



Quality Governance Committee

March 2020

Meeting held virtually via email

MINUTES OF MEETING

Attended	Apologies / Deputy Sent	Apologies	Meeting held via email
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Members:			A	M	J	J	A	S	O	N	D	J	F	M
Ms S Belfield	SB	Non-Executive Director (Chair)												
Dr L Griffin	LG	Non-Executive Director												
Mr P Bytheway	PB	Chief Operating Officer												
Professor A Hassell	AH	Non-Executive Director												
Mr J Maxwell	JM	Head of Quality, Safety & Compliance												
Dr J Oxtoby	JO	Medical Director												
Mrs M Rhodes	MR	Chief Nurse	LR	LR	TR	TR	TR							
Mrs T Rowson	TR	Director of Nursing – Quality and Safety												
Miss C Rylands	CR	Associate Director of Corporate Governance												
Mr I Smith	IS	Non-Executive Director												
Mrs R Vaughan	RV	Director of Human Resources												

In Attendance:		
Mr J Dutton	JD	Corporate Governance Officer (Minutes)
Ms F Taylor	FT	Associate Non-Executive Director

No.	Agenda Item	Action
1.	Declarations of Interest	
	There were no declarations noted.	
2.	Minutes of the Meeting held 27th February 2020	
	The minutes of the meeting were approved as an accurate record.	
3.	Matters Arising via the Post Meeting Action Log	
	The Committee noted the updates to the action log.	
4.	County Quality & Safety Report	
	The document was circulated for information and assurance and the paper contained the following key recommendations. No comments were received.	
	The Committee was asked to consider the report and its contents and to approve the actions summarised in the report to sustain improvement. Future reports would be adapted to meet the Committee requirements as appropriate.	

5.	Midwifery Continuity of Care Action Plan	
	<p>The document was circulated for information and assurance and the paper contained the following key recommendations. No comments were received.</p> <p>The Committee was asked to approve the action plan.</p>	
6.	Action Plan for recent CQC Inspection	
	<p>The CQC report on planned actions to take to meet the Health and Social Care Act 2008, its associated regulations, and any other relevant legislation, was provided to the Committee for information. No comments were received.</p>	
7.	Clinical Audit Progress Report	
	<p>The document was circulated for information and assurance and the paper contained the following key recommendations. No comments were received.</p> <p>The Committee was asked to review and note the progress of the Clinical Audit Programme 2019 / 2020.</p>	
8.	Data Security & Protection Progress Report	
	<p>The document was circulated for information and assurance and the paper contained the following key recommendations. No comments were received.</p> <p>The Committee noted that:</p> <ul style="list-style-type: none"> • The Associate Directors were asked to take the lead in managing DSP training. • The Executive Team were to undertake confirm and challenge at the Divisional Performance Review meetings with agreed actions to achieve 95% by March 2020. • The DSP Team were to monitor completion of the workbooks. 	
9.	Quality & Safety Oversight Group Highlight Report	
	<p>The document was circulated for information and assurance. No comments were received.</p>	
10.	Effective Nursing and Midwifery Staff Utilisation – January 2020	
	<p>The document was circulated for information and assurance. No comments were received.</p>	
11.	Business Cycle Forward Look	
	<p>The Committee received and noted the business cycle.</p>	
12.	Items for Escalation to the Trust Board	

	There were no items highlighted to escalate to the Trust Board.	
13.	Date and Time of Next Meeting	
	Wednesday 22 nd April 2020, 9.00am, via Microsoft Teams	

FOI REF 162-2021