

**Unadopted Minutes of the Extraordinary Meeting
of the Quality Assurance Committee
held on Thursday 4 January 2018, 3.00 pm – 4.00 pm
in the Boardroom at 722 Prince of Wales Road, Darnall**

Item 19e

Present:

Ms Amanda Forrest, Lay Member (Chair)
Dr Terry Hudson, Governing Body GP
Mrs Mandy Philbin, Acting Chief Nurse
Dr Marion Sloan, Governing Body GP

In attendance:

Mr Gary Barnfield, Head of Medicines Management
Mr Tony Clarke, Healthwatch Sheffield
Mrs Katrina Cleary, Programme Director Primary Care (from item 03/18)
Mr Richard Crosby, Head of Practice Support
Ms Jane Harriman, Head of Quality
Mrs Carol Henderson, Committee Secretary / PA to Director of Finance
Mrs Maggie Sherlock, Senior Quality Manager

Item	ACTION
01/18 Welcomes, Introductions and Apologies	
<p>The Chair welcomed members and those in attendance to the meeting.</p>	
<p>She advised members that the reason for calling this extraordinary meeting at short notice related to urgent discussions that were required regarding quality and safety issues arising from two Care Quality Commission (CQC) inspections of The Mathews Practice, especially as the governance of the Primary Care Commissioning Committee (PCCC) did not allow them to discuss the practice's action. She advised that there would be no conflict of interests for Drs Hudson and Sloan in this QAC meeting as they would not be discussing financial issues, but would be looking at safety and quality issues that required clinical, and others, input.</p>	
<p>Apologies from voting members had been received from Professor Mark Gamsu, Lay Member, Dr Zak McMurray, Medical Director, and Dr Chris Whale, Secondary Care Doctor.</p>	
<p>Apologies from those normally in attendance had been received from Mrs Janet Beardsley, Senior Quality Manager, Ms Sue Berry, Senior Quality Manager, Primary Care, Ms Angela Billings, Specialist Assurance Manager – Clinical Quality, 360 Assurance, Mrs Debbie Morton, Clinical Head of Services, and Ms Sarah Neil, Quality Manager Patient Experience</p>	
<p>The Chair declared the meeting as quorate.</p>	
02/18 Declarations of Interest	

The Chair reminded members that they had been asked to declare any conflicts of interest in agenda items for discussion in advance of the meeting and that, in future, not only would any conflicts of interests need to be noted but there would also need to be a note of action taken to manage this.

Declarations made by members of the Quality Assurance Committee are listed in the CCG's Quality Assurance Committee Register of Interests. The Register is available either via the secretary to the Quality Assurance Committee or the CCG website at the following link: <http://www.sheffieldccg.nhs.uk/about-us/declarations-of-interest.htm>

As noted above, although Drs Hudson and Sloan declared that they were practising GPs in the city, they did not need to declare a conflict of interest as the meeting would not be discussing financial issues, but would be looking at safety and quality issues that required clinical, and others, input.

There were no declarations of interest in relation to the items to be discussed in this meeting.

Mrs Katrina Cleary, Programme Director Primary Care, joined the meeting at this stage.

03/18 Introduction and Context

The Acting Chief Nurse provided members with some background information. As part of its series of general practice inspections, the CQC had undertaken a visit to The Mathews Practice in November 2016. Their report from the visit, which was published in February 2017, had rated the practice as **Inadequate**, with the report from a further inspection undertaken in July 2017 still rating the practice as **Inadequate** and in special measures. The CQC had also issued the practice with warning notices under the Health and Social Care Act 2008 (Regulated Activities) as they were in breach of three regulations relating to safe care and treatment, fit and proper persons employed, and good governance. Further detail on this would be provided under minute 04/18.

The Acting Chief Nurse advised members that the CCG, supported by NHS England (NHSE), and the Local Medical Committee (LMC) had been involved in discussions around how to get quality assurance from the practice from a contractual point of view.

The Programme Director Primary Care advised members that the practice had advised her that initial informal feedback from the CQC from both visits had been a lot more positive than the final report, and they had contacted the CCG for help and support as soon as this had been received.

04/18 Summing Up and Recommendations

Members received and discussed the practice's quality report and received an update on the provision of Locally Commissioned Services (LCSs). They noted that an action plan was now in place against which the practice was being risk assessed and members were assured that, at this stage, the practice was broadly safe against Regulation 17 HSCA (RA) Regulations 2014 Good Governance. However, there was still a range of concerns regarding the practice's culture and management style, whether there had been an impact on neighbourhood working, and several issues in the CQC report that had not been addressed in the action plan.

The committee noted that all feedback from CQC from the February 2018 and March 2018 CQC inspections would be informal until the formal final report was received.

Members agreed that the CCG wanted the practice to succeed, and that every effort had and would be made to support the practice. There may need to be a further extraordinary meeting depending on the findings of the CQC, which could be factored into the March QAC meeting.

The Chair closed the meeting as there was no further business to discuss.