

**Minutes of the Quality Committee – Part A**  
**Thursday 10 February 2022 at 1.00pm**  
**Held 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  
 Dr Chris Hosker, Medical Director  
 Mr Darren Skinner, Director of People and Organisational Development  
 Mrs Cathy Woffendin, Director of Nursing, Quality and Professions

**In attendance:** Miss Kerry McMan, Head of Corporate Governance  
 Ms Cath Wardle, Head of Clinical Governance and Patient Safety  
 Ms Rita Dawson, Governor: Service User Leeds constituency (observer)

		<b>Action</b>
	<p><b>Welcome and Introduction</b></p> <p>Professor (Prof) Baker welcomed everyone to the meeting.</p>	
<b>22/017</b>	<p><b>Apologies for absence</b> (agenda item 1)</p> <p>No apologies were received from members of the Committee.</p> <p>Apologies were received from: Ms Abby Boden, Head of Clinical Governance and Regulation; Ms Nikki Cooper, Head of Performance and Informatics; Mrs Cath Hill, Associate Director for Corporate Governance; and Mr Waseem Munir, Head of Clinical Governance &amp; Quality.</p>	
	The Committee was quorate.	
<b>22/018</b>	<p><b>Declarations 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>22/019</b>	<p><b>Approval of the minutes of the Quality Committee meeting held on the 11 January 2022</b> (agenda item 3)</p>	
	The minutes of the Quality Committee meeting held on the 11 January 2022 were <b>agreed</b> as a true record.	
<b>22/020</b>	<p><b>Approval for the minutes above to be uploaded to the Trust’s external website</b> (agenda item 3.1)</p>	

The Committee **agreed** that the minutes of the Quality Committee meeting held on the 11 January 2022 were suitable to be uploaded to the Trust's external website.

**22/021 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.

**22/022 Cumulative Action Log** (agenda item 5)

The Committee agreed to close the actions on the cumulative action log that had been completed. It discussed action 21/226 regarding a review of how the Trust's approach to trauma informed care aligned with the rest of Leeds. Mrs Woffendin confirmed that this work was being overseen by the Safeguarding Children's Board. The Committee agreed to close this action.

The Committee next discussed action 21/240 for Mr Skinner to clarify where the work carried out to support placement students sat within the people and organisational development governance structure. Mr Skinner confirmed that this had not yet been finalised and agreed to provide an update at the next meeting.

The Committee went on to discuss action 22/009 regarding the provision of enhanced care for older people. It noted that the action had been completed. Mrs Forster Adams agreed to raise the provision of enhanced care for older people with the Service Development Group and the West Yorkshire Mental Health Services Collaborative.

JFA

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

**22/023 Update on Covid-19 cases across the Trust** (agenda item 6)

Mrs Woffendin outlined that as of the 10 February 2022 there was one outbreak across the Trust with a total of 17 service users testing positive for Covid-19. She added that two areas remained under surveillance. She assured the Committee that the Trust continued to undertake asymptomatic testing across all inpatient sites and that routine testing was carried out for all admissions on day one, three, five and seven.

The Committee acknowledged that public guidance on Covid-19 was due to change at the end of February 2022 and asked about the implications of this for the Trust. Mrs Woffendin assured the Committee that the Trust's infection prevention and control measures would not change and would remain in line with CQC and health and safety recommendations.

The Committee **received** an update on the management of Covid-19 across the Trust and was **assured** by the update provided.

**22/024 Infection Prevention and Control Board Assurance Framework** (agenda item 7)

Mrs Woffendin presented the Infection Prevention and Control Board Assurance Framework. She explained that the framework supported healthcare providers to identify risks and to self-assess compliance with the UK Health Security Agency and other Covid-19 related infection prevention and control guidance.

The Committee expressed concern about the lack of FFP3 masks being used across the Trust. Mrs Woffendin explained that the Trust did not have a high usage of FFP3 masks due to the lack of aerosol generated procedures carried out in the organisation. She assured the Committee that where aerosol generated procedures were carried out, members of staff had been fit tested. She added that all members of staff had been offered a FFP3 mask regardless of whether they carried out of aerosol generated procedures. Ms Grantham asked if any common themes had been identified between each outbreak. Mrs Woffendin confirmed that no themes had been identified.

The Committee agreed that it was assured on the processes in place to reduce the transmission of Covid-19 and other nosocomial infections.

The Committee **reviewed** the Infection Prevention and Control Board Assurance Framework and was **assured** on the processes in place to reduce the transmission of Covid-19 and other nosocomial infections.

**22/025 Quality Committee Hibernation Plan** (agenda item 8)

The Committee **reviewed** the hibernation plan.

**22/026 Assurance and escalation reporting: Trustwide Clinical Governance Group** (agenda item 9.1)

Dr Hosker provided an update from the Trustwide Clinical Governance (TWCG) Group meeting that had taken place on 3 February 2022. The Committee was informed of challenges that had been faced by the Children and Young Peoples' Mental Health Service at Red Kite View and discussed this in detail. Dr Hosker assured the Committee that a recovery plan had been developed to address the issues and outlined that he and Mrs Foster Adams had plans to meet with the Senior Leadership Team to provide further support.

The Committee discussed staffing issues faced by the South Community Mental Health Team (CMHT), noting that the CMHT had remained in business continuity despite the Trust stepping out of organisational business continuity. It noted that Dr Hosker and Mrs Forster Adams had plans to meet with the Senior Leadership Team to provide further support.

The Committee went on to discuss issues that had been identified regarding the Electronic Prescribing and Medicines Administration system used by the Trust. Dr Hosker informed the Committee that a full report on this would be presented to the TWCG meeting in March 2022.

The Committee **noted** the updates provided.

**22/027 Assurance and escalation reporting: Infection Prevention and Control and Medical Devices Group** (agenda item 9.2)

Mrs Woffendin informed the Committee that the next Infection Prevention and Control and Medical Devices Group meeting would take place on the 14 February 2022. She outlined the topics that would be discussed which included: Covid-19 response; compliance with the flu vaccination; pressure ulcers; and non-covid infections.

The Committee **noted** the update provided.

**22/028 Assurance and escalation reporting: Any other groups** (agenda item 9.3)

The Committee received an update on the work of the Ethical Advisory Group. It suggested that the Group could review the challenges faced by the Children and Young Peoples' Mental Health Service at Red Kite View.

No further updates were provided.

**22/029 Cumulative escalations log – for information only** (agenda item 9.4)

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

**22/030 Any other business** (agenda item 10)

The Committee did not discuss any areas of other business.

**22/031 Key messages and/or any matters to be escalated to the Board of Directors or Board Sub-committees** (agenda item 11)

The Committee **agreed** that the following areas of discussion should be shared with the Board of Directors:

**Issues to which the Board needs to be alerted**

- No issues to which the Board needs to be alerted.

**Issues to advise the Board on**

- No issues to advise the Board on.

**Things on which the Board is to be assured**

- The Committee received an update on the Trust's response to Covid-19. It was pleased to hear that the Trust's position had improved since the last meeting. It was assured that the Trust continued to undertake asymptomatic testing across all inpatient sites and that routine testing was carried out for all admissions on day one, three, five and seven.
- The Committee received the Infection Prevention and Control BAF and agreed that it was assured on the processes in place to reduce the transmission of Covid-19 and other nosocomial infections.

**Items to be referred to other Board sub-committees:**

- No items to refer to other Board sub-committees.

**The next meeting of the Quality Committee will be held  
on Tuesday 8 March 2022 at 9.30am via Zoom**