

**Bracknell & Ascot CCG, Slough CCG, Windsor, Ascot & Maidenhead CCG
 Joint Quality Committee**

26 November 2014, 2:00 – 5:00pm

Boardroom, King Edward VII Hospital, Windsor SL4 3DP

FINAL MINUTES

Present

Jo Greengrass	Deputy Director of Nursing, Quality & Safety (CHAIR)	JG
Eve Baker	BE CCGs Deputy Chief Officer	EB
William Tong	Clinical Chair, B&A CCG	WT
Adrian Hayter	Clinical Chair, WAM CCG	AH
Nithy Nanda (partial)	GP, Slough CCG	NN
Rachel Wakefield	Associate Director QIPP & Performance	RW
Debbie Hartrick (partial)	Deputy Director of Nursing, Safeguarding & Infection Control	DH
Jackie McGlynn	Clinical Director for Quality	JM
Simon Hawkins	Quality Support Manager (MINUTES)	SH
Chris Sneller (partial)	Quality Improvement Manager	CS
Anshu Varma	Head of QIPP & Performance	AV
Katie Simpson	Mental Health GP Lead Berkshire East	KS
Tony Barrett	Interim Head of Mental Health, CSCSU	TB
Peta Birch	Interim Quality Director, Chiltern CCG	PB
Annet Gamell	Chief Clinical Officer, Chiltern CCG	AG
Christine Skeldon	Quality & Safety Manager, NHS England (Thames Valley)	CSK
Mark Sanders (partial)	Healthwatch Bracknell Forest	MS
Caris Thomas (partial)	Healthwatch Slough	CT
Maha Saeed	Consultant, Public Health, Bracknell Forest Council	MSa
Jane Hogg (partial)	Integration and Transformation Director, Frimley Health Foundation Trust	JH

Apologies

Sarah Bellars	Director of Nursing	SB
Huw Thomas	GP, WAM CCG	HT
Jim O'Donnell	Clinical Chair, Slough CCG	JOD
Sufian Jabbar	GP	SJ
Ally Green	Head of Strategic Communications and Engagements	AG
Mike Copeland	Chair, Healthwatch WAM	MC

Absent

Christina Gradowski	Head of Corporate Affairs	CG
Mary Purnell	B&A CCG Head of Operations	MP
Sangeeta Saran	Slough CCG Head of Operations	SS
Viki Wadd	WAM CCG Head of Operations	VW
Anant Sachdev	GP	AS
Judith Kinder	GP	JK
Asif Ali	Slough CCG GP	AA
Colin Pill	Healthwatch Slough	CP
Brian Huggett	Healthwatch Windsor Ascot & Maidenhead	BH

		<u>ACTION</u>
1.	<p>Welcome and Apologies</p> <p>JG welcomed all to the meeting. Apologies had been received as shown above.</p>	
2.	<p>Declarations Of Interests</p> <p>None noted by the Committee</p>	
3.	<p>Invited Guest(s)</p> <p>JG noted that JH from Frimley Health Foundation Trust would be attending the meeting for an item later on the agenda.</p>	
4.	<p>Minutes Of Previous Meeting (BEFQ 22 October 2014)</p> <p>EB noted a correction to her title.</p> <p>The Minutes were approved by the Committee with the above amendment.</p> <p><u>Matters Arising:-</u></p> <p>September 2014 2 – JOD was not present to confirm this item. 7 & 8 – The SIRI report is on the agenda for this meeting.</p> <p>October 2014 1 – This is due for the January meeting. 2 – TB agreed to follow this action up with Ally Green. 3 – WT noted that Ellie Williamson would have a copy, SH agreed to request and distribute. 4 – JG noted that information relating to this was in the Quality Highlight Report. 5 – As SB is not present there was no update on this item. 6 – This will be presented to the next meeting. 7 – This item is carried forward to the next meeting. 8 – MS apologised for not having a report and it was agreed to carry this item forward. 9 – JG confirmed this action was complete.</p>	
5.	<p>Safeguarding Scorecard</p> <p>The Cases of Concern were noted.</p>	
6.	<p>Mental Health (Standing Item)</p> <p>KS advised that there was continuing work around Tier 4 CAMHS Commissioning with both BHFT and NHS England.</p>	

	<p>KS reported on the work being undertaken with BHFT in order to enable both BHFT and the three CCGs to sign up to the Crisis Care Concordat.</p>	
<p>7.</p>	<p>Monthly Highlight Reports</p> <ul style="list-style-type: none"> • Quality & Performance Scorecard – M6 • Monthly Highlight Report - Quality • Monthly Highlight Report - Non-Financial Report <p>AV raised that there are still concerns regarding Two Week Waits and 62 day cancer targets, the key provider affecting achievement is Heatherwood and Wexham Park. A cancer improvement plan is in place and work is ongoing in the provider to embed changes. There was a discussion regarding changes and improvements to the delivery of cancer services post-acquisition.</p> <p>AV noted that HWPH achieved the A&E and 18 week targets. FPH missed the 18 week target by a small number. Concerns were noted regarding ongoing issues with achieving the Six Week Diagnostic Waits.</p> <p>JG raised that there is a section on cancer waits at ASPHFT and work is ongoing to obtain further detail. Cancelled Operations at HWPH have dropped further to just below 1%.</p> <p>It was reported that the CQN for Stroke has been closed. JM noted that due to the nature of Stroke data being reported on discharge it may take a few months for improvements to appear in the data, however there were indications from HWPH that the changes have had a positive impact.</p> <p>JG highlighted that the improvement in CSection rate at HWPH was not sustained. There is a new Head of Midwifery across all three Frimley Health sites who is working three days a week at Wexham Park.</p> <p>It was noted that there were five cases of CDiff at Wexham Park in September, however none of the cases involved cross contamination.</p>	
<p>8.</p>	<p>Quarterly SIRS Report</p> <p>SH presented the SIRS report.</p> <p>There was a detailed discussion regarding the definition of a Fall with Serious Harm. CSK informed the meeting that the definition would vary depending on the patient as to the definition of Serious Harm.</p> <p>SH presented the National Reporting and Learning Service (NRLS) data contained in the report and highlighted that NRLS encourage a high rate of reporting and so a high number of incidents should not be taken as a sign of poor care in a provider. It was noted that HWPFT were in the middle 50% of reporting organisations and RBFT, FPFT and BHFT were in the bottom 25% of organisations.</p>	

9.	<p>CQUIN</p> <p>The CQUIN report was noted</p>	
10.	<p>Risk Register</p> <p>JG confirmed that the Risk Register was updated following the last meeting and that there have been no changes in this time.</p>	
11.	<p>Healthwatch</p> <p>CT presented the report of a survey undertaken relating to discharges from Wexham Park Hospital. Wexham Park Hospital and Slough Borough Council were involved in the work and Healthwatch Slough have committed to review the report in six months to identify changes.</p> <p>MS noted that Healthwatch Bracknell Forest are meeting with Frimley Health to discuss how patient experience will be managed across all sites.</p>	
12.	<p>Child Death Report</p> <p>It was noted this item was not able to be presented at this meeting and will be presented to the following meeting.</p>	
13.	<p>Frimley Health NHS Foundation Trust Action Plan</p> <p>JH presented the Recovery Plan presentation and gave an overview of the challenges faced by Frimley Health in merging the two organisations and an overview of the structure being put in place at HWPH to align with FPH. JH took questions from those present. No agreement was reached on the Recovery Plan.</p>	
14.	<p>Policies For Approval</p> <p>There were no policies for approval.</p>	
15.	<p>Other Minutes</p> <ul style="list-style-type: none"> • <i>HWPFT CQRM Oct 14</i> • <i>FPFT CQRM Oct 14</i> • <i>Dressings Formulary Meeting July 2014</i> <p>The minutes were noted.</p>	
16.	<p>AOB</p> <p>There was no AOB</p>	
17.	<p>DATE OF NEXT MEETING</p> <p>Wednesday 28 January 2015</p>	

	2:00 – 4:00pm, Board Room, KEVII Hospital, Windsor, SL4 3DP	
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Action Log

	<i>September 2014</i>	
2	<u>Minutes Of Previous Meeting (BEFQ 23 July 2014)</u> ACTION: JOD to pass Parapet leaflet to Surrinder Randhawa to distribute to QC attendees.	JOD
	<i>October 2014</i>	
1	<u>Safeguarding Scorecard</u> ACTION: DH to present Provider Safeguarding Training Matrices to Quality Committee with Q2 Safeguarding Scorecard.	DH
2	<u>Mental Health (Standing Item)</u> ACTION: AW to ask Peter Finn, CSCSU Mental Health Lead, to liaise with AG to produce a statement on the Dementia Enhanced DES.	AW
5	<u>Monthly Highlight Reports</u> ACTION: SB to arrange meeting with FPH Lead Consultant and three Clinical Chairs.	SB
6	<u>Monthly Highlight Reports</u> ACTION: CS to present a draft FFT scorecard to January Quality Committee.	CS
7	<u>Quarterly Quality Report</u> ACTION: SB to speak to AG to produce a letter congratulating BHFT on the work around pressure areas.	SB
8	<u>Patient Experience Report</u> ACTION: MS to provide an update to November QC.	MS