

**Minutes of the Quality Committee – Part A  
Tuesday 8 December 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 Joanna Forster Adams, Chief Operating Officer

**In attendance:** Mrs Nikki Cooper, Head of Informatics  
Ms Rita Dawson, Governor: service user, Leeds constituency (observing)  
Mrs Angela Earnshaw, Interim Deputy Director of Workforce and Head of Learning and Organisational Development (deputising)  
Dr Claire Kenwood, Director of Improvement (for item 6)  
Ms Rebecca Le-Hair, Head of Quality and Clinical Governance  
Miss Kerry McMann, Corporate Governance Team Leader  
Dr Saeideh Saeidi, Head of Clinical Effectiveness (for item 6)  
Ms Niccola Swan, Governor: public, rest of UK constituency (observing)  
Mr Richard Wylde, Head of Improvement and Knowledge (for item 6)

		<b>Action</b>
	<p><b>Welcome and Introduction</b></p> <p>Professor (Prof) Baker welcomed everyone to the meeting.</p>	
<b>20/187</b>	<p><b>Apologies for absence</b> (agenda item 1)</p> <p>Apologies were received from Mrs Claire Holmes, Director of Organisational Development and Workforce, who is a member of the Committee. It was noted that Mrs Earnshaw would be deputising.</p> <p>Apologies were also received from Mrs Cath Hill, Associate Director for Corporate Governance, who is an attendee of the Committee.</p>	
	<p>The Committee was quorate.</p>	
<b>20/188</b>	<p><b>Declaration of any conflict of interest in respect of agenda items</b> (agenda item 2)</p>	
	<p>No one present declared a conflict of interest in respect of agenda items.</p>	
<b>20/189</b>	<p><b>Approval of the minutes of the Quality Committee meeting held on the 10 November 2020</b> (agenda item 3)</p>	
	<p>The minutes of the Quality Committee meeting held on the 10 November 2020 were <b>agreed</b> as a true record.</p>	

**20/190 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 November 2020 were suitable to be uploaded to the Trust's external website.

**20/191 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.

**20/192 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. It discussed an action regarding the development of an out of area placements quality dashboard. The Committee noted that this had been agreed at the joint meeting of the Quality Committee, Workforce Committee and Finance and Performance Committee on the 10 November 2020. Mrs Forster Adams confirmed that this would be available from February 2021.

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

**20/193 Improvement and Knowledge Service Annual Report** (agenda item 6)

Dr Kenwood, Dr Saeidi and Mr Wylde presented the Improvement and Knowledge Service Annual Report. Dr Kenwood explained that the Improvement and Knowledge Department consisted of the Library and Knowledge Service, the Clinical Effectiveness Team and the Continuous Improvement (CI) Team. The Committee acknowledged that this was the first report from the Department as a whole and that it reflected the work that had taken place between the 1 April 2019 and the 31 March 2020.

The Committee questioned how the Department worked with other teams in the Trust, namely the Performance Team and the Research and Development (R&D) Team. Mr Wylde informed the Committee of plans for the CI Team to undertake training alongside the Performance Team in order to establish effective working relationships. He confirmed that a member of the Performance Team attended project meetings between the CI Team and a service and went on to add that the CI Team supported services when new performance dashboards had been created. The Committee next discussed the links to the R&D Team. Dr Kenwood informed the Committee of a newly established forum linked to clinical leadership that had representation from the CI Team, the Performance Team and the R&D Team. The Committee noted that this could allow the R&D Team the opportunity to explore alternative routes

for project funding.

The Committee next discussed benchmarking data and how the Trust used this. Ms Cooper confirmed that she had been working with services to incorporate benchmarking into regular reporting. Miss Grantham raised a point around organisational culture and explored how CI could be embedded into the Trusts recruitment processes. The Committee was informed that the CI Team had previously held a stall at the Trust induction events but noted that this had not been possible during the pandemic. Mr Wylde confirmed that a member of the CI Team would be focusing on organisational culture going forward and that the work would be mapped against the NHS People Plan.

Miss Grantham drew attention to the baseline assessment in process in relation to workplace health. It was agreed that it would be useful for Mr Fabrizio Girolomini, Senior Clinical Audit Facilitator, to attend a future Workforce Committee meeting to share the process that is used for NICE guidance. Prof Baker asked whether there was any evidence to show that the Trust's involvement in audits was leading to positive outcomes. Dr Kenwood reminded the Committee of an ongoing project to assess the impact and strength of action plans. Dr Saeidi added that across the Trust there was a higher level of consideration given to what clinical audits were carried out and the purpose of those audits.

The Committee asked about service user involvement with CI projects. Mrs Woffendin informed the Committee of a new family and friends process which would be rolled out to all services by February 2021. Dr Saeidi also informed the Committee of a new forum that was being developed for service users and carers to support the CI Team with projects by either helping to develop a project plan or by being involved with the project.

The Committee **received** the Improvement and Knowledge Service Annual report and discussed it in detail. It **thanked** Dr Kenwood, Dr Saeidi and Mr Wylde.

**FG/SS**  
Workforce  
Committee

Dr Kenwood, Dr Saeidi and Mr Wylde left the meeting.

**20/194 Combined Complaints, Concerns, PALS, Compliments and Patient Safety Report (agenda item 7)**

Ms Le-Hair presented the Combined Report which contained the quarter two data on PALS, Concerns, Complaints, Compliments, Claims, Central Alert System, Incidents, Serious Incidents and Inquests. She highlighted the challenges that the PALS Team had faced with regard to remote working arrangements and confirmed that this had since been resolved. She also drew attention to a section of the report which outlined that contacts had decreased significantly. She confirmed that she had already reviewed the quarter three data on contacts and assured the Committee that the numbers had increased.

Prof Baker asked for an update on inquests. Ms Le-Hair explained that a number of inquests had been delayed due to the pandemic but confirmed that the process had restarted. She agreed to include narrative around this in the next report. Mrs Woffendin also agreed to provide a detailed update to the private meeting of the Committee in January 2021 and look into how this could be scheduled going forward.

RLH

CW

The Committee recalled hearing positive stories of the meaningful activities that had been carried out during the first wave of the pandemic, e.g. the Ward Olympics. Mrs Forster Adams confirmed that the Trusts focus during the second wave of the pandemic had been on maintaining safer staffing levels. The Committee discussed volunteer activity across the Trust. Mrs Forster Adams informed the Committee that the Trust was working with the third sector to enhance occupational therapist support.

The Committee **received** the Combined Report which contained the quarter two data on PALS, Concerns, Complaints, Compliments, Claims, Central Alert System, Incidents, Serious Incidents and Inquests. It **discussed** the data in detail.

**20/195 Update on Covid-19 cases across the Trust (agenda item 8)**

Mrs Woffendin outlined that as of the 8 December 2020 no service users had been confirmed positive within 14 days of a test. She confirmed that there had been no outbreaks since the last meeting. Mrs Woffendin went on to inform the Committee that 36 staff members had been reported as self-isolating and confirmed that 10 of those had tested positive for Covid-19. She added that 14 staff members were shielding after being identified as clinically extremely vulnerable. The Committee questioned whether the Trust had data on positive cases within the community. Mrs Woffendin confirmed that the Trust did not have detailed information on infections within the community.

The Committee **thanked** Mrs Woffendin for the update.

**20/196 Combined Quality and Workforce Performance Report** (agenda item 9)

Mrs Woffendin presented the Combined Quality and Workforce Performance Report. She outlined that there had been an increase in the number of advice calls to safeguarding that had resulted in a referral to social care. She drew attention to the increase in the number of self-harm incidents within the Trust and confirmed that no themes or hot spot areas were identified from the data.

The Committee was pleased to hear that the percentage of staff receiving clinical supervision had increased. Mrs Woffendin informed the Committee of a joint working group that would be established in partnership with the new Clinical Directors to review the provision of supervision, including clinical supervision training, access to supervision and reporting mechanisms.

Mrs Earnshaw provided an update on the Trusts approach to appraisals. She went on to inform the Committee of a recovery plan that was being developed around mandatory training, specifically to address compliance levels with PMVA and ELS/ILS. It was confirmed that these areas would be monitored by the Workforce Committee.

The Committee **reviewed** and **discussed** the data provided in the Combined Quality and Workforce Performance Report. It **noted** the updates provided.

**20/197 Annual review of the Terms of Reference** (agenda item 10)

The Committee **reviewed** and **approved** the updated Terms of Reference. Mrs Forster Adams **suggested** that a review should take place of the wording used to describe the roles and responsibilities of Executive Directors in the terms of reference for all of the Trusts Board Sub-committees. She **agreed** to pick this up with Mrs Hill.

**JFA /  
CHill**

**20/198 Quality Committee Hibernation Plan** (agenda item 11)

The Committee discussed the annual quality and safety reports from services; an item that had been hibernated since April 2020. Mrs Forster Adams agreed to look into when this reporting could be restarted and in what format the information could be presented. The Committee suggested that Mrs Forster Adams could liaise with Dr Kenwood to see if the Improvement and Knowledge Department could assist in developing a new reporting template. Mrs Forster Adams agreed to pick this up with the Executive Team and Heads of Services and bring a proposal back to the January 2021 meeting. Miss McMann agreed to send Mrs Forster Adams the list of services that had previously reported to the Committee.

**JFA  
KM**

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

**20/199 Assurance and escalation reporting from the Trust's incident command arrangements** (agenda item 12.1)

Mrs Forster Adams informed the Committee that the management of the EU Exit arrangements had been incorporated into the Trust's incident command arrangements. She confirmed that the silver command group was meeting three times per week.

The Committee **noted** the update provided.

**20/200 Assurance and escalation reporting from the Ethics Advisory Group** (agenda item 12.2)

Dr Hosker presented the chairs report from the Ethics Advisory Group meeting that took place on the 12 November 2020. He informed the Committee that discussions had taken place around the impact of the pandemic on the Gender Identity Service and the updated leave policy and visitor guidance. The Committee discussed the potential impacts of leave around the Christmas period. Mrs Woffendin confirmed that service users were swabbed when they returned from leave to avoid unnecessary isolation. Miss Grantham queried a statement in the report around the increase in referrals to Occupational Health in staff that had been redeployed. It was agreed that the Workforce Committee would discuss this at its next meeting on the 18 February 2021.

Workforce  
Committee

The Committee **received** the chairs report from the Ethics Advisory Group meeting that took place on the 12 November 2020. It **noted** the updates provided.

**20/201 Assurance and escalation reporting from the Trustwide Clinical Governance Group (TWCGG)** (agenda item 12.3)

Dr Hosker provided an update on the discussions that had taken place at the TWCGG meeting on the 3 December 2020. He informed the Committee of a paper that would be provided to the next meeting by the Learning Disabilities (LD) Service around LD service users having difficulties accessing physical health care, specifically relating to enteral feeding. The Committee agreed that this report should be brought to the Quality Committee following the TWCGG meeting.

CHos /  
LJ-C

The Committee **noted** the updates provided.

**20/202 Assurance and escalation reporting from the Physical Health Work Stream** (agenda item 12.4)

Mrs Woffendin provided an update on the work that had been carried out by the Physical Health Work Stream since the 10 November 2020. She explained that the focus of work had been around the roll out of the Covid-19 vaccine and provided an update on this. She confirmed that the Trust would prioritise its clinically extremely vulnerable staff groups, staff aged 70 years and over and its care home staff. She outlined plans for the clinically vulnerable patient groups to receive the talent vaccine in January 2021. Mrs Forster Adams updated the Committee that three primary care networks in Leeds would also be accessing the vaccine. She confirmed that the Trust had been communicating with those primary care networks to propose that high risk community patients be prioritised.

The Committee **noted** the updates provided.

**20/203 Assurance and escalation reporting from the Trustwide Safeguarding Group** (agenda item 12.5)

Mrs Woffendin **confirmed** that the Trustwide Safeguarding Group had not met since the last update had been provided.

**20/204 Assurance and escalation reporting from any other groups** (agenda item 12.6)

No further updates were provided.

**20/205 Cumulative escalations log – for information only** (agenda item 12.7)

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

**20/206 Key messages and/or any matters to be escalated to the Board of Directors** (agenda item 13)

The Committee **agreed** that there were no issues to escalate to the Board of Directors but that it would provide a summary of the discussions that had taken place.

**20/207 Any other business** (agenda item 14)

Mrs Forster Adams informed the Committee that the Executive Team had agreed to provide non-recurrent funding for additional capacity within the Gender Identity Service over the next 12 months. She confirmed that the purpose of this funding was to improve access to the service.

The Committee **noted** the update provided.