at the required level. One of

the practices has an action plan in place, the committee requested any further action plans are embedded within the report.

The Committee noted the Infection, Prevention and control report.

Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the Infection, Prevention and Control Report.
(b)	Action plans that are mentioned within reports would be embedded in future.

7. PRIMARY CARE NURSING STEERING GROUP – TERMS OF REFERENCE

The Head of Nursing and Quality presented the Primary Care Nursing Steering Group – Terms of reference to approve.

The purpose of the report was to ask the Primary Care Quality Sub Committee to:

- adopt the General Practice Nursing Steering Group as a meeting associated with the Sub Committee
- approve the change to the Terms of Reference of the Steering Group
- have overview of the Steering Group’s work and receive minutes in the future
- forward minutes to the Primary Care Commissioning Committee

The Group had developed and had one representative from each Primary Care Network in the CCG. In addition the Head of Nursing & Quality, Commissioning Lead – Quality and Screening & Immunisation Lead attend regularly.

In order to facilitate engagement and attendance, the CCG funds each Lead Nurse up to 4 hours per week to attend the meeting and engage in other CCG work

When created the Steering Group reported to the Primary Care Programme Board which no longer exists.

The Primary Care Quality and Performance Sub Committee were requested to approve the following;

- adoption of the General Practice Nursing Steering Group as a meeting associated with the Sub Committee
- changes to the Terms of Reference of the Steering Group
- agree to have overview of the Steering Group’s work and receive minutes in the future
- agree to forward minutes to the Primary Care Commissioning Committee

The Committee agreed that the minutes from the Primary Care Nursing Steering group would be received by the committee for information and available on request.

Resolved

(a)	The Primary Care and Performance Sub Committee Members approved the Primary Care Nursing Steering Group Terms of reference.
(b)	The minutes from the Primary Care Nursing Steering group would be

	received by the committee for information and available on request.
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8. FOR INFORMATION

PRIMARY CARE JOINT COMMISSIONING COMMITTEE MINUTES 26 APRIL TO BE NOTED.

9. ANY OTHER BUSINESS

No other business was discussed.

10. DATE AND TIME OF NEXT MEETING

Wednesday 18 March 2020, 14.30pm – 16.30pm, Board Room, Wilberforce Court, Hull, HU1 1UY.

Abbreviations

CHCP	City Health Care Partnership
CKD	Chronic Kidney Disease
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
IAGC	Integrated Audit and Governance Committee
NHSE	NHS England
PAG	Professional Advisory Group
PALS	Patient Relations
PCCC	Primary Care Commissioning Committee
PCQPSC	Primary Care Quality & Performance Sub Committee
QSG	Quality Surveillance Group
SLT	Senior Leadership Team
TOR	Terms Of Reference