

Minutes of the Quality Committee – Part A
Tuesday 12 May 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
 Mrs Claire Holmes, Director of Organisational Development and Workforce
 Dr Claire Kenwood, Medical Director
 Mrs Cathy Woffendin, Director of Nursing, Quality and Professions

In attendance: Mrs Nikki Cooper, Head of Performance and 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
	<p>Welcome and Introduction</p> <p>Professor (Prof) Baker welcomed everyone to the meeting.</p>	
20/062	<p>Apologies for absence (agenda item 1)</p> <p>No apologies were received from members of the Committee.</p> <p>The Committee was quorate.</p>	
20/063	<p>Declaration of any conflict of interest in respect of agenda items (agenda item 2)</p> <p>No one present declared a conflict of interest in respect of agenda items.</p>	
20/064	<p>Approval of the minutes of the Quality Committee meeting held on the 14 April 2020 (agenda item 3)</p> <p>The minutes of the Quality Committee meeting held on 14 April 2020 were agreed as a true record.</p>	
20/065	<p>Approval for the minutes above to be uploaded to the Trust’s external website (agenda item 3.1)</p> <p>The Committee agreed that the minutes of the Quality Committee meeting held on the 14 April 2020 were suitable to be uploaded to the Trust’s external website.</p>	

20/066 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.

20/067 Cumulative Action Log (agenda item 5)

The Committee **agreed** to close the actions on the cumulative action log that had been completed. It **acknowledged** those actions that had been hibernated.

20/068 Update on Covid-19 cases and deaths across the Trust (agenda item 6)

See confidential annex for more information.

20/069 Update on incidents across the Trust (agenda item 7)

Mrs Woffendin informed the Committee that in quarter three there had been 322 concerns resolved by the Patient Advice and Liaison Service (PALS) and in quarter four there had been 354 concerns resolved. She confirmed that there had been no themes identified from the concerns.

Mrs Woffendin went on to inform the Committee that between quarter three and four there had been a decrease in complaints but a slight increase in claims. She provided a detailed update on the incidents and serious incidents that had been reported in quarter three and four.

The Committee **noted** the updates provided.

20/070 Combined Quality and Workforce Performance Report (agenda item 8)

Mrs Woffendin and Mrs Holmes presented the Combined Quality and Workforce Performance Report. The Committee welcomed the news that three new consultants had been recruited. Mrs Holmes drew the Committees attention to the sickness absence rate data. She explained that although the data showed that sickness absence had dropped in March, this excluded absences related to covid-19. The Committee asked Mrs Holmes to add narrative around this on the next report. It also asked that the next report include data on covid-19 related absence.

The Committee next discussed clinical supervision. Mrs Holmes confirmed that staff had been actively encouraged to carry out clinical supervision on a regular basis but that pressure had been removed in the way of recording this. Dr Kenwood confirmed that clinical supervision was regularly discussed at TWCGG meetings. The Committee went on to question what support was

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available for those individuals who were carrying out clinical supervision during this time. Dr Kenwood agreed to raise this at the next Trustwide Clinical Governance Group meeting and provide an update at the next meeting.

The Committee **received** the Combined Quality and Workforce Performance Report. It **discussed** sickness absence relating to covid-19 and clinical supervision.

20/071 Assurance and escalation reporting from the Covid-19 Co-ordination Group (agenda item 9.1)

Mrs Forster Adams explained that the Covid-19 Co-ordination Group was the Trust's gold command during the covid-19 outbreak and outlined that the Group met on a weekly basis. She confirmed that the Trust was still in the response phase but that planning and discussions had taken place to consider the next steps that needed to be taken by the Trust. The Committee noted this.

Dr Kenwood informed the Committee of an integrated piece of work within the Leeds System. She outlined that the Trust had been collecting data which would show where demand had reduced, what this might mean for future demand and those individuals who were disadvantaged by the extensive use of technology during this time. She went on to inform the Committee of an impact and evaluation piece of work that was being carried out by Dr Saeideh Saeidi, Head of Clinical Effectiveness, and Mr Richard Wylde, Head of Service Improvement.

The Committee **noted** the updates received from the Covid-19 Co-ordination Group.

20/072 Assurance and escalation reporting from the Ethical Advisory Group (agenda item 9.2)

The Committee **received** the chairs reports from the Ethical Advisory Group meetings that had taken place since the 14 April 2020. It **discussed** the content and **acknowledged** the connectivity of this group with other groups in the Trust.

20/073 Assurance and escalation reporting from the Trustwide Clinical Governance Group (agenda item 9.3)

The Committee **received** and **discussed** the chairs reports from the Trustwide Clinical Governance Group meetings that had taken place since the 14 April 2020.

20/074 Assurance and escalation reporting from the Physical Health Workstream (agenda item 9.4)

The Committee **received** a verbal update on the work of the Physical Health

Workstream since the last Quality Committee meeting.

20/075 Assurance and escalation reporting from any other groups (agenda item 9.5)

No further updates were provided.

20/076 Cumulative escalations log – for information only (agenda item 9.6)

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

20/077 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 Committee received an update on Covid-19 cases across the Trust and staff testing.
- The Committee received an update from the TWCGG meetings and agreed that it was assured on the work that had been taking place. Dr Kenwood informed the Committee of a number of issues that had occurred with the Trust's CareDirector and EPMA systems. She confirmed that these had been resolved and that a working group had been set up to monitor and resolve any future issues.
- The Committee received an update from Dr Kenwood on the work of the Trust's Ethical Advisory Group. The Committee agreed that it was assured on the connectivity of the different governance groups in the Trust including the Ethical Advisory Group, the TWCGG and the Physical Health Workstream.
- The Committee reviewed the Combined Quality and Workforce Performance Report. It noted that the percentage of staff receiving clinical supervision had dropped and questioned this. It was confirmed that staff had been actively encouraged to carry out clinical supervision on a regular basis but that pressure had been removed in the way of recording this. Dr Kenwood confirmed that clinical supervision was regularly discussed at the TWCGG meetings.

20/078 Any other business (agenda item 11)

The Committee **agreed** that its next meeting would take place via Zoom.

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