

NHS Herts Valleys Clinical Commissioning Group

Approved Minutes of the Quality and Performance Committee held on Thursday, 19 February 2015 In the Apsley Room, Hemel One, Boundary Way, Hemel Hempstead Herts

Present

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| Stuart Bloom | Lay Member (Chair of the meeting) |
| Trevor Fernandes | GP Board Member (<i>QP/14/15 to QP/ 23/15 only</i>) |
| Alison Gardner | Lay Member |
| Clair Moring | GP Board Member |
| Richard Pile | GP Board Member |
| Jan Norman | Director of Nursing and Quality |
| Alan Warren | Chief Finance Officer |

In Attendance

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| Laura Abel | Assistant to the Head of Corporate Governance |
| Charles Allen | Director of Commissioning (<i>item QP/14/15 to QP/22/15 only</i>) |
| Mark Allen | GP Mental Health Lead (<i>item QP/21/15 only</i>) |
| Sarah Camplin | Planned & Primary Care Commissioning Manager (<i>item QP/2154 only</i>) |
| Kate Chand | Quality Lead |
| Tabetha Darmon | Interim Designated Nurse Safeguarding Children (as observer) |
| Ian Goodall | Assistant Director of Performance |
| Sarah Hill | Chief Locality Officer (Watford & Three Rivers) |
| Lynn Hughes | Interim Head of Corporate Governance |
| Jane Lane | Locality Support Manager (Hertsmere) |
| Beaullah Madziwa-Chizimba | Looked After Children and Care Leavers Nurse |
| Linda Mercy | Consultant in Public Health |
| Caroline Sutherland | Patient Representative (Hertsmere) |
| Kristian Tizzard | Commissioning Manager, Integrated Health and Care Commissioning Team (<i>item QP/21/15 only</i>) |
| Jackie Williams | Head of Quality (<i>QP/19/15 to QP/21/15 only</i>) |

QP/14/15 Welcome and Apologies for Absence

- 14.1 The Chair of the Committee welcomed everyone to the meeting.
- 14.2 Apologies for absence were received from D Curbishley, R Ghosh, R Pike, J Taylor and J Rodgers.

QP/15/15 Declaration of Interests

- 15.1 There were no new interests declared and no interests declared in relation to open items on the agenda.

QP/16/15 Minutes of Previous Meetings

- 16.1 The minutes of the previous meeting held on 21 January 2015 were accepted as a true record.

QP/17/15 Matters Arising and Action Log

- 17.1 Matters Arising
There were no matters arising in addition to those included on the agenda.
- 17.2 Action Log
All completed actions were agreed to be closed. Open outstanding actions were discussed in turn:
- QP/44.3/14 – Finance Report. It was noted that this action had been proceeded with work on the 2015/16 QiPP, agreed to close.
- QP/9.3/15 – Francis Update Report. Noted patient groups had been updated at the PPI Development session on 26 January 2015. Agreed to close.
- QP/10.2/15 and QP/10.4/15 – Hertfordshire Safeguarding Adults Board Annual Report 2013/14. Agreed that the Annual Reports for Safeguarding Adults and the Safeguarding Adults Business Plan (2015-18) would be circulated to members following receipt by the CCG. Agreed to close.
- QP/10.3/15 – Hertfordshire Safeguarding Adults Board Annual Report 2013/14. Agreed this would deferred to the 30 July 2015 meeting agenda. Agreed to close.

QP/18/15 Finance Report

- 18.1 A Warren presented the financial position as at 31 January 2015. It was noted that the CCG showed a surplus of £5.77m which was £33k behind the planned position for the year to date. It was noted that the CCG was forecasting to meet its surplus requirement and in order to achieve that it required charging £2m of acute sector activity to the national allocation to reduce the waiting list backlog.
- 18.2 In response S Bloom's query with regards to the allocation received to clear backlog waiting lists, A Warrant explained that the CCG was required to provide evidence that the funding had been used to remove 'long-waiters' and work was ongoing with West Hertfordshire Hospitals NHS Trust (WHHT) and Barnet and Chase Farm to validate data.
- 18.3 In response to R Pile's query, A Warren explained that NHS England's Operation Centre validated the data prior to any allowances being released to CCGs.
- 18.4 It was noted that weekly performance meetings were held with the Royal Free NHS Foundation Trust in respect of Barnet and Chase Farm hospital performance.
- 18.5 Discussion took place around transformation funding which had been allocated to WHHT and the potential consequences on their overall financial position at year end if they failed to deliver on their transformational agenda.

QP/19/15 Integrated Quality, Performance and Finance Report

- 19.1 I Goodall presented the Integrated Performance report as at 31 December 2014, which was noted.
- 19.2 Reference was drawn to the East of England Ambulance Service performance for HVCCG which was noted to have continued to fall below target levels. C Allan explained that the CCG's North of England Sub-region team had initiated a system-wide discussion with respect to off-load policies.
- 19.3 In response to S Bloom's query it was agreed that C Allan would obtain an action plan update from Dave Fountain and would circulate to members upon receipt.
ACTION QP/19.3/15 (C Allan)
- 19.4 Discussion took place around the CCG's provider performance of Accident and Emergency services and the interim Chief Executive of WHHT's focus to improve the current discharge arrangements. It was noted that WHHT had plans to restructure its front of house to a single point of access with improved signage. C Allan agreed that he would provide an addendum to the next report on WHHT Accident and Emergency progress and plans.
ACTION QP/19.4/15 (C Allan)
- 19.5 It was noted that dementia performance reported below trajectory targets and that further discussion would take place later in the meeting.
- 19.6 In response to S Bloom's query with regards to GP Out of Hours recruitment, C Allan explained that recent recruitment for weekend shifts had proved successful.
- 19.7 In response to S Bloom's query with regards to the EHI Intelligence CDMI Ranking Table, I Goodall explained the table had been included format the request of M Walton, Board GP and IT lead. It was agreed that the table would only be included within the Integrated Quality, Performance and Finance report at six monthly intervals going forward and was not required to be included on a monthly basis.
ACTION QP/19.7/15 (S White)
- 19.8 The information provided on Freedom of Information Act requests and themes were discussed and noted.

QP/20/15 Quarterly Quality Report

- 20.1 K Chand presented the Quality report which was noted.
- 20.2 In response to C Moring's query, J Williams agreed to provide clarity around the two Serious Incidents reported by WHHT outside of the meeting.
ACTION QP/20.2/15 (J Williams)
- 20.3 J Williams explained that following the East of England Ambulance Trust Summit meeting which took place in January 2015 work had taken place to further improve risk management arrangements.
- 20.4 Discussion took place with regards to Residential Care Homes and the process for CQC registration. In response to S Bloom's query with regards to the Residential Care Home visits, J Norman explained that the CCG aimed to visit care homes within its locality areas at least once per year. It was noted that work had been undertaken

with the Local Authority with regards to the Serious Concerns Process and a quality schedule had been agreed with BUPA.

QP/21/15 Dementia Activity Report

- 21.1 K Tizzard presented the Dementia Activity report which provided a summary of the current position on Dementia diagnosis and included performance against target, progress against the action plan and development of the model of Dementia Diagnosis and Post Diagnostic support.
- 21.2 It was agreed that the analysis of access to EMDASS on the basis of protected characteristics would be sent to the CCG Equality and Diversity Lead.
ACTION QP/21.2/15 (K Tizzard/M Allen)
- 21.3 In response to S Bloom's query, K Tizzard explained that the CCG reported at 43.6% against the 67% national diagnosis rate target which initiated discussion around the CCG's demographic population. It was agreed that positive patient stories would be shared which highlighted the benefits of diagnosis for patients and GPs.
ACTION QP/21.3/15 (J Williams)
- 21.4 It was agreed M Allen would attend the Dacorum Clinical Governance meeting to highlight the importance of dementia diagnosis. **ACTION QP/21.4/15 (M Allen)**

QP/22/15 Commissioning for Quality and Innovation

- 22.1 K Chand presented the Commissioning for Quality and Innovation (CQUINs) update. It was noted that CQUINs rewarded innovation and involved initiatives beyond business as usual. For 2015/16 models of working across the health economy were planned to be encouraged and promoted with the system change embedded.
- 22.2 K Chand drew reference to the Local CQUINs and those that had been agreed in partnership with East and North Hertfordshire CCG. It was noted that the National CQUINs had not been confirmed at that time.

QP/23/15 Looked After Children Deep Dive Report

- 23.1 B Madziwa-Chizimba presented the Looked After Children Deep Dive report which reviewed the work undertaken by HVCCG from 1 April 2014 in relation to the service commissioned for Looked After Children (LAC).
- 23.2 The improvement in performance from November 2014 to January 2015 was noted to have been achieved by the transformation of processes and greater scrutiny following the CQC and Independent LAC reviews in 2014.
- 23.3 In response S Bloom's query it was agreed that the minutes from the Contract Monitoring Meetings would be provided to future Committee meetings for information.
ACTION QP/23.3/15 (J Norman/B Madziwa-Chizimba)

QP/24/15 Respiratory Contract Update

- 24.1 S Camplin presented the Enhanced Community Respiratory Service Update and the successes of the services changes to date were noted. It was also noted that the update referred to diagnosed cases only.

QP/25/15 Board Assurance Framework

25.1 J Norman presented the Board Assurance Framework (BAF) which, included principle risks which had been identified against the achievement of the CCG's strategic objectives, mitigating plans in place against each risk as well as identified risk owners.

25.2 It was noted that the BAF would be circulated to the Audit Committee and Commissioning Executive Group and would be updated following the review of the strategic objectives by the Board at its Board Development meeting on 19 March 2015.
ACTION QP/25.2/15 (J Norman, D Crump)

QP/26/15 Hertfordshire Health Economy Infection Control Group

26.1 The Hertfordshire Health Economy Infection Control Group minutes from the meeting held on 18 November 2014 were noted.

QP/27/15 Any Other Business

27.1 BCG Immunisations

J Norman explained that there had been a recent noted increase in relation to BCG immunisations. As a result of the increased costs NHS England Sub-region team had established a review panel led by an external Chair.

QP/28/15 Risks Identified During Meeting

28.1 It was agreed that progress against the Dementia Diagnosis target would be considered for inclusion on the Corporate Risk Register.
ACTION QP/28.1/15 (M Allan/D Crump)

QP/29/15 Date and Time of Next Meeting

29.1 The next meeting is scheduled to take place on Thursday, 26 March 2015 at 10am in the Apsley Meeting Room, Hemel One, Hemel Hempstead.