

**Minutes of the Quality Committee – Part A**  
**Tuesday 13 October 2020 at 9.30am**  
**Via Zoom**

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

**In attendance:** Dr George Crowther, Clinical Lead for Research and Development (for item 7)  
 Mrs Dawn Fleming, Deputy Chief Pharmacist and Medicines Safety Officer (for item 8)  
 Ms Rebecca Le-Hair, Head of Quality and Clinical Governance  
 Mrs Samantha Marshall, Legal Services and Complaints Lead (for item 6)  
 Miss Kerry McMann, Corporate Governance Team Leader  
 Professor Sue Proctor, Chair of the Trust (observer)  
 Mrs Alison Thompson, Head of Research and Development (for item 7)

		<b>Action</b>
	<p><b>Welcome and Introduction</b></p> <p>Professor (Prof) Baker welcomed everyone to the meeting.</p>	
<b>20/139</b>	<p><b>Apologies for absence</b> (agenda item 1)</p> <p>No apologies were received from members of the Committee. Apologies were received from Mrs Nikki Cooper, Head of Informatics, and Mrs Cath Hill, Associate Director for Corporate Governance, who are attendees of the Committee.</p>	
	The Committee was quorate.	
<b>20/140</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>20/141</b>	<p><b>Approval of the minutes of the Quality Committee meeting held on the 8 September 2020</b> (agenda item 3)</p>	
	The minutes of the Quality Committee meeting held on the 8 September 2020 were <b>agreed</b> as a true record.	

**20/142 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 8 September 2020 were suitable to be uploaded to the Trust's external website.

**20/143 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.

**20/144 Cumulative Action Log** (agenda item 5)

The Committee agreed to close the actions on the cumulative action log that had been completed and acknowledged those actions that remained hibernated. Mrs Forster Adams provided an update around CQUIN in response to action 19/149. She outlined that the Trust had fallen behind in the CQUIN related to physical health checks. She explained that this had been identified as a priority for winter and that the Trust had partnered with the third sector for additional support. The Committee supported the partnership working in this area. Mrs Forster Adams went on to confirm that CQUIN updates would be provided through the Finance and Performance Committee.

The Committee was **assured** with the progress made on the actions within the cumulative log and **agreed** on which actions should be closed. It **acknowledged** those actions that had been hibernated.

Mrs Marshall joined the meeting.

**20/145 Quality Report and Account** (agenda item 6)

Mrs Marshall presented the final draft Quality Report and Account 2019/20. She outlined that the document had been shared with stakeholders and confirmed that the feedback that had been provided to her following this document being presented to the March 2020 Quality Committee meeting had been incorporated into this version of the document. The Committee reviewed the Report and thanked the staff members involved in the production of the document.

The Committee discussed the progress made towards the 2019/20 Quality Improvement Priorities (QIP's) listed in the report. It acknowledged that all QIP's had been completed except 'Always Events'. Mrs Woffendin confirmed that plans were in place to address this. The Committee discussed the impact of the QIP's. Mrs Marshall confirmed that five of the 2019/20 QIP's had since been expanded upon.

The Committee next discussed how the QIP's for 2020/21 would be agreed. It agreed that the QIP's should be aligned with the Trust's People Plan. The Committee asked for the Production Plan for the Quality Report and Account 2020/21 to be brought to the next meeting on the 10 November 2020.

The Committee **received** the final draft of the Quality Report and Account 2019/20. It **welcomed** the developments that had been made to this document and **acknowledged** the amount of work that had gone into preparing the Report.

Mrs Marshall left the meeting. Mrs Thompson and Dr Crowther joined the meeting.

**20/146 Research and Development Annual Report** (agenda item 7)

Mrs Thompson and Dr Crowther delivered a presentation to the Committee on the work of the Trust's Research and Development Team during 2019/20. The Committee reviewed the Report and noted the information provided. It asked about the targets for the Trust's research and development work. Mrs Thompson confirmed that the Trust's target in 2019/20 was 700 recruits and went on to confirm that the Trust had exceeded the target with 1,488 recruits.

The Committee acknowledged the number of bids submitted for research funding in 2019/20 and the number of those bids that had been successful. It asked how the Trust compared to the national average in this area. Mrs Thompson confirmed that the ratio of the Trust's bids that had been successful was above the national average. Mrs Holmes drew attention to an unsuccessful bid for a study titled 'Exploring the health and wellbeing of lower paid NHS staff'. She suggested that a bid could be submitted for the NHS Charities Together funding and agreed to pick this up with Mrs Thompson and Dr Crowther outside of the meeting.

The Committee asked whether the Trust was involved in any studies relating to the impact of Covid-19 from a mental health perspective. Mrs Thompson outlined that the Trust was involved in a number of studies relating to Covid-19, these included: the impact of Covid-19 on digital communications; Covid-19 vaccine trials; and digital modelling for reducing the spread of Covid-19 within inpatient settings.

The Committee discussed succession planning after acknowledging that Professor Barry Wright had stepped down from his clinical research role. Mrs Thompson confirmed that the Research Committee had met to discuss how the research capability funding would be used for 2020/21. She outlined that it would be spent on internships for non-medical staff, research bids from academics and the appointment of a research fellow to develop the bid profile for the Trust's older adult's population. The Committee noted this.

The Committee **thanked** Mrs Thompson and Dr Crowther for the presentation and the report. It **discussed** the information provided and **explored** alternative funding options for research projects in the Trust.

Mrs Thompson and Dr Crowther left the meeting. Mrs Fleming joined the meeting.

**20/147 First Do No Harm Report** (agenda item 8)

Mrs Fleming presented a paper which summarised the Trust's consideration of the recommendations from the 'First Do No Harm' report regarding the use of valproate in women of child bearing age. She confirmed that the Trust had guidelines for the use of valproate in this population which met most of the primary recommendations within the report. She added that there was work ongoing to fully embed the guidance and that the Trust was working with colleagues in primary care to ensure a robust citywide approach.

Mrs Fleming informed the Committee that, in the absence of a national valproate register, the Trust was developing a valproate register for all women in Leeds prescribed valproate for a mental health indication. She outlined that the aim of this was to ensure that every women of childbearing age on valproate was continuously monitored, advised of the risks and aware of the pregnancy prevention programme. The Committee discussed the Trust's approach and recognised the need for this to be a nationally led campaign. Mrs Fleming went on to inform the Committee of an ongoing Prescribing Observatory for Mental Health (POMH-UK) audit on valproate. It asked Mrs Fleming to provide an update on the results of the POMH-UK audit once they had been released. The Committee also suggested that a media campaign could be produced to promote the negative impacts of the use of valproate in women of child bearing age.

DF

The Committee **reviewed** the First Do No Harm Report. It **discussed** the systems that were in place to support the safe and appropriate use of valproate in women of childbearing age within the Trust and **acknowledged** the ongoing work to ensure a robust citywide approach.

Mrs Fleming left the meeting.

**20/148 Update on Covid-19 cases across the Trust** (agenda item 9)

Mrs Woffendin informed the Committee that as of the 13 October 2020, 12 service users had tested positive for Covid-19, with one being positive within 14 days of a test and 11 positive post 14 days. She informed the Committee that three staff had tested positive for Covid-19 and that 46 staff members had been reported absent either with Covid-19, self-isolating or symptomatic. She added that in the last week, 27 staff members, six household members and three children had been referred for testing.

Mrs Woffendin went on to confirm that an outbreak had been declared in the Trust's Crisis Assessment Unit. She assured the Committee that the Trust's Outbreak Procedure had been followed and an outbreak meeting had been held. The Committee discussed compliance with personal protective equipment (PPE) and discussed how this would be monitored in the Trust's specialist services. Mrs Woffendin confirmed that Trustwide communications would continue to emphasise the importance of PPE compliance. She confirmed that a learning review was carried out after an outbreak.

The Committee **noted** the updates provided.

**20/149 Combined Quality and Workforce Performance Report** (agenda item 10)

Mrs Woffendin presented the Combined Quality and Workforce Performance Report. She drew the Committees attention to the restraints data on page eight of the report. She confirmed that this data was incorrect due to a number of those restraints being incorrectly recorded. She went on to provide further details of the restraints that had been recorded correctly. Mrs Woffendin next pointed out the falls data on page nine of the report. The Committee acknowledged that the number of falls had increased. Mrs Woffendin confirmed that she had requested a report on this to be presented to the next meeting of the Trustwide Clinical Governance Group.

Miss Grantham pointed out that clinical supervision levels remained below target. It was agreed that this issue would be discussed at the Workforce Committee meeting on the 15 October 2020. Prof Baker drew the Committees attention to a statement in the report which outlined that 2020/21 data for certain metrics was not yet available due to CareDirector related technical reporting developments. The Committee asked for an update on when this data would be available. It agreed that it would escalate this concern to the next Board of Directors meeting on the 29 October 2020.

**NC**

The Committee **reviewed** the data within the Combined Quality and Workforce Performance Report. It **discussed** the data on falls, restraints and clinical supervision. The Committee **agreed** that it would escalate a concern to the Board of Directors around the unavailability of 2020/21 data due to CareDirector related technical reporting developments.

Mrs Forster Adams left the meeting.

**20/150 Quality Committee Hibernation Plan** (agenda item 11)

The Committee **reviewed** the Hibernation Plan and **noted** the proposed new dates for the reports that had been missed.

**20/151 Assurance and escalation reporting from the Ethics Advisory Group** (agenda item 12.2)

The Committee **received** the Chairs Report from the Ethics Advisory Group meeting that took place on the 24 September 2020. Dr Hosker confirmed that the number of requests being sent to the Group for consideration had increased. The Committee **noted** the update provided.

**20/152 Assurance and escalation reporting from the Trustwide Clinical Governance Group** (agenda item 12.3)

Dr Hosker provided an update on the work that had been carried out by the Trustwide Clinical Governance Group (TWCGG) since the 8 September 2020. He explained that the meeting frequency had returned to monthly and confirmed that there were no issues to escalate to the Committee.

The Committee questioned whether the frequency of the TWCGG meetings would return to weekly if required and what would trigger this. Mrs Woffendin outlined a number of scenarios which would trigger the meeting frequency returning to weekly. She informed the Committee that work had been carried out by Mrs Forster Adams around the Trust's winter planning arrangements. The Committee requested that an update on the Trust's winter planning arrangements be provided to the Board of Directors meeting on the 29 October 2020.

**JFA**

The Committee **noted** the updates provided by Dr Hosker and Mrs Woffendin.

**20/153 Assurance and escalation reporting from the Physical Health Work Stream** (agenda item 12.4)

Mrs Woffendin provided an update on the work carried out by the Physical Health Work Stream since the 8 September 2020. This included the management of the Covid-19 outbreaks that had occurred across the Trust, the monitoring of PPE compliance and the management of the Trust's annual flu campaign. She added that the Work Stream had also been exploring alternative face covering options for the National Deaf CAMHS Service. The Committee discussed this.

The Committee **noted** the updates provided.

**20/154 Assurance and escalation reporting from the Trustwide Safeguarding Group** (agenda item 12.5)

Mrs Woffendin confirmed that there were no escalations to be made from the Trustwide Safeguarding Group. She informed the Committee that work was ongoing around the merging together of the Children's Trust Board and the Safeguarding Children's Board. Mrs Woffendin confirmed she had expressed an interest in being a member of the new Board. She went on to inform the Committee that the local authority had agreed to carry out a piece of work on the Multi Agency Risk Assessment Conferences and the Front Door. The Committee noted this.

The Committee **noted** the updates provided.

**20/155 Assurance and escalation reporting from the Covid-19 Co-ordination Group** (agenda item 12.1)

Mrs Woffendin outlined the Trust's incident command arrangements. She explained that the Trust's gold command group had changed its meeting frequency to fortnightly. The Committee noted that plans had been put into place so that the Trust's incident command arrangements could be stepped up quickly if needed. Mrs Holmes provided an update on the progress of reviewing and reopening the Trust's sites to ensure that they were safe.

The Committee **noted** the updates provided.

**20/156 Assurance and escalation reporting from any other groups** (agenda item 12.6)

No further updates were provided.

**20/157 Cumulative escalations log – for information only** (agenda item 12.7)

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

**20/158 Any other business** (agenda item 14)

The Committee was informed that discussions had been taking place with regard to the waiting list for the Trust's Gender Identity Service and whether this should be closed to new referrals. It noted that the Gender Identity Service had been listed as a non-priority service. The Committee questioned what the threshold was for a non-priority service to become a priority service because of the impact on mental or physical health of the service user and what would be the trigger for this. The Committee agreed that the strategic risk of deprioritising services should be discussed at the next Board of Directors meeting on the 29 October 2020. It agreed that it was also an ethical issue and asked for this to be raised at the next meeting of the Ethical Advisory Group.

**CHos**

The Committee **discussed** the plans to close the waiting list for the Gender Identity Service to new referrals. It **agreed** that this issue should be discussed by the Ethical Advisory Group and **agreed** that it should be escalated to the Board of Directors.

**20/159 Key messages and/or any matters to be escalated to the Board of Directors** (agenda item 13)

The Committee **agreed** that the discussion that had taken place on the following areas would be escalated to the Board of Directors:

- The Committees concern that 2020/21 data for certain metrics was not yet available due to CareDirector related technical reporting developments.
- The reference made to the Trust's winter planning arrangements and the agreement that this should be shared with the Board of Directors at its next meeting.
- The strategic risk and ethical issue identified around deprioritising services and the plans for waiting list for the Trust's Gender Identity Service being closed to new referrals.
- The presentation of the final draft of the Quality Report and Account 2019/20, the developments that had been made to the report and the amount of work that had gone into preparing the Report.
- The report received on the Trust's consideration of the recommendations from the 'First Do No Harm' report regarding the use of valproate in women of child bearing age. The work ongoing to develop a register for all women in Leeds prescribed valproate for a mental health indication, to ensure every women of childbearing age on valproate was continuously monitored, advised of the risks and aware of the pregnancy prevention programme. The Committees recognition that more could be done in this area and the need for this to be a nationally led campaign.
- The presentation delivered around research and development and the discussion that took place around alternative funding opportunities for research projects.
- The discussion that took place around safeguarding. The information provided around the merging together of the Children's Trust Board and the Safeguarding Children's Board and the piece of work being carried out around resourcing the Front Door service.