

Item: 9.1

PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE

**MINUTES OF THE MEETING HELD ON TUESDAY 26 JANUARY 2021,
3.00PM – 5.00PM, VIA MICROSOFT TEAMS**

PART 1

PRESENT:

J Crick, Associate Medical Director, Hull CCG (Chair)
Debbie Lowe, Deputy Director of Quality & Clinical Governance/Lead Nurse, Hull CCG
E Butters, Head of Performance and Programme Delivery, Hull CCG
P Davis, Strategic Lead – Primary Care, Hull CCG
Carol Hibbert, NECS Medicines Optimisation Pharmacist, North of England
H Patterson, Primary Care Contracts Manager, NHS England
R Thompson, Head of Nursing and Quality, Hull CCG
Kayleigh Wells, performance Analyst, Hull CCG

IN ATTENDANCE:

This meeting was recorded.

WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and those present introduced themselves.

1. APOLOGIES FOR ABSENCE

C Hurst, Engagement Manager, Hull CCG
K Memluks, Commissioning Lead - Quality, Hull CCG
J Adams, Personal Assistant, Hull CCG

2. MINUTES OF THE MEETING HELD ON 04 AUGUST 2020

The minutes held on the 04 August 2020 were approved as a true and accurate record.

Resolved

(a)	The minutes of the meeting held on 04 August 2020 were approved.
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3. MATTERS ARISING / ACTION LIST

All actions were marked as closed.

06/11/19 7 – Primary care quality and performance sub committee terms of reference – no formal place is in place where the performance data reviewed or monitored. – this action would be marked as in progress

Rob and Liz would pick up with K Memluks around datix's from community pharmacies as they are reporting issues which are happening in community pharmacies and unsure where they need to be reported. If part of the core contract P Davis suggested they need to be reported to NHS England to report these, R Thompson would update L Sugden with regards to updating datix. P Davis queried

if community pharmacies needed to report issues where would this need to be reported through? H Patterson would meet with H Phillips and F Pedlinton at NHS England to look at a clear process for the community pharmacies .

Resolved

(a)	H Patterson would meet with H Phillips at NHS England to discuss a clear guidance of where community pharmacies would report any issues that may arise within the pharmacy.
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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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They are no papers attached for part Two of the meeting, but J Crick agreed Part Two would still go ahead.

6. LEDER ANNUAL REPORT

The Deputy Head of Nursing and Quality presented the LeDeR Annual Report to note.

The report was published in September 2019. The report focuses on annual health checks and ensuring good processes are in place. The team are almost through the

back log back log of LeDeR reviews, there are currently 3 outstanding, a lot of progress has been made with support into practices for patients with learning difficulties. Buddies are now in place for coaching and mentoring when staff are reviewing LD deaths. Hull managed to maintain a good number of reviewers 16 in total and growing. Annual health checks need to be met by the end of March 2021 they are currently at 86%, a lot of work is being put in place to achieve this. Some patients and carers are reporting their family member had gone to their GP and had their annual health check but was a normal appointment further work needs to be done in the community for patients to understand the difference. The service will see a real challenge this year due to patients being resistant going to their GP due to COVID-19.

A review was done by D Lowe on COVID-19 related deaths from March to September and only 1 was recorded from a sample of 200 patients in that period. One has been further reported since this.

The National guidance throughout the pandemic has seen LD annual Health checks continue to be a priority for GP practices.

D Lowe – the sample group there was a paper realised that had a number of resources included in this document, one document that captures this. D Lowe would include this link within the minutes.

The Primary Care and Quality and Performance Sub Committee noted the report.

Resolved

(a)	The Primary Care and Performance Sub Committee Members noted the contents of the LeDeR annual report.
(b)	D Lowe would include the sample group report within the minutes for the committee’s information.

7. TERMS OF REFERENCE

The Chair presented the Terms of reference to review.

The following amendments were suggested.

- The Chair of the Primary Care Quality and Performance Sub Committee would be amended from D Lowe to J Crick and D Lowe would be marked as the Vice Chair.
- Page 1 bullet point 3 purpose – the word ‘for’ needs to be moved to after responsible
- Page 1, Links and interdependencies – Programme Deliver Board should be renamed Operational Delivery Group
- Page 3 bullet point 5 – value for money to be removed
- Membership – Screening and Immunisation co-ordinator is currently off with Sam Dyson covering, J Adams to include S Dyson in the meeting’s

The Primary Care and Quality and Performance Sub Committee agreed with the amendments of the terms of reference, these would now be the final version for the year.

Resolved

(a)	The Primary Care and Performance Sub Committee Members reviewed the Terms of Reference.
(b)	D Lowe to update the Terms of Reference
(c)	J Adams to Add S Dyson to the distribution list of the Committee Meeting

8. FOR INFORMATION

PRIMARY CARE JOINT COMMISSIONING COMMITTEE MINUTES 26 JUNE 20, 28 AUGUST 20 AND 23 OCTOBER 20 TO BE NOTED.

9. ANY OTHER BUSINESS

No Other Business was discussed.

10. DATE AND TIME OF NEXT MEETING

Wednesday 31 March 2021, 9.30am – 11.30am, Via MST

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
ICC	Integrated Care Centre
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