



YEARN: Yorkshire & Humber Effectiveness and Audit Regional Network

Minutes of the meeting held on Thursday 14 July 2016, 10am to 13:10pm
Sheffield Clinical Commissioning Group,
722 Prince of Wales Road, Sheffield, S9 4EU

Present:

Chas Harrison (Doncaster and Bassetlaw Hospitals NHS Foundation Trust)
 Claire Scotter (York Teaching Hospitals NHS Trust)
 Debra Canning (Sheffield Children's Hospital NHS Trust)
 Jan Micallef (Barnsley Hospital NHS Foundation Trust) – chair
 Joanna Shinnars (Bradford District NHS Care Trust)
 Katy Campbell (Rotherham General Hospital)
 Laura Schuller (Sheffield CCG) - minute taker
 Rachel Garrison (Rotherham CCG)
 Rosalie Havik (Sheffield Teaching Hospitals NHS Trust)
 Stuart Nicholson (Leeds Teaching Hospitals Trust)

No	Item	Action
29/16	<p>Apologies:</p> <p>Adam Mosley (The Retreat, York) Denise Dobb (RDASH) Elizabeth Day (Leeds and York Partnership NFT) Helen Blenkinsop (Leeds Community Healthcare NHS Trust) Johal Rajinder (Northern Lincolnshire and Goole) Julie Michelowski (HSCIC) Laurence Gillian (NHS England) Mandy Smith (HQIP) Marc Lyon (NHSBT) Nicki Sparling (East Riding CCG) Philippa Collins (Rotherham Hospital) Rebecca Wixey (HDFT) Sandra Halstead (Mid Yorks) Simon Joseph (BTHFT) Su Davis (Humber NHS) Sue Cross (Sheffield Children's Hospital) Sue Marshall (ANHST) Terry Matthews (CHT) Tracy Latham (Leeds Beckett)</p>	
30/16	<p>Minutes of the last meeting:</p> <p>The minutes for the meeting held on 15 March 2016, were approved as a true record.</p>	
31/16	<p>Matters arising (not elsewhere on the agenda)</p> <p>No matters arising from the last meeting, therefore, not applicable at this meeting.</p>	



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32/16	<p>Meeting – 11th May 2016</p> <p>As there were a number of apologies given for the meeting of 11 May, it was decided to cancel it.</p> <p>However, members were kept informed of any updates via email.</p>	
33/16	<p>Standing item – Finance</p> <p><u>Financial update</u></p> <p>Jan informed the group that the money left over from the amount allocated by NQICAN from the previous financial year is being held by Barnsley Hospital NHS foundation Trust. The money is ring fenced and protected for YEARN use only. There is a total of £520 in the YEARN budget.</p> <p>It was questioned if the money could be used to address some of the issues that came out of the survey that was undertaken regarding the YEARN meeting frequencies and venues. Jan informed the group that the key issues were the inability to attend the meetings due to either workload or their organisation not allowing them to attend.</p> <p>Rachel suggested that the money could be used to facilitate a venue for future meetings going forward. Attendance was better when all YEARN meetings were held at the same main base (The Retreat, York). This is something that should be considered. York has good road and rail links and is fairly central and accessible for our region.</p> <p>It was agreed that meetings would go to one every quarter after the meeting in September, followed by a workshop.</p> <p>It was agreed that the December meeting will be funded by the NQICAN money and will take place in the second week of December 2016. Jan agreed to look into a suitable venue in York. The following quarter's meeting will take place during the second week of March 2017.</p> <p>The duration of the quarterly meetings will be extended from two and a half hours to three hours. Date and venue yet to be agreed.</p> <p>The draft annual report will be taken to the December meeting and will be ratified, along with the forward plan for</p>	<p>Jan to look for suitable venue for December meeting</p> <p>All to note</p>



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	<p>17/18, at the March 2017 meeting.</p> <p><u>Future NQICAN funding</u> Jan stated that future NQICAN funding can be applied for if the venue for the meeting works well in the next financial year. Going forwards NQICAN are going to portion out funding equally, with the money having to be used in year or passed back to NQICAN. So when applying for funding a plan will have to be submitted to NQICAN of how YEARN plan to use the funding.</p>	<p>Jan to check figures and to feed back to group on how much funding would be available from NQICAN in the next financial year</p>
<p>34/16</p>	<p>Standing item – update from the National Quality Improvement and Clinical Audit Network (NQICAN)</p> <p>A brief post meeting update, provided by Carl Walker (NQICAN chair), was circulated by email, prior to the meeting. The formal minutes will be sent out once they have been received by Jan.</p> <p>Along with Carl’s update, the two presentations that were given at the NQICAN meeting were also circulated for information.</p> <p>Jan informed the group that the NICE colleagues notified NQICAN that there are plans to reduce their resources by 30%. The library of NICE guidance will be eventually completed and the existing guidance will be reviewed and updated as necessary.</p> <p>The content and message of Dr Vaux’s presentation was discussed. It was noted that Dr Vaux can be contacted if you are considering (or would like to) different methods of measuring quality improvement other than clinical audit.</p> <p>Jan raised the point that there is a national shift to use other quality improvement methods, in addition to clinical audit. For clinical audit practitioners it would be useful to look at a ‘tool box’ approach to quality improvement with clinical audit still being in there, along with other methods, and that the right tool is picked appropriately. The group agreed that further quality improvement methods training is required and it was proposed that quality improvement training could be something that YEARN look into providing as part of one of the meetings.</p> <p><i>(post meeting note: Jan will look into this with MCA and</i></p>	<p>Jan to source QI</p>



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	<p><i>other QI training providers)</i></p> <p>Chas has sent the YEARN annual report along with future meeting dates to be uploaded onto the NQICAN website.</p> <p>The group was asked if they have a generic email or other email address they would like NQICAN to use to inform them about upcoming projects; to let Jan know and she will compile a general list and send it on to NQICAN.</p> <p>There is a Patient First conference in November and some NQICAN members have volunteered to work on a stand along with Carl. The conference is generally subsidised, so places may be available at a reduced cost.</p> <p>Jan has fed back comments from YEARN members to NQICAN regarding the 7 day working audit. Another NQICAN member has summarised everyone's comments and this has been fed back nationally.</p> <p>Whilst reviewing the HQIP update on guidance already published and in development, Stuart mentioned HQIP guidance released earlier in 2016 covering quality account lists, and the requirements of Trusts relating to participation/non-participation in national audits. It was apparent not all organisations were aware of this guidance. Jan agreed to share the guidance with the Group to allow each organisation the opportunity to review and decide how to interpret it.</p>	<p>training for December</p> <p>Jan to compile list and send onto NQICAN</p> <p>Jan and Stuart to compile and send out summary to group</p>
35/16	<p>Standing item – update from the Healthcare Quality Improvement Partnership (HQIP)</p> <p>A brief update, provided by Mandy Smith, was circulated by email, prior to the meeting.</p> <p>Mandy has recently emailed NQICAN members asking to review and comments on various updated HQIP guidance they are consulting on. Jan agreed to circulate her email and attachments to YEARN members.</p>	<p>Jan to circulate to group</p>
36/16	<p>Standing item – open forum (Q&A and updates from YEARN members)</p> <p>Nothing of note.</p>	
37/16	<p>Standing item – marketing and communications</p>	



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	<p><u>Contact information</u></p> <p>Chas asked if anyone was able to open the distribution list of members he sent out prior to the meeting. A number of people were not able to open it, which may be due to internal firewalls or other IT technical reasons within organisations. Chas agreed that he would send it out again in a spreadsheet, for members to create their own distribution list.</p>	Chas to send out group contact list
38/16	<p>Dates and Venues for future meetings</p> <p>Please refer back to item 33/16.</p>	
39/16	<p>Any other business</p> <p>Formal thanks was given to Rachel for all her work as the YEARN Secretary. Rachel will continue to attend the group as a member only.</p>	
40/16	<p>Date and time of next meeting:</p> <p>The next meeting will take place on Monday 12 September 2016, 10:00 – 12:30 Rotherham General Hospital</p> <p>Please note, the NICE meeting will follow and will take place 13:00 to 15:00.</p> <p>Due to the lengthy discussion of the FOI debate, the meeting closed late at 13:10.</p>	