

**QUALITY, SAFETY & PATIENT EXPERIENCE COMMITTEE**  
**Minutes of the meeting held on Monday 19<sup>th</sup> September 2016**  
**at 12.00pm in the Boardroom**

<u>Member</u>		<u>Attendance</u>	<u>Apologies</u>
Mr Andrew Higgins	Non-Executive Director (Chair)	☑	
Mrs Alison Kelly	Director of Nursing & Quality		☑
Mrs Sian Williams	Deputy Director of Nursing & Quality	☑	
Mr Ian Harvey	Medical Director	☑	
Sir Duncan Nichol	Chairman	☑	
Mr Tony Chambers	Chief Executive		☑
Mrs Rachel Hopwood	Non-Executive Director	☑	
Mrs Ros Fallon	Non-Executive Director	☑	
Dr Chris Green	Director of Pharmacy	☑	
Dr Amer Rehman	Divisional Medical Director – D&PS	☑	
Mrs Linda Williams	Radiology Manager	☑	
Mr David Semple	Divisional Medical Director – Planned Care	☑	
Ms Carmel Healey	Head of Nursing – Planned Care		☑
Ms Julie Fogarty	Head of Midwifery – Planned Care	☑	
Dr Martin Sedgwick	Divisional Medical Director – Urgent Care		☑
Mrs Karen Rees	Head of Nursing – Urgent Care	☑	
Mrs Alison Swanton	Head of Joint Therapies	☑	
Mr John Glover	Director of IM&T		☑
Mrs Frankie Morris	Acting Deputy Chief Finance Officer		☑
Mrs Sue Hodgkinson	Director of HR & OD	☑	
Mrs Ruth Millward	Head of Risk & Patient Safety		☑
Mr Michael Spry	Clinical Improvement & Assurance Manager	☑	

**In attendance:** Robert Cheetham, Clinical Information Analyst (for agenda item 4)  
Richard Nelson, Consultant Anaesthetist (for agenda item 6)  
David Cryle, HSDU Manager  
Mary Crocombe, PA (Minute taker)

**1. Apologies**

Apologies were received from Alison Kelly, Tony Chambers, Martin Sedgwick, Ruth Millward, John Glover, Frankie Morris and Carmel Healey.

**2. To receive and approve the minutes of the Quality, Safety & Patient Experience Committee held on 15<sup>th</sup> August 2016**

The minutes were agreed as a true and accurate record.

**3. Matters Arising**

**Review of Action Log**

**Irrelevant & Sensitive**

**Action**

M Crocombe

**Irrelevant & Sensitive**

**NUU**

Mr Harvey gave a verbal update on the recently completed review. The external review team had not raised any immediate concerns and the Trust was awaiting the final report. The reviewers were aiming to issue this within 4-6 weeks of completion and not six months as stated in the previous minutes. The Team had been very complimentary about the staff they had met during the review and the College have recommended that the Trust commissions a forensic review of the cases that sparked the external review in the first place, carried out by two Independent Paediatricians. Mr Harvey is currently contacting possible candidates to undertake this with the aim to try and complete this work to match the timeframe of the final report being received. Once the reports are received, and depending on the results, will then need to discuss how the findings will be shared, particularly with the parents concerned.

**VTE – contract requirement**

**Irrelevant & Sensitive**

K Chatterjee

**4. Divisional Assurance / Quality & Safety Risks**

**Urgent Care / Patient Flow Project – Bed reconfiguration**

**Irrelevant & Sensitive**

L Burnett

**Nursing/Care Home support (including Upton Dene)**

**Irrelevant & Sensitive**

K Rees

**Intermediate Care Unit**

**Irrelevant & Sensitive**

**Planned Care**

**Irrelevant & Sensitive**

**D&PS - Update on Radiology 'backlog'**

**Irrelevant & Sensitive**

Items escalated from Divisional Boards – None raised.