

Minutes of the Quality Committee – Part A
Tuesday 14 April 2020 at 9.30am
Via teleconference

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: Ms Nikki Cooper, Head of Performance & Informatics
 Mrs Cath Hill, Associate Director for Corporate Governance
 Ms Rebecca Le-Hair, Head of Quality and Clinical Governance
 Ms Kerry McMann, Corporate Governance Team Leader (committee secretariat)

		Action
	Welcome and Introduction	
	Professor (Prof) Baker welcomed everyone to the meeting.	
20/049	Apologies for absence (agenda item 1)	
	Apologies were received from Mrs Claire Holmes, Director of Organisational Development and Workforce.	
	No apologies were received from attendees of the Committee.	
	The Committee was quorate.	
20/050	Declaration of any conflict of interest in respect of agenda items (agenda item 2)	
	No one present declared a conflict of interest in respect of agenda items.	
20/051	Approval of the minutes of the Quality Committee meeting held on the 10 March 2020 (agenda item 3)	
	The minutes of the Quality Committee meeting held on the 10 March 2020 were agreed as a true record.	
20/052	Approval for the minutes above to be uploaded to the Trust’s external website (agenda item 3.1)	

The Committee **agreed** that the minutes of the Quality Committee meeting held on the 10 March 2020 were suitable to be uploaded to the Trust's external website.

20/053 Matters Arising (agenda item 4)

The Committee **noted** that there were no matters arising that were not either on the agenda or on the action log.

20/054 Cumulative Action Log (agenda item 5)

The Committee agreed to close the actions on the cumulative action log that had been completed. It agreed that the remaining actions on the log should be considered within the Trust's hibernation work and picked up again when appropriate.

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

20/055 Plan for committee meetings during the Covid-19 national emergency (agenda item 6)

The Committee agreed that it would continue with its scheduled meetings but that the duration of the meetings would be reduced to one hour. It noted that much of the work on its annual cycle of business had been deferred until an appropriate time. The Committee agreed that it would continue to receive verbal updates from relevant Groups across the Trust, such as the Trustwide Clinical Governance Group (TWCGG), and that updates on any emerging issues should also be brought to the meetings. The Committee acknowledged the importance of capturing any learning opportunities that arise.

The Committee **agreed** on an approach forward for meetings during the Covid-19 national emergency.

20/056 Ethical Group within the Covid-19 national emergency (agenda item 7)

Dr Kenwood provided an update on the establishment of the Trust's Ethics Group. She outlined that the Group would concentrate on supporting staff in the making of difficult decisions, reflecting on decisions and feeding back learning. The Committee noted the information provided and that the attached paperwork would be presented to the Board of Directors at its next meeting. Dr Kenwood agreed to provide a thematic summary of the discussions of the Ethics Group at the next Quality Committee meeting.

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The Committee **noted** the updates received on the establishment of the Trust's Ethics Group.

20/057 Temporary arrangements for clinical governance (agenda item 8)

The Committee **received** an update on the temporary arrangements for the Trustwide Clinical Governance Group. It **noted** the updates provided. Dr Kenwood **agreed** to escalate any issues to the Quality Committee.

20/058 Assurance and escalation reporting (agenda item 9)

See confidential annex for more information.

20/059 Cumulative escalations log (agenda item 9.1)

The Committee **reviewed** the cumulative escalations log.

20/060 Key messages and/or any matters to be escalated to the Board of Directors (agenda item 10)

Prof Baker **noted** that he would be sharing the following points to the next Board of Directors meeting:

- The meeting arrangements for the Committee during the Covid-19 national emergency and that it would continue to receive updates from the Ethics Group, the Covid-19 Co-ordination Group, the TWCGG, the Safeguarding Committee, and the IPCMDC.
- The Committee had been pleased to hear of the virtual launch of the Trust's Patient and Carer Experience and Involvement Strategy that took place on the 9 April 2020.

20/061 Any other business (agenda item 11)

The Committee **discussed** the development of the NHS Nightingale Hospital in Harrogate. Dr Kenwood **provided** an update on this. The Committee **noted** that Dr Munro would provide an update on this at the next Board of Directors meeting. Ms Cooper **provided** an update on CareDirector.