

## Board of Directors' Meeting Report – 28 February 2017

### Agenda item 15/17

<b>Title</b>	Quality Assurance Committee Report – 21 December 2016
<b>Sponsoring Director</b>	Tim Young NED
<b>Author(s)</b>	Tim Young, Chair Quality Assurance Committee
<b>Purpose</b>	To provide assurance concerning the QAC's fulfilment of its ToR duties and objectives as an assurance sub-committee of the Board of Directors.
<b>Previously considered at</b>	Not applicable
<b>Executive Summary</b>	
This report highlights the issues discussed at the Quality Assurance Committee meeting held on 21 December 2016.	
<b>Related Trust Objective</b>	Excellent Patient Outcomes Excellent Patient Experience Engaged and Valued Staff
<b>Related Risk</b>	Risk 1 – Failure to provide adequate patient safety and quality of care Risk 2 – Poor patient experience Risk 5 – Inability to recruit and retain staff Risk 6 – Unable to maintain estates and facilities to an adequate standard
<b>Legal implications / regulatory requirements</b>	Assurance of our standards for regulatory bodies as set out in the QAC ToR.
<b>Quality impact assessment</b>	Careful consideration of the Quality issues was requested in the revision of the Governance structure.
<b>Equality impact assessment</b>	Equality and Diversity is a specific focus throughout the QAC agenda and specific initiatives are covered in the report. In this meeting the Committee requested specific emphasis in the HR strategy as it is developed. The aim is to have a positive impact for the 9 protected characteristics under the Equality Act 2010.
<b>Recommendations:</b>	
The Board is asked to note the report and receive assurance and information therefrom.	

I chaired the December meeting of QAC, in Fred's absence, and this report highlights the main issues that were discussed.

- Neil Rothnie, Medical Director, gave an update on issues with the coding system as it related to patient notes and discharge letters. It was agreed that a weekly briefing note would be sent to NEDs to keep them up to date with events on important matters.
- There was an update on the OPAT (Operational Productivity and Access Target) Programme with a recommendation that a further report would be sent to the next meeting of QAC in February.
- There were the regular exception reports from: Corporate Governance Group; Corporate Management Team; Quality & Safety Committee; Clinical Governance Committee.
- A report was received on the Safety Thermometer due to the fact that a recent Quality & Safety Committee had been cancelled where it would usually be discussed – it was therefore forwarded to QAC as the relevant parent committee.
- There was an overview given on the 6 monthly complaints report – the Committee queried the target date to clear the backlog but were assured this would be done by February 2017. A review would be undertaken as to why so many patients were not stating their ethnicity.
- A report was received on the CQC Action Plan and Mock Inspection.
- There was a summary of progress on Clinical Audits.
- The Committee reviewed the BAF risks for which it is responsible namely Risks 1, 2 and 6.
- There was a presentation on the Quality Impact Assessment process.
- An update on eRostering and associated KPIs was given with further updates requested at future points.

Tim Young  
Vice Chair, Quality Assurance Committee.

20 February 2017.