

**Minutes of the Quality Committee – Part A**  
**Tuesday 14 January 2020 at 9.30am**  
**in Meeting Room 1&2 at Trust Headquarters**

**Present:** Professor John Baker, Non-executive Director (Chair of the Committee)  
 Mrs Joanna Forster Adams, Chief Operating Officer  
 Miss Helen Grantham, Non-executive Director  
 Dr Claire Kenwood, Medical Director  
 Mrs Cathy Woffendin, Director of Nursing, Quality and Professions

**In attendance:** Dr Lawrence Atkins, Clinical Lead for the Veterans Mental Health Complex Treatment Service (for agenda item 6)  
 Ms Lindsay Jensen, Deputy Director for Workforce  
 Ms Kerry McMann, Corporate Governance Team Leader (committee secretariat)  
 Dr Sophie Roberts, Clinical Director for Specialist Services (for agenda item 6)  
 Dr Saeideh Saeidi, Head of Clinical Effectiveness (for agenda item 7)

		<b>Action</b>
	<p><b>Welcome and Introduction</b></p> <p>Professor (Prof) Baker welcomed everyone to the meeting.</p>	
<b>20/001</b>	<p><b>Apologies for absence</b> (agenda item 1)</p> <p>Apologies were received from: Mrs Claire Holmes, Director for Organisational Development and Workforce. It was noted that Ms Jensen would be attending to deputise for Mrs Holmes.</p> <p>Apologies were also received from: Ms Nikki Cooper, Head of Performance; Mrs Cath Hill, Associate Director for Corporate Governance; and Ms Rebecca Le-Hair, Head of Quality and Clinical Governance; who are attendees of the Committee.</p>	
	The Committee was quorate.	
<b>20/002</b>	<p><b>Declaration of any conflict of interest in respect of agenda items</b> (agenda item 2)</p>	
	No one present declared a conflict of interest in respect of agenda items.	
<b>20/003</b>	<p><b>Approval of the minutes of the Quality Committee meeting held on the 10 December 2019</b> (agenda item 3)</p>	
	The minutes of the Quality Committee meeting held on the 10 December 2019 were <b>agreed</b> as a true record subject to one amendment regarding a discussion around headroom in minute 19/170.	<b>KM</b>

20/004	<b>Approval for the minutes above to be uploaded to the Trust’s external website</b> (agenda item 3.1)
<p>The Committee <b>agreed</b> that the minutes of the Quality Committee meeting held on the 10 December 2019 were suitable to be uploaded to the Trust’s external website, subject to the minor amendment listed above.</p>	
20/005	<b>Matters Arising</b> (agenda item 4)
<p>There were no matters arising from the minutes of the meeting held on 10 December 2019.</p>	
20/006	<b>Learning Disabilities Update: The implementation of the Intensive Support Team</b> (agenda item 4.1)
<p>Mrs Forster Adams <b>updated</b> the Committee on the implementation of the Intensive Support Team. She <b>outlined</b> the progress to date and <b>confirmed</b> that the development and implementation of the service was on track. It was <b>agreed</b> that any issues regarding the implementation would be escalated through the Trustwide Clinical Governance Group.</p>	
20/007	<b>Assurance and escalation reporting process</b> (agenda item 4.2)
<p>The Committee <b>discussed</b> the assurance and escalation reporting process between the Committee and the Trust’s executive-led groups. It was <b>agreed</b> that Mrs Woffendin, Dr Kenwood and Ms McMann would develop a cumulative issue log.</p>	
20/008	<b>Cumulative Action Log</b> (agenda item 5)
<p>The Committee agreed to close the actions on the cumulative action log that had been completed. It discussed the action for Mrs Woffendin, Dr Kenwood and Mrs Forster Adams to review the sequencing of the Service Reports. Mrs Forster Adams informed the Committee that the schedule had been revised and that the Rehab and Recovery Service would present to the Committee in February 2020, and the Crisis Resolution Intensive Support Service would present in March 2020. She confirmed that a rolling programme would be devised following those two services. The Committee agreed that this action could be closed.</p>	
<p>Prof Baker provided a verbal update on his action to discuss the ongoing work around self-harm and suicide prevention with Dr Kenwood. Dr Kenwood confirmed that an update around suicide prevention and self-harm would be made to the Committee in March 2020.</p>	

CW /  
CK /  
KM

CK

The Committee was **assured** on progress made on the actions within the cumulative log and **agreed** on which actions should be closed.

Dr Atkins joined the meeting.

**20/009 Veterans Service Annual Quality and Safety Report** (agenda item 6)

Dr Atkins presented the Veterans Service Annual Quality and Safety Report. He provided a summary of the service, key highlights and achievements throughout the year, and the challenges faced by a developing, regional service. The Committee acknowledged the growth and development of the service since it began operating in April 2018. It discussed the potential for further expansion and the forward plan for the service. The Committee questioned whether enough support was in place to allow for expansion. Dr Atkins informed the Committee that a business case had been approved by NHS England which had led to a significant increase in contractual value. He explained that this had allowed the team to expand, across the three bases, in order to meet the clinical demand.

The Committee acknowledged the references to the PREVENT agenda and the level of compliance with the PREVENT training. It discussed the links between the service and the Safeguarding Team. Dr Atkins informed the Committee that Ms Vicki Ray, Clinical Team Manager for the Veterans Service, had worked with Ms Lindsay Britton-Robertson, Head of Safeguarding, to develop the Trust's Reporting of War Crime Procedure. Mrs Woffendin expressed concern that the compliance rate for the mandatory safeguarding children training (level three) was at 50%. Dr Atkins informed the Committee that since the report was written, the compliance rate had increased slightly. He explained that many of the staff members had difficulties accessing the classroom training due to the location that it was held in. Dr Roberts confirmed that there had been discussions about delivering the training locally at the services three bases. The Committee welcomed this idea.

The Committee discussed business continuity planning for the service in relation to workforce. Dr Kenwood recommended that the service strengthen its links with the Risk Management Team to gain more of an insight into suicide prevention, learning from deaths and structured judgement reviews. The Committee suggested that in future reports, the data could be more granular and more information could be included around outcome measures.

The Committee **received** the Veterans Service Annual Quality and Safety Report and **thanked** Dr Atkins. It **acknowledged** the growth and development of the service since it began operating in April 2018 and **discussed** the potential for further expansion and the forward plan for the service.

Dr Atkins and Dr Roberts left the meeting.  
Dr Saeidi joined the meeting.

**20/010 Learning from Incidents Review: the strength of actions and their impact**  
(agenda item 7)

Dr Saeidi presented a report which contained the findings from a review of the effectiveness and sustainability of actions generated from 73 Root Cause Analysis cases and 328 solutions. She explained that all serious incident related recommendations and action statements had been collated, categorised and reviewed for their strength. The Committee discussed the findings of the review in detail.

The Committee explored how the learning from this review would be embedded across the Trust. It emphasised the importance of understanding the purpose behind an action. The Committee acknowledged that a cultural shift would be required and that support would be required from both clinical and operational leaders. It agreed that this report should be presented at both the Trustwide Clinical Governance Group and the Trust Incident Review Group.

**CK**

The Committee noted that the next stage of the review was to how to assess the impact of actions. It was agreed that a report on the impact of actions would be presented to the Committee in six months.

**CK**

The Committee **welcomed** the report and **thanked** Dr Saeidi. It **discussed** the findings of the review in detail and **noted** that the next stage of the review was to assess the impact of actions.

Dr Saeidi left the meeting.

**20/011 Combined Quality and Workforce Performance Report** (agenda item 8)

Mrs Woffendin presented the Combined Quality and Workforce Performance Report. She informed the Committee that the figures now included medical vacancies. Mrs Forster Adams expressed a concern about the accuracy of the data around medical consultant vacancies; she agreed to provide feedback to Ms Cooper outside of the meeting. The Committee discussed the reduction in band 5 nursing vacancies in detail; it noted the number of leavers, internal promotions, and disbanded posts.

**JFA**

The Committee **received** the Combined Quality and Workforce Performance Report and **noted** the content.

**20/012 Non-executive Director Service Visits Quarterly Report** (agenda item 9)

The Committee **received** the Non-executive Director Service Visits Quarterly Report and **noted** the contents.

**20/013 Board Assurance Framework** (agenda item 10)

The Committee **reviewed** the Board Assurance Framework. It **discussed** the controls in place for SR1 and **agreed** that a risk around the strength of serious incidents actions from could be added as a significant gap in control or assurance.

**CW  
CH**

Miss Grantham **highlighted** a potential risk for SR2; change of Medical Director. The Committee **agreed** that this should be added as a contributory risk.

**CK  
CH**

**20/014 Discussion around future Internal audits** (agenda item 11)

The Committee **agreed** that the following areas should be considered to be included in the internal audit plan for 2020/21:

- The action plan for the Regulation 28 between the Trust and Leeds Teaching Hospitals
- The environment relating to estates actions and how these were progressed, linking to Mental Health Act inspections and recommendations and other CQC recommendations

Ms McMann **agreed** to add this item to the cycle of business as a quarterly agenda item.

**KM**

**20/015 Assurance and escalation reporting** (agenda item 12)

Dr Kenwood provided an update from the Trustwide Clinical Governance Group (TWCGG) meeting. She reported that the Trust was benchmarking against the green light report. She next informed the Committee that following an effectiveness review of the TWCGG, it had been suggested that Mrs Holmes join the Group's membership. The Committee noted the links this would create between the TWCGG and the Workforce Committee.

Mrs Woffendin provided an update from the Safeguarding Committee and explained that work was being carried out around Multi-agency Public Protection Arrangements (MAPPAs). She informed the Committee that the Trust's Deputy Head of Safeguarding would now attend the Strategic Partnership MAPPAs meeting on behalf of the Trust. She also confirmed that a Trust policy around MAPPAs was being developed. She went on to inform the Committee that work was ongoing to obtain experiences from individuals who had been in the safeguarding system (both adults and children), and that this would be fed back to both the Safeguarding Children and Adults Board and the Trust's Patient Experience Team.

Mrs Woffendin provided an update from the Infection Prevention and Control and Medical Devices Group. She informed the Committee that the Trust had a met its target and achieved 80.1% uptake of the flu vaccine.

The Committee **noted** the updates provided.

**20/016 Key messages and/or any matters to be escalated to the Board of Directors** (agenda item 13)

The Committee **agreed** that to make the following escalations to the Board of Directors:

- the Committee had received and discussed the Veterans Service Annual Quality and Safety Report and it had acknowledged the potential for further expansion and the forward plan for the Veterans Service

**20/017 Any other business** (agenda item 14)

The Committee **agreed** that there was no other business.