



Committee/Group 'Triple A' Chair's Report

Name of Committee/Group	Quality Committee	Reporting to:	Trust Board
Date of the meeting:	22 October 2020	Parent Committee:	
Chair:	Terry Jones	Quorate (Y/N)	Y

Agenda Item:	RAG	Key Points	Actions Required	Action Lead	Expected Date for Completion
Integrated Performance Report: Month 6		The Committee received the Complaints Report for Quarter 2 within the Integrated Performance Report. It was noted that there is further work to do to ensure robust complaints management and quality of response.	Progress report to be presented at the November Quality Committee on activity from the task and finish group established to review complaint management.	SL	November 2020
Quality Committee Risk Register		The Committee discussed the risk register as presented and noted that work still needs to be completed on the registers. The Committee further noted that some risks still did not have actions documented. In addition the Committee discussed the alternative ways to track risks that are not within the control of the Trust to mitigate.	Ongoing work remitted to the Risk Management Committee.	SL	January 2021
Serious Incidents		The Committee received and welcomed, for the first time summary documents relating to two Serious Incidents. The Committee received an overview of one Serious Incident and requested the	Serious incident reference 9010 to the November Committee. Discussion with Director of Nursing and Medical Director in relation to presenting the Serious Incident summary document	SL LB	November 2020 By November 2020

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		<p>second to be presented at the next Committee for assurance.</p> <p>The Committee noted that the CEO had provided template documents for the Serious Incident process and the Committee further discussed the need for assurance around Duty of Candour compliance and that actions from Serious Incident Investigations have been completed.</p> <p>The Committee discussed the appropriateness of clinical staff attending the Committee to present when they have clinical duties and it was agreed to consider the Director of Nursing or Medical Director as appropriate.</p>	to the Committee in future.		
Digital Programme Board Chair Report		The Committee noted the work carried out by the task and finish group around digital medicine optimisation and requested sight of the report to the next Committee.	Serious Incident relating to the Meditech issue to the next Committee.	SL	November 2020
Workforce and Education Chair Report		ILS and BLS mandatory training compliance below target.	Plans in place within the Directorates to address the compliance levels.	JSp	End October 2020
Risk Management Committee Chair Report		<p>The Committee noted the following escalation from the Risk Management Committee:</p> <p>a) Register of External Visits – whilst acknowledged we have a policy in place, it is not embedded within the Trust. Work remains ongoing to add all external visits to the register to ensure we are prepared for any visit.</p>	Policy to be reviewed and updated Register to be completed	SL	January 2021

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		<p>b) PropCare: The Committee discussed lack of Trust access to risks relating to the subsidiaries.</p> <p>c) Potential financial risk relating to voluntary overtime in respect of the ongoing external legal case.</p> <p>d) Risk Registers: Risk registers have improved in terms of ratings and descriptions however there is no robust process in place to ensure actions are described and completed.</p>	<p>Use of the Datix system to be scoped and AW to advise.</p> <p>Await outcome of the external legal case.</p> <p>Further work ongoing around the risk register.</p> <p>The Board scheduled to review and approve the Trust Risk Appetite in November 2020</p>	<p>GM/NB /AW</p> <p>SL</p> <p>AW</p>	<p>January 2021</p> <p>January 2021</p> <p>November 2020</p>
Cancer Patient Experience Action Plan		The Committee noted the action plan is still work in progress and requested clarity on the Red Rag rated actions, requesting the action plan back to the next committee.	Action Plan to the next Committee.	SL	November 2020
Drugs and Therapeutics Chair Report		The Committee welcomed the work ongoing in relation to the increase in medication errors and noted a report is being drafted.	Final report following the investigation into the increase in medication errors to the next Quality Committee.	SL	November 2020
Nursing Dashboard		The Committee discussed the dashboard and requested additional narrative to support the analysis of the graphics within the dashboard.	Additional narrative to be added to the next report.	SL	November 2020
Research and Innovation Annual Report		The Quality Committee received and approved the Research and Innovation Annual Report	For Trust Board.	GH	October 2020
CQC Whistleblowing Outcomes		The Quality Committee noted the Trust response to the third Whistleblowing incident to the CQC.	The Committee noted that work is ongoing in further raising the profile of the multiple ways in which staff can raise		

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		The Committee noted the comprehensive response that had been provided and noted the CQC had now closed their file on this matter.	concerns. Plan to introduce Speaking up Champions	AW	November 2020
Infection Prevention and Control BAF		The Committee received assurance the Trust is compliant with all Key Lines of Enquiry.	None	N/A	N/A

	ALERT the Committee on areas of non-compliance or matters that need addressing urgently
	ADVISE the Committee on any on-going monitoring where an update has been provided to the sub-committee and any new developments that will need to be communicated or included in operational delivery
	ASSURE the Committee on any areas of assurance that the Committee/Group has received