

**Minutes of the Quality Committee – Part A**  
**Tuesday 9 June 2020 at 9.30am**  
**Via Zoom**

**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  
 Mrs Cathy Woffendin, Director of Nursing, Quality and Professions

**In attendance:** Mrs Cath Hill, Associate Director for Corporate Governance  
 Dr Chris Hosker, Associate Medical Director  
 Ms Rebecca Le-Hair, Head of Quality and Clinical Governance  
 Mrs Nikki Cooper, Head of Performance and Informatics

		<b>Action</b>
	<p><b>Welcome and Introduction</b></p> <p>Professor (Prof) Baker welcomed everyone to the meeting.</p>	
<b>20/079</b>	<p><b>Apologies for absence</b> (agenda item 1)</p> <p>Apologies were received from Dr Claire Kenwood, Medical Director, who is a member of the Committee.</p>	
	The Committee was quorate.	
<b>20/080</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>20/081</b>	<p><b>Approval of the minutes of the Quality Committee meeting held on the 12 May 2020</b> (agenda item 3)</p>	
	It was <b>noted</b> that Mrs Cooper was in attendance at the meeting but her apologies had been listed in the minutes. Subject to that one amendment, the minutes of the Quality Committee meeting held on the 12 May 2020 were <b>agreed</b> as a true record.	<b>KM</b>
<b>20/082</b>	<p><b>Approval for the minutes above to be uploaded to the Trust’s external website</b> (agenda item 3.1)</p>	

Subject to one amendment, the Committee **agreed** that the minutes of the Quality Committee meeting held on the 12 May 2020 were suitable to be uploaded to the Trust's external website.

**20/083 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.

**20/084 Cumulative Action Log** (agenda item 5)

The Committee acknowledged those actions that had been hibernated and questioned when would be appropriate to review those actions. Mrs Forster Adams confirmed that she would be reviewing this over the coming weeks and would be able to provide an update at the next meeting. She informed the Committee that a decision making framework had been produced through the Operational Delivery Group which would be used for restarting services and improvement work. Mrs Forster Adams agreed to share the decision making framework with the Committee.

**JFA**

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

**20/085 Combined Report: PALS, Complaints, Compliments, Claims, Central Alert System, Incidents, Serious Incidents & Inquests** (agenda item 6)

Ms Le-Hair presented the Combined Report. The Committee acknowledged that the number of compliments received had increased. It noted the number of claims the Trust had open and questioned whether these claims were ever analysed to check for themes. Ms Le-Hair confirmed that the majority of those claims had gone through the incident process and that NHS Resolution also provided an analysis of claims. The Committee questioned whether the Trust had any benchmarking data on claims that could be included in future reports. Ms Le-Hair agreed to look into this.

**RL-H**

The Committee discussed the levels of incidents since the outbreak of Covid-19. Mrs Woffendin and Mrs Forster Adams agreed to look into whether the reduction in incidents was due to a lack of reporting. Mrs Woffendin informed the Committee of a piece of work that was being carried out on violence and aggression.

**CW / JFA**

The Committee **reviewed** the Combined Report and **discussed** the content.

**20/086 Update on Covid-19 cases and deaths across the Trust (agenda item 7)**

Mrs Woffendin outlined that since she last reported to the Committee on the 12 May 15 service users had tested positive for Covid-19. She confirmed that all 15 had now recovered and were asymptomatic. She reported that there had been no new cases over the last few days and confirmed that the Trust were swabbing all new admissions.

Mrs Woffendin went on to outline that 49 staff were not in work due to Covid-19. The Committee noted that this was a significant decrease. Mrs Woffendin provided an update on the track and trace service and the Trust's response to this. The Committee discussed visiting guidance and it was confirmed that a task and finish group had been established to focus on this.

Mrs Holmes provided a comprehensive update on staff testing and antibody testing. She confirmed that the Trust was testing at two sites in Leeds and one in York. Mrs Holmes noted that the Trust was working with other Trusts to provide testing for staff based in other locations. She confirmed that there had been high interest from staff.

The Committee **received an update** from Mrs Woffendin and Mrs Holmes on the Trust's response to Covid-19.

**20/087 Combined Quality and Workforce Performance Report (agenda item 8)**

Mrs Woffendin presented the report. She drew the Committees attention to the percentage of staff receiving clinical supervision which had decreased in April. She assured the Committee that this was an area of focus and informed them that a Standard Operating Procedure had been produced to improve this. The Committee noted this and agreed the importance of clinical supervision being carried out during this time.

Prof Baker drew attention to the mortality data. The Committee noted that fewer deaths had been reported to LeDer in quarter four of 2019/20 than had been reported in quarter four of 2018/19. Ms Le-Hair agreed to look further into the possible reasons for this. Miss Grantham pointed out that the zero pressure ulcers had been acquired since October 2019. The Committee asked for narrative to be included on the next report as to what could have led to this improvement.

RL-H

RL-H

The Committee was pleased to hear that there were 47 aspirant nurses in the organisation. It noted that there had been an increase in Medical Career Grade Vacancies in April and questioned the reasons for this. Mrs Holmes agreed to look into this.

CH

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

**20/088 Assurance and escalation reporting from the Coronavirus Co-ordination Group** (agenda item 9.1)

Mrs Forster Adams provided an update on the work of the Coronavirus Co-ordination Group. She confirmed that one of the key areas of focus was the consideration of how and when services could be stepped up again and how this would work for those services where staff had been redeployed. She informed the Committee that the Trust had now reduced its sitrep reporting from daily to three times per week. She confirmed that this could be stepped back up if required.

The Committee **received an update** from Mrs Forster Adams on the work of the Coronavirus Co-ordination Group.

**20/089 Assurance and escalation reporting from the Ethics Advisory Group** (agenda item 9.2)

The Committee **received** the chairs reports from the Ethics Advisory Group meetings that had taken place since the 12 May 2020 and **discussed** the content. The Committee **agreed** that at its next meeting it would have a discussion item on the agenda for a reflection on the Ethics Advisory Group and on the future development of the Group.

KM

**20/090 Assurance and escalation reporting from the Trustwide Clinical Governance Group** (agenda item 9.3)

The Committee **reviewed** the chairs reports from the Trustwide Clinical Governance Group meetings that had taken place since the 12 May 2020.

**20/091 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. It was **suggested** that a physical health strategy could be produced in the future to reflect the learning from the Covid-19 national pandemic.

**20/092 Assurance and escalation reporting from any other groups** (agenda item 9.5)

Mrs Woffendin informed the Committee that the Safeguarding Committee had been re-established and confirmed that she would provide an update at the next meeting. The Committee acknowledged the Patient Experience Team update report that had been circulated by Mrs Woffendin. It asked Mrs Woffendin to share this with governors. The Committee also asked Mrs Holmes to create a similar document on staff engagement and to share this with

CW  
CH

governors.

The Committee **noted** the updates provided.

**20/093 Cumulative escalations log – for information only** (agenda item 9.6)

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

**20/094 Key messages and/or any matters to be escalated to the Board of Directors** (agenda item 10)

The Committee **agreed** that there were no areas of concern to escalate to the next Board of Directors meeting.

**20/095 Any other business** (agenda item 11)

The Committee **acknowledged** the Corporate Support Services Stocktake document that had been circulated by Mrs Woffendin.