



# **The YEARN Annual Report 2015**



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## Overview

YEARN is one of 15 regional clinical audit/effectiveness/improvement networks and is a member of the National Quality Improvement and Clinical Audit Network (NQICAN). NQICANs purpose is to 'work with, and provide a voice for, staff working in a clinical audit and quality improvement arena in organisations that either commission or provide care to NHS patients'. It also acts as a support network for the regional network chairs in the development of regional networks.

YEARN has been established as a regional network group since circa 2001, and in that time has seen the clinical audit agenda (nationally) improve and evolve.

Attendance is encouraged, but it is voluntary. On occasions attendance has been lower than expected, and this in part is due to regular work pressures. The location of the meeting can also have a bearing on whether a member is able to attend.

Both the frequency of the meetings and the location of them are currently being reviewed. For the network to run successfully for its members it is crucial that we make attendance as practical as possible.

## Forward Plan for 2016

The work plan for 2016 is a working progress and the process for developing this started in January 2016. The latest edition of the plan and the progress can be sought in the most recent copy of the minutes.

**Jan Micallef**  
**Clinical Audit Manager, Barnsley Hospital NHS Foundation Trust**  
**Chair of the Yorkshire & Humber Effectiveness and Audit Regional Network (YEARN)**  
**Regional Representative for National Quality Improvement and Clinical Audit Network (NQICAN)**



## Terms of Reference

The Yorkshire Effectiveness and Audit Regional Network (YEARN) is an independent group formed of representatives of organisations providing and commissioning NHS funded care. The network supports member organisations in providing and promoting good practice and innovation in clinical audit, effectiveness and quality initiatives.

### 1. Aim

To support the work of staff working in clinical audit, effectiveness, and quality within the Yorkshire and Humber region by:

- Providing, sharing, and disseminating good practice relating to clinical audit, effectiveness and quality processes, systems, activity, and tools through local knowledge and horizon scanning
- Providing a support mechanism to members of the network for the development of clinical audit, effectiveness, and quality within their organisations
- Providing a forum for discussion and debate
- Promoting training and development opportunities
- Maintaining alliances and links with the trusts involved in the group and other key external stakeholders; e.g. HQIP, NICE, NHS England etc.
- Maintaining two way communications with the National Quality Improvement and Clinical Audit Network (NQICAN) through the representative for Yorkshire and the Humber region

### 2. Membership of the group

Representatives will be the managers or team members for clinical audit, effectiveness, and quality from organisations that are:

- Providers of NHS funded care within the Yorkshire and Humber region
- Commissioners of NHS funded care within Yorkshire and the Humber region
- Special Health Authorities providing support services within the Yorkshire and Humber region

Members of other organisations (e.g. HQIP, Healthwatch, NICE, NHS England) will be invited to attend meetings by either a standing invitation or an invitation to specific meetings.

### 3. Group website

The website is hosted by the National Quality Improvement and Clinical Audit Network and will be open to anyone who would like to join.

### 4. Function of the group

YEARN will offer and assist with the following:

- Professional support
- Provision of an educational network open to all clinical audit, effectiveness, and quality staff within the Yorkshire and Humber region



- Provision of task and finish groups as and when necessary
- Identification of training and development opportunities
- Facilitation of cross boundary work
- Promotion of idea sharing
- Invitations to meetings for speakers on topics of current interest
- Feedback from and input to national conferences, NCAPOP, events and legislation
- Links with HQIP through regular communication updates and invites to regional managers meetings
- Maintenance of the YEARN website
- Maintenance of a Yorkshire and Humber region wide representation list

## **5. Frequency of meetings**

Meetings to be held in alternate months throughout the year with the venue rotated between member organisations.

## **6. Administration process**

The following administration process must be adhered to by all officers of the group for each meeting to ensure the efficient running of the group and the effective participation of all members in discussions.

- A call for agenda items will be circulated to YEARN members at least two weeks prior to each meeting. YEARN members have a responsibility to ensure that they table agenda items and papers in a timely manner
- Any agenda items tabled where the responsible YEARN member is not present and has not briefed a deputy will be automatically deferred to the following meeting
- The agenda and supporting papers will be circulated to YEARN members at least one week prior to the meeting
- Draft minutes will be sent to the Secretary within 10 days of the meeting
- Draft minutes will be circulated to YEARN members within 14 days of the meeting
- Draft minutes and supporting papers will be uploaded to the YEARN website within 7 days of circulation

Papers will not be accepted at the meeting but members will be given an opportunity to contribute to the agenda, and the papers will be distributed at least one week in advance. Members will also have the opportunity to raise items under an 'Any Other Business' section of the agenda.

## **7. Officers of the group**

Officers of the group will be elected every other year at the same time the terms of reference are reviewed. Nominations can only be made in person by the individual wishing to stand, and terms of office are two years unless unchallenged or the officer stands down. If challenged, an anonymous ballot will be held to determine the officers. Officers are able to hold more than one position at any one time.



## 7.1 Chair

The Chair of YEARN is responsible for:

- Securing and applying for funding for venues, and securing venues for meetings at least 12 months in advance
- Chairing YEARN meetings
- Ensuring the group has effective and timely yearly objectives
- Approving meeting minutes prior to distribution
- Ensuring the effective working of all task and finish groups
- Ensuring all other officers and members of the group follow the terms of reference and work plans

## 7.2 Deputy Chair

The Deputy Chair of YEARN is responsible for:

- Supporting the Chair and coordinating YEARN tasks and meetings in the absence of the Chair
- Undertaking delegated responsibilities as agreed with the Chair

## 7.3 Treasurer

The Treasurer of YEARN is responsible for:

- Accounting for all expenditure and reporting to the network at each meeting
- Contributing to the annual report by providing an overview of all finances
- Supporting the Chair in applying for funding streams
- Liaising with the Healthcare Quality Improvement Partnership (HQIP) regarding the spend of monies available to the network

## 7.4 Secretary

The Secretary of YEARN is responsible for:

- Emailing a call for agenda items from all members two weeks prior to each meeting
- Organising and publicising dates and venues for meetings at least 12 months in advance
- Liaise with the Chair to produce an appropriate and timely agenda
- Distributing all relevant papers via email one week prior to each meeting
- Organising a minute taker prior to each meeting
- Distributing the minutes of the meeting once received from the nominated minute taker, within 14 days of the meeting
- Arranging for an attendance list to be produced for each meeting
- Organising and running the process for the election of YEARN officers



### 7.5 Minute taker

The minute taker of YEARN may be different for each meeting, and will be responsible for returning typed minutes to the secretary within 10 days of the meeting.

### 7.6 The Website Manager

The Website Manager of YEARN is responsible for:

- Maintaining the group website hosted on the National Quality Improvement and Clinical Audit Network
- Ensuring agenda, papers and minutes are uploaded in a timely manner
- Maintaining a key contacts list for all member organisations

### 7.7 National Quality Improvement and Clinical Audit Network

The NQICAN Representative for YEARN is responsible for:

- Representing the group at NQICAN meetings (including appropriate task and finish groups), arranging deputies where required
- Acting as a conduit between YEARN members and NQICAN, escalating issues and questions raised at YEARN
- Providing feedback from NQICAN meetings in a timely manner

### 7.8 Members

The members of YEARN are responsible for:

- Actively contributing to each meeting
- Cascading learning and actions arising out of the meetings within their own organisation
- Raising relevant audits, effectiveness and quality project, presentations and information as agenda items
- Providing a knowledgeable resource to YEARN meetings
- Playing an active role in the assistance of organisation of meetings
- Notifying the Officers of any changes in contact details, attendance at meetings, and the name of the person who will deputise in their absence



## 8. Annual work plan

The following work plan must be adhered to by all officers and Task & Finish groups to ensure adequate governance of the group:

	January	March	May	July	September	November
Education and Events Group	✓	✓	✓	✓	✓	✓
Annual work plan setting	✓	✓				
Terms of reference to be reviewed				✓ Every other year (2015/17/19)		
Officer Selection Process					✓ Every other year (2015/17/19)	✓ Every other year (2015/17/19)
Officer Term Starts	✓ Every other year (2016/18/20)					

Publication Date – July 2015 / Review date – July 2017.





## Report of the National Audit Sub Group

### Chair of group:

Name: Sandra Halstead  
Title: Clinical Audit Manager  
Trust: Mid Yorkshire Hospital NHS Trust

### Membership:

- Sandra Halstead\*, BSc RGN (Clinical Audit Manager Mid Yorkshire Hospitals NHS Trust)
- Stuart Nicholson\* (Deputy Quality Governance Manager, Leeds Teaching Hospitals NHS Trust)
- Victoria Patel\*, MSc BSc RGN (Deputy Manager Clinical Effectiveness Unit, Sheffield Teaching Hospitals NHS Foundation Trust)
- Rebecca Wixey (Clinical Effectiveness & NICE Manager Harrogate and District NHS Foundation Trust)

### Number of meetings held in 2015:

Three meetings were held post YEARN meetings and discussions held within the meetings regarding work relating to the sub group to ensure all YEARN members points were included in the completed work.

### Objectives of the group:

1. Gain a clear overview of the processes and methods used at national decision making level in regards to rationale and choices made for inclusion of clinical audits in the Quality Accounts and NCAPOP programmes.
2. Identify key themes in relation to problems with national audits from group feedback and escalate through appropriate channels.
3. Specify key criteria which YEARN members feel all national audits should meet as a minimum.
4. Identify and develop clear processes to be used by YEARN for escalation of matters arising from national audit projects.

### Overview of activity undertaken in 2015:

First round of activity was to gain feedback from all YEARN members regarding matters relating to national audits which they have noted to be an issue within their respective organisations. This was compiled into a single document so that all comments could be identified in one resource and this enabled the comments to be shared more widely amongst non-YEARN parties, such as HSCIC.

The next activity was to identify group membership and engage with all stakeholders to determine objectives for the sub group. The group was charged with pulling together a paper to feedback to HQIP, NQICAN and NHS England specific information that would promote certain best practice standards when commissioning and overseeing providers of national audit.

The paper was presented to the YEARN meeting in November 2015, and incorporated three sections:



- I. Management of the national audit programme - this section included a list of questions for HQIP based on feedback from YEARN members. It was agreed that at the November meeting that the YEARN Chair would be asked to link with HQIP to identify a representative to whom the questions could be asked
- II. Best practice expectations for National Audits (design and management) - it was agreed at the November meeting that the YEARN Chair would be asked to escalate to NQICAN
- III. Escalation Mechanisms for Problems Relating to National Audits - laid out an escalation process for YEARN members to use

**Forward plan for 2016:**

To take forward the action points agreed in the paper:

- YEARN Chair to liaise with HQIP to identify representative
- YEARN Chair to escalate best practice expectations to NQICAN
- Sub group to contribute to escalation process if problems relating to national audits are raised by YEARN members



## Report of the Education sub group

### Chair of group:

Name: Sue Cross

Title: Quality Assurance Manager

Trust: Sheffield Children's NHS Foundation Trust

### Membership:

- Sue Cross MSc (Quality Assurance Manager, Sheffield Children's Hospital NHS Foundation Trust)
- Mark Lyon (NHS Blood and Transplant )
- Charles Harrison (Doncaster and Bassetlaw NHS Foundation Trust)

### Meetings:

Meeting will be held either pre/post YEARN meetings and discussions held within the meetings regarding work relating to the sub group to ensure all YEARN members points were included in the completed work.

### Objectives of the group:

1. To promote collaboration between all regional clinical audit/effectiveness departments involved in delivering clinical audit education.
2. To develop a consistent approach to clinical audit education across the region through the development of a range of packages for specific groups such as junior doctors at various levels.
3. To provide a forum for sharing thoughts, ideas and developments of clinical audit/quality improvement education.
4. To provide regional support and views on national clinical audit educational developments from bodies endorsed by the Healthcare Quality Improvement Partnership (HQIP) and the National quality Improvement and Clinical Network (NQICAN)

### Overview of activity undertaken in 2015:

There has been minimal activity during 2015 due to a decision made by the YEARN members to temporarily suspend the group and focus on the YEARN Conference. The group is now being re-established and members identified.



**Minutes of the meeting held Tuesday 20th January 2015, 10am to 12:30pm  
Kendray Hospital, Barnsley, Doncaster Road, Barnsley S70 3RD**

**Present:**

Chas Harrison, Doncaster & Bassetlaw Hospitals FT  
 Marie Dawson, South West Yorkshire Partnerships FT  
 V Hitchman, South West Yorkshire Partnerships FT  
 Stuart Nicholson, Leeds Teaching Hospitals  
 Sarah Kelly, Rotherham Doncaster & South Humber  
 Helen Oldknow, Rotherham Doncaster & South Humber  
 Shirley King, York Hospital  
 Sandra Halstead, Mid Yorks Hospitals  
 Adam Mosley, The Retreat  
 Marc Lyon, NHS Blood & Transplant  
 Joanna Shinnars, Bradford District Care Trust  
 Rachel Garrison, Rotherham CCG  
 Sue Cross, Sheffield Children's FT  
 Jacky Meehan, Calderdale & Huddersfield FT  
 Elizabeth Day, Leeds & York FT  
 Jan Micallef, Barnsley NHS FT

<b>No.</b>	<b>Item</b>	<b>Action</b>
01/15	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• Mandy Smith, HQIP</li> <li>• Gemma Fowler, LOCALA</li> <li>• Claire Norfolk, NY&amp;H CSU</li> <li>• Liz Moore, Bradford City CCG</li> <li>• Bev Ryton, Sheffield CCG</li> <li>• Sue Alibone, Sheffield CCG</li> <li>• Nicki Sparling, East Riding of Yorkshire CCG</li> <li>• Jim Chapman, Sheffield Health &amp; Social Care</li> <li>• Linda Doidge, Leeds Community Health</li> <li>• Linda Daniel, Yorkshire &amp; Humber Area Team</li> <li>• Rebecca Wixey, Harrogate &amp; District FT</li> <li>• Janet Hargreaves, Airedale, Wharfedale &amp; Craven CCG</li> <li>• Stephanie Loveridge, Bradford FT</li> <li>• Vicky Patel, Sheffield Teaching Hospitals</li> <li>• Sue Marshall, Airedale FT</li> <li>• Gillian Lawrence, NHS England Yorkshire &amp; The Humber</li> </ul>	
02/15	<p><b>Minutes of the last meeting:</b>            Held 13<sup>th</sup> November 2014, approved as a true record.</p> <p>Jan requested that to ensure Rotherham FT staff have access to the information coming out of YEARN, Rachel would send papers</p>	Rachel Garrison



	to Katy Campbell.	
03/15	<p><b>Matters arising rolled forward from July agenda (not elsewhere on the agenda):</b></p> <p><b>Fellowship Programme – Jim Chapman</b>          Jim sent his apologies and the following note:          I contacted Mandy and looks as though the Fellowship is just for doctors, which appears to be going against the need for more multidisciplinary audit. Mandy told him: <i>“It is possible that in the future we may offer other opportunities under this scheme but it is dependent on funding from NHS England”</i></p> <p><b>Healthwatch membership – Sue Cross</b>          Sue reported that Alice Riddell from Healthwatch had agreed to attend each YEARN meeting in future. Jan agreed to talk to HQIP about funding to reimburse Alice’s travel expenses.</p>	Jan Micallef
04/15	<p><b>Standing item - Feedback from the Events Group:</b>          The conference will be held Thursday 22nd January 2015 at Thackray Medical Museum, 141 Beckett Street, Leeds, LS9 7LN. Registration will be from 9.00am and the conference will begin at 9.30pm. Several members confirmed they will be attending.</p>	
05/15	<p><b>Standing item - Feedback from the Education Group:</b>          It was agreed at the last meeting that the Events and Education Groups would merge after the conference, to help drive progress and pool people and funding.</p>	
06/15	<p><b>Standing item - Update on Objectives and Forward Plan:</b>          The objectives and forward plan for 2014 was reviewed and all items were either complete or continually on-going so rolled over into 2015.</p> <p>Jan told the group the YEARN review of membership had informed a national review carried out by NQICAN, which had identified gaps in network coverage in the north east. Jan had offered that these organisation could join YEARN if appropriate. Jan also reported that because the HQIP website doesn’t work as well as it could YEARN documents will in future be hosted online by NQICAN. Chas requested the terms of reference etc. be added, and was told it will be done in the new year.</p> <p>The objectives and forward plan for 2015 will be decided at the conference on Thursday and brought back to YEARN for discussion in March.</p>	Jan Micallef



<p><b>07/15</b></p>	<p><b>Standing item - Update from the National Quality Improvement and Clinical Audit Network (NQICAN):</b>          Jan attended the last NQICAN meeting and is waiting for the summary presentation created by Kat Young to be sent out so it can be distributed to YEARN.</p> <p>Jan reported that NHS England had confirmed Sepsis and Acute Kidney Injury (AKI) will likely be added to CQUINS, in conjunction with the National Confidential Enquiry into Patient Outcome and Death (NCEPOD) priorities. There is debate about whether or not the Friends and Family Test (FFT) will remain in CQUINS.</p> <p>At NQICAN, Kate Godfrey from HQIP said the consultation of self-assessment of national audits on the National Clinical Audit and Patient Outcome Programme (NCAPOP) had now been published. There was discussion around the quality of national audits not on the HQIP NCAPOP list, and whether or not there was an obligation to participate in those that aren't on the list. NQICAN confirmed organisations only have to do what's on NCAPOP, giving a rational decision where choosing not to participate and making sure the discussion is evidenced.</p> <p>On Wednesday 21<sup>st</sup> January there will be a telecom regarding taking a shared learning approach to the strengths and skills of colleagues in Clinical Audit, to be chaired by Kat Young.</p>	
<p><b>08/15</b></p>	<p><b>Standing item - Update from the Healthcare Quality Improvement Partnership (HQIP):</b>          Mandy sent her apologies along with the following update:</p> <p><b>Quality Accounts list / Audit of audits</b>          The Quality Accounts list for 2015/16 was published in December alongside the National Clinical Audit Quality Assessment Report 2014. The 'Audit of Audits' identifies good practice within audit work streams and provides advice for improvements to design and delivery. It will help individual audits enhance their roles in delivering high quality national audits that can contribute to improvements in the quality of patient care provided in NHS organisations.          See <a href="http://www.hqip.org.uk/audit-of-audits/">http://www.hqip.org.uk/audit-of-audits/</a></p> <p><b>HQIP Resources development</b>          Contracts have been issued for new guidance and workshops.          Includes:</p> <p><b>Root Cause Analysis in Clinical Audit</b>          Workshops continue in January:</p>	



<p>9.30am - 5.00pm each day            20 January 2015 - Manchester, Mercure Piccadilly Hotel            21 January 2015 - Manchester, Mercure Piccadilly Hotel</p> <p><b>Guidance for boards</b>            Booking now open for workshops in Jan and Feb 2015            NB Places are for board level clinicians and non-exec directors.            Limited availability at most venues.            13:00 – 16:00 each day            14 January – London, Etc. Venues 120 Moorgate            21 January – Manchester, Mercure Piccadilly Hotel            22 January – Leeds, Park Plaza            28 January – Birmingham, Ramada Encore NEC            29 January – Bristol, Future Inns Hotel            11 February – London, Etc. Venues 120 Moorgate</p> <p><b>Guidance for commissioners plus workshops to be held</b>            Dates to follow (check website)</p> <ul style="list-style-type: none"> <li>• Information Governance (plus patient leaflet)</li> <li>• QI Methods</li> <li>• Junior Doctors and Audit Leads</li> <li>• Ethics and Clinical Audit</li> </ul> <p>Please look out for consultations and let us have your thoughts ASAP.</p> <p>NICE leaflet for Junior Doctors – circulated in a separate e-mail.</p> <p>Chas questioned if it would be possible for the group to have some feedback from HQIP workshops if other members attend. Marc agreed he could give feedback from Root Cause Analysis as he attended in December, and Stuart will be going to Guidance for Boards in January. Jan also agreed to ask Mandy for feedback from the workshops and an overview of attendance.</p> <p>A discussion then took place around the risk assessment of clinical audits, who does them and how they are undertaken. Marc commented that NHS Blood &amp; Transplant have recently implemented a process and it was agreed that a further discussion on this topic would be useful. As a result there will be a session following the meeting in March where interested members can remain and take part. Marc agreed to facilitate this.</p> <p>Jan also agreed, as part of a further discussion around risk and the quality of national audits, to ask Mandy what the next steps of the Audit of Audits will be. There was concern from members that the opinions of participating organisations hadn't been considered, and</p>	<p>Marc Lyon and Stuart Nicholson</p> <p>Jan Micallef</p> <p>Marc Lyon</p>
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	the outcome of the report portrayed a very different picture to that experienced by members.	Jan Micallef
09/15	<p><b>Annual Report for 2014</b> Rachel presented the draft of the networks first annual report. She commented that it was designed to pull together all the activity from the previous calendar year, as well as provide evidence to members organisations of the benefits of attendance. As the conference takes place in January using the planning and funding from 2014, she added that feedback from that would also be included in the final report, as will the forward plan for 2015 which is to be discussed at the conference. Jan asked that ideas for the forward plan and any requested amendments to the report be emailed to Rachel by the end of February please.</p> <p>Jacky requested that the attendance matrix be changed from individuals to organisations so as not to overstate absence when members take it in turns to come to meetings.</p>	All  Rachel Garrison
10/15	<p><b>YEARN Secretary</b> Rachel requested occasional help / support with the duties of the secretary; a recent change in role has meant that she is now working in contracting and is struggling to maintain the service currently received by members. Chas agreed to help as and when necessary.</p> <p>Jan also requested the group consider the appointment of a treasurer. The coordination of the conference has highlighted that network funds are difficult to hold in the budgets of other organisations, and someone with the right skills is needed to manage them. Marc suggested Jan contact the South West network as they are a subscription based network to see how they manage funds. In the meantime, Jan asked all to consider if they would be willing to take on the role.</p> <p>Volunteers to take the minutes of the meetings in 2015 were requested, and were received as follows:</p> <p>March – Joanna Shidders May – member of RDaSH (host organisation) November – member of Calderdale Hospitals FT (host organisation)</p> <p>Minute takers are still needed for July and September. Members are reminded that as part of the terms of reference created by the group it is the responsibility of the membership to take it in turns to volunteer.</p>	Chas Harrison  Jan Micallef  All    All





<p>11/15</p>	<p><b>Open forum (Q&amp;A from YEARN members):</b> Several topics were debated in todays Open Forum:</p> <p><b>Elizabeth Day – visiting doctors undertaking audit</b> Elizabeth asked if anyone else experienced problems with doctors who had left the Trust coming back to complete audits / undertake re-audits. She had checked with her IG and Caldicott Leads who didn't think it was a problem, but HQIP says it isn't appropriate. The issue was discussed and it was recommended that Elizabeth contact the Deanery to see what the doctors are being told i.e. are they being instructed they have to close the cycle.</p> <p>It was suggested that the Deanery be invited to a future YEARN meeting to address the following questions:</p> <ul style="list-style-type: none"> <li>- What is the Deanery advised regarding local contracts and national guidance?</li> <li>- What does the Deanery expect from organisations in terms of support and assistance for doctors.</li> </ul> <p>Members to think of others questions please.</p> <p><b>Joanna Shanners – CQUIN 3</b> Joanna asked who from Mental Health had participated in CQUIN 3? No members had, and Joanna said in her experience it was poorly organised and run by the Royal College. Rachel was asked to send a distribution list of all Mental Health emails to all Mental Health members.</p> <p><b>Sandra Halstead – National Cancer Audits</b> Sandra expressed her concerns regarding the national cancer audits and the logistics of submitting data. She's experienced significant problems with the coordination of systems and the quality of the audits. The group agreed it needed to raise concerns about who commissions these audits and checks quality – this links back to the Audit of Audits query for Mandy and HQIP.</p> <p>Sandra agreed that she would collate a group response of concerns regarding national audits. Sandra will create a template to circulate to the group for collation, and bring back to the March meeting.</p> <p>Marc suggested the group create and annual 'State of Audit' document that will be created each year looking at national audits. Jan agreed this should go on the forward plan for 2015.</p> <p><b>Stuart Nicholson – Subscription Fees</b> Stuart asked if anyone had received invoices for the 2014/15 national audit fees – some members had a recommended he</p>	<p>Rachel Garrison</p> <p>Jan Micallef</p> <p>Sandra Halstead</p> <p>Rachel Garrison</p>
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	contact HQIP.	
12/15	<b>Discussion Topic / Speaker Slot:</b> <b>Information Governance – Katie Hunter, Barnsley NHS FT.</b> Katie was unable to attend, so this item will be rolled forward to the March meeting.	
13/15	<b>Any other business:</b> None.	
14/15	<b>Date and time of next meeting:</b>  Wednesday 11th March 10am to 12:30pm Room 4.1, Level 4 Douglas Mill Bowling Old Lane Bradford BD5 7JR	



**Minutes of the meeting held Wednesday 11th March 2015, 10am to 12:30pm  
Room 4.1, Level 4 Douglas Mill, Bowling Old Lane, Bradford BD5 7JR**

**Present:**

Rachel Garrison, Rotherham CCG  
Chas Harrison, Doncaster & Bassetlaw FT  
Rebecca Wixey, Harrogate & District FT  
Mandy Hurley, Calderdale & Huddersfield FT  
Sue Marshall, Airedale FT  
Joanna Shinnars, Bradford District Care Trust  
Stuart Nicholson, Leeds Teaching Hospitals NHS Trust  
Marc Lyon, NHS Blood & Transplant  
Jim Chapman, Sheffield Health & Social Care  
Sue Cross, Sheffield Children's FT  
Vicky Patel, Sheffield Teaching Hospitals  
Tanya Claridge, Bradford Teaching Hospitals FT

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>15/15</b>	<b>Apologies:</b> <ul style="list-style-type: none"><li>• Jan Micallef, Barnsley FT</li><li>• Mandy Smith, HQIP</li><li>• Sarah Kelly, RDaSH</li><li>• Gemma Fowler, LOCALA</li><li>• Nicki Sparling, East Riding CCG</li><li>• Claire Norfolk, Yorkshire &amp; Humber CSU</li><li>• Gillian Lawrence, NHS England Yorkshire &amp; Humber</li><li>• Sandra Halstead, Mid Yorkshire FT</li><li>• Suzy Daly, South West Yorkshire Partnerships FT</li><li>• Linda Doidge, Leeds Community Healthcare</li><li>• Elizabeth Day, Leeds &amp; York FT</li><li>• Janet Hargreaves, Airedale, Wharfedale &amp; Craven CCG</li><li>• Bev Ryton, Sheffield CCG</li><li>• Sue Alibone, Sheffield CCG</li><li>• Shirley King, York FT</li></ul>	
<b>16/15</b>	<b>Minutes of the last meeting:</b> <p>The last meeting was held on Tuesday 20<sup>th</sup> January 2015. The minutes were recorded as accurate.</p>	
<b>17/15</b>	<b>Matters arising (not elsewhere on the agenda):</b>	





	<p>Rachel has circulated a contacts list between all members from Mental Health Trusts so that they can communicate with one another where they have mental health related audit queries.</p> <ul style="list-style-type: none"> <li>• 11/15 National Audit Feedback (Sandra Halstead) Sandra was collating feedback regarding problems encountered with national audits so that this information can be collectively fed back to HQIP. Some members of YEARN have already provided feedback but others still need to so. It is believed that Sandra is yet to submit the information to HQIP so all members are urged to provide feedback by 2<sup>nd</sup> April.</li> </ul>	<p>ALL</p>
<p>18/15</p>	<p><b>Standing item - Feedback from the Events &amp; Education Group:</b></p> <p>It has been agreed that the Events and Education Group will merge together; Rosalie Havik is no longer in a position to chair the Education Group and Stephanie Loveridge has changed roles and is no longer able to chair the Events group. There are no meetings scheduled as yet and the membership needs reviewing. Sue Cross agreed that she would contact members from each group to determine if they are still willing to be part of the newly formed group. YEARN to identify a Chair for this group.</p> <p>Jan Micallef has some feedback from one of the Deanerys regarding training requirements for medical staff. Jan will feedback at the next meeting.</p> <p>The Events group organised the yearly conference and some of the feedback suggested that it was challenging to meet the needs of both audit professionals and clinical members of staff; some doctors felt the conference content was not appropriate for them. There were many clinical members of staff in attendance, more so than there had been in previous year. Some issues were raised about the venue being cold and the food not being satisfactory. Positive feedback included the venue being easy to access and the provision of free parking. The group discussed the possibility of spending the conference budget on training sessions for clinical audit staff next year, rather than holding a yearly conference. It is believed that HQIP would be happy to fund training, rather than a conference. None of the group knew how much the conference cost but Tanya Claridge said that she would find out and feedback at the next meeting. The group believed that HQIP may require a breakdown of how the money they provided for the conference was spent.</p> <p>Action: To have an agenda item at the next meeting to brainstorm how the HQIP funding could be spent in 2015; on a yearly conference or training sessions for YEARN members.</p>	<p>Sue Cross</p> <p>Jan Micallef</p> <p>Tanya Claridge / Events Group</p> <p>Rachel Garrison</p>



	<p>Action: Sue Cross to contact members from both the Events and Education Sub Groups to determine if they wish to be part of a newly formed group.</p> <p>Action: Chas agreed to contact some of the other regional network groups to see how they spend the funding from HQIP.</p> <p>Action: Tanya Claridge / The Events Group to provide feedback regarding the cost of the conference on 22 January.</p>	<p>Sue Cross</p> <p>Chas Harrison</p> <p>Tanya Claridge / Events Group</p>
<p>19/15</p>	<p><b>Standing item - Update on Objectives and Forward Plan:</b></p> <ul style="list-style-type: none"> <li>• Setting Objectives and Forward Plan for 2015</li> </ul> <p>Jan has updated the plan from 2014, of which some objectives have been carried forward into 2015.</p> <p>It is intended that guest speakers will frequently be invited to attend the YEARN meetings to discuss/clarify any concerns or issues raised by the group. There needs to be further discussion regarding who the group feels would be appropriate to attend. It was discussed again that the group would benefit from an Information Governance (IG) representative. Jan was planning to invite Katie from Barnsley and Vicky said she could invite Peter/Fred from Sheffield if needed. Vicky said it would be useful to provide the attendee with some information prior to their attendance regarding the kind of information they needed to cover. All members expressed the need for clarity regarding audit information that can or cannot be shared. In the January meeting, Elizabeth Day raised potential IG issues about junior doctors leaving a Trust, due to rotation, but then returning to complete an audit when they are no longer an employee. It is believed that if a member of staff is no longer employed by a Trust, they should no longer be authorised to access data but again clarification is needed. Each organisation has their own policy on this. It was felt that a bigger time slot may need to be allocated for an IG representative, to allow adequate time to cover all areas that require clarification. It was also mentioned that it would be useful to have a Deanery representative so that the group are clear regarding junior doctor requirements in relation to clinical audit. There may however be contradicting requirements from different deaneries. Any suggestions for further representatives are welcome. Jim Chapman mentioned getting a representative from the Microsystems Academy and will look into this, potentially for July's meeting. Vicky said that Jan would like to allow everyone the opportunity to feedback regarding the objectives/forward plan so for individuals to feedback to Jan if they have any suggestions.</p>	<p>ALL</p> <p>Jan Micallef / Vicky Patel</p> <p>Jim Chapman Vicky Patel Jan Micallef ALL</p>



	<p>The Annual Report will be produced each year on a calendar year basis. It's in line with the calendar year so that it is in line with the reviewing of the groups Terms of Reference (ToR). In September the ToR will be revised. In addition to this, the chair and secretary roles will be due for renewal at the same time therefore the nomination process will be discussed in a future AGM in July.</p>	
20/15	<p><b>Standing item - Update from the National Quality Improvement and Clinical Audit Network (NQICAN):</b></p> <p>There is no formal feedback at present. The next meeting is on 24 March therefore Jan will feedback at the next YEARN meeting. The presentations from the National Clinical Audit Conference in London are now on the conference website. Rachel agreed to circulate a link to the presentations:</p> <p><a href="http://www.healthcareconferencesuk.co.uk/news/">http://www.healthcareconferencesuk.co.uk/news/</a></p>	<p>Jan Micallef</p> <p>Rachel Garrison / Sue Cross</p>
21/15	<p><b>Standing item - Update from the Healthcare Quality Improvement Partnership (HQIP):</b></p> <p>Mandy sent her apologies and had no update to share at this time.</p> <p>Stuart asked if Mandy will talk further about the Audit of Audits results when she attends next time as the group would like some answers to some of the questions already raised. It was suggested that Mandy is provided with some information prior to the next meeting so that she can prepare a response.</p> <p>Action: Stuart to provide feedback to Rachel so that the correspondence can be passed to Mandy</p>	<p>All</p> <p>Stuart Nicholson</p>
22/15	<p><b>Annual Report for 2014:</b></p> <ul style="list-style-type: none"> <li>• Second draft for approval</li> </ul> <p>Rachel had made amendments to the report in line with comments from the January meeting, for example the YEARN membership is now stated by organisation rather than by the name of the individual attending. Marc queried why we have the Annual Report and what it is used for. Rachel said that the report was produced for a few reasons; to put some structure to the group and as a useful aid for the transition process when handing over secretary and chair roles in September 2015 (there will be a repeat election for a new chair and secretary in September and Rachel intends to stand down as secretary). YEARN members can use the report as evidence in their own organisations if they are required to justify the time taken out of work to attend YEARN. Also, if we are</p>	



	<p>accessing funding from HQIP it would need to be in the Annual Report. Kat Young, NQICAN, has requested to see the report so she can feed it into NAGCAE.</p> <p>Action: All members to forward any final comments regarding the Annual Report to Rachel ASAP and she will incorporate them before finalising the report.</p>	All
23/15	<p><b>Open forum (Q&amp;A from YEARN members):</b></p> <ul style="list-style-type: none"> <li>• QS51 Autism (Vicky Patel) To try and find out what other organisations are doing to address the statements. Each organisation appear to be addressing NICE Implementation differently. Sheffield as an acute adult trust are concentrating on statements 7&amp;8.</li> <li>• National Diabetes Audit (Jan Micallef) Jan will provide feedback at the next meeting on how people are conducting the audit.</li> <li>• MINAP (Jan Micallef) Jan queried how MINAP is supported in each organisation. Some have responded but please send any further responses to Jan.</li> <li>• TARN (Barbara Stearn) No feedback received yet. Rachel will contact Barbara to get something in writing.</li> <li>• CG9 Eating Disorders (Adam Mosley) Adam did not attend the meeting but sent a post meeting note: <i>I only had 1 response to my Eating Disorders query that came from Elizabeth Day. However, the audit tool didn't really cover the necessary areas for us as an organisation as some of the standards are not relevant. Unfortunately there is no audit tool for that particular NICE guidance. If anyone else has experience of auditing against that guidance or has other audit tools we would appreciate them.</i></li> <li>• Duty of Candour (Rebecca Wixey) Rebecca sent a post meeting note to update the group: <i>I received 2 responses to this question.</i></li> </ul> <p><u>Sheffield Teaching Hospitals</u> <i>They are still rolling DoC requirements out and have focused on staff training with 3 levels identified:</i> <i>Level 1 – an introduction leaflet sent to all staff in the organisation with payslips</i> <i>Level 2 – education of all staff involved with direct patient care</i></p>	<p>Jan Micallef</p> <p>ALL</p> <p>Rachel Garrison</p>





	<p><i>Level 3 – All senior staff who deal with incidents and would be required to write the DoC letters – 1 hour workshop with trust solicitors.</i></p> <p><i>They are also developing an e-learning package.</i></p> <p><i>Duty of candour has been included as an appendix in their Incident Policy. They are having a Duty of Candour launch week in May where the Risk leads for the directorates will do a ½ hour session for the clinical areas and Duty of Candour will be on the agenda for all the main meetings taking place that week to remind people and spread the word. In terms of audit they have added some new fields to Datix and have agreed an annual audit against the policy of a percentage of cases (they think they are likely to have approx. 700 incidents a year so will not be auditing every case but might also do spot checks).</i></p> <p><u><i>Yorkshire and Humber Commissioning Support Unit</i></u>  <i>Provided details of a draft audit framework which Hull and East Riding of Yorkshire have developed across organizations within their Local Health Economy. They have developed a specific set of Duty of Candour principles that go above and beyond the legal requirements, but the document also provides suggestions as to how the legal requirements can be evidenced with a detailed audit checklist.</i></p>	
<p><b>24/15</b></p>	<p><b>Discussion Topic / Speaker Slot:</b></p>	
<p><b>25/15</b></p>	<p><b>Any other business:</b></p> <p>Joanna Shinnars queried if anyone knew if the PGC in Clinical Audit was likely to run again in Sheffield. Vicky said the university were reluctant to re-run it as it was felt that they may not be able to fill the places each year. The course is available at Goole University so Vicky suggested contacting HQIP to ask if they provide funding towards the course fees, as previously when the course ran at Sheffield there was funding for staff from HQIP. In addition local LBR funds might be an option.</p> <p>Tanya Claridge requested that members share job descriptions and bandings of all clinical audit staff members within their organisations/departments.</p> <p>Rebecca Wixey noted that the Internal Audit Department within Harrogate &amp; District NHS Foundation Trust are looking at holding a joint internal audit/clinical audit stakeholder workshop to consider the strategic approach to audit activity and whether it is sufficiently responsive, delivers adequate assurance etc and gain perspectives</p>	<p>ALL</p>



	<p>from a variety of stakeholders. It was envisaged that this would be a Yorkshire and Humber region wide event and would follow up on the results of the benchmarking exercise Valuing Clinical Audit undertaken in 2010, in addition to interactive discussions and assessment around areas such as strategy, audit activities, and cost. Delegates would be asked to provide information for the benchmarking prior to the event so that feedback could be collated in preparation to be used to provide context.</p> <p>Jim Chapman mentioned the NICE Implementation Programme. There is a meeting on 6 July, from 1 until 3, following the YEARN meeting. Christine McArthur is the new lead. Jan will speak to her to determine if she is the correct person. Rachel will look into it. Sue will circulate something re: numbers of audits that each organisation are conducting.</p> <p><b>PMN:</b>  <b>Minute takers for future meetings:</b>  <b>July – Vicky Patel.</b>  <b>September – Rebecca Wixey.</b></p>	<p>Jan Micallef</p>
<p><b>26/15</b></p>	<p><b>Date and time of next meeting:</b>          Thursday 14<sup>th</sup> May          10am to 12:30pm          Park Lodge Board Room          Park Lodge          Woodfield Park          Tickhill Road          Balby          Doncaster DN4 8QN          (Sarah Kelly, RDaSH)</p>	



**Minutes of the meeting held Thursday 14th May 2015, 10am to 12:30pm  
Park Lodge Board Room, Park Lodge, Woodfield Park, Tickhill Road, Balby,  
Doncaster DN4 8QN**

**Present:**

Stuart Nicholson, Leeds Teaching Hospitals  
 Rachel Garrison, Rotherham CCG  
 Caroline Early, Rotherham, Doncaster & South Humber  
 David Knight, Rotherham, Doncaster & South Humber  
 Vicky Patel, Sheffield Teaching Hospitals  
 Chas Harrison, Doncaster & Bassetlaw Hospitals  
 Shirley King, York Hospital  
 Sue Cross, Sheffield Children's Hospital  
 Sarah Kelly, Rotherham, Doncaster & South Humber  
 Helen Oldknow, Rotherham, Doncaster & South Humber  
 Katie Hunter, Barnsley NHS FT  
 Jan Micallef, Barnsley NHS FT  
 Joanna Shinnars, Bradford District NHS FT  
 Adam Mosley, The Retreat  
 Mandy Smith, Health Quality Improvement Partnership  
 Rebecca Wixey, Harrogate FT  
 Sandra Halstead, Mid Yorkshire Hospitals

<b>No.</b>	<b>Item</b>	<b>Action</b>
27/15	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• Gemma Fowler, LOCALA</li> <li>• Claire Norfolk, Yorkshire &amp; Humber CSU</li> <li>• Terry Matthews, Calderdale &amp; Huddersfield FT</li> <li>• Elizabeth Day, Leeds &amp; York Partnerships FT</li> <li>• Linda Doidge, Leeds Community Healthcare Trust</li> <li>• Marc Lyon, NHS Blood &amp; Transplant</li> <li>• Nicki Sparling, East Riding CCG</li> <li>• Bev Ryton, Sheffield CCG</li> <li>• Tracy Latham, Health Education, Yorkshire and the Humber</li> <li>• Gillian Lawrence, NHS England North (Yorkshire &amp; Humber)</li> <li>• Jim Chapman, Sheffield Health &amp; Social Care Trust</li> <li>• Alice Riddell, Healthwatch</li> <li>• Suzy Daly, SWYPFT</li> <li>• Katie Campbell, Rotherham Hospitals FT</li> <li>• Sue Marshall, Airedale General Hospital</li> <li>• Barbara Stearn, Harrogate FT</li> </ul>	
28/15		



	<p><b>Minutes of the last meeting:</b></p> <p>The last meeting was held on Wednesday 11th March 2015.</p> <ul style="list-style-type: none"> <li>Item number 18/15: Chas agreed to contact other regional networks to see how they bank their money and account for it, not regarding how they spend their money.</li> </ul> <p>Sue Cross to contact members to ascertain if they still wish to be part of a newly formed group; conjoining the Education Sub Group and the Events Sub Group. Vicky Patel confirmed that Rosalie Havik and Shirley Cross have confirmed that they will be part of the new group. Jan and Sue will look at the group membership together. If any additional members of YEARN wish to be part of the group they will be given the opportunity.</p>	<p>Jan Micallef &amp; Sue Cross</p>
<p>29/15</p>	<p><b>Matters arising (not elsewhere on the agenda):</b></p> <ul style="list-style-type: none"> <li>03/15 &amp; 17/15 HQIP funding for Healthwatch expenses (Jan Micallef / Sue Cross) Jan informed the group that there is no funding available to cover travel expenses therefore either her or Sue will car share and transport the Healthwatch staff member when they attend a future YEARN meeting.</li> <li>11/15 &amp; 17/15 National Audit Feedback (Sandra Halstead) This is covered further down the agenda under agenda item 34/15.</li> <li>19/15 Microsystems Academy Speaker Slot for July meeting (Jim Chapman) Jim had sent his apologies for this meeting but sent a message to inform the group that somebody from Microsystems Academy will attend the July meeting to do a quick overview.</li> <li>25/15 NICE Contact Person (Jan Micallef) Christine McArthur is the new contact at NICE. A NICE meeting will follow Julys YEARN meeting. Mandy Smith informed the group that the NICE audit team are being disbanded therefore audit tools against NICE clinical guidelines will not be available in the future. It has been mentioned that there may be some NICE virtual groups that will take place in the future due to problems with some of the NICE regional groups.</li> </ul>	
<p>30/15</p>	<p><b>Discussion Topic / Speaker Slot</b></p>	



	<ul style="list-style-type: none"> <li>Information Governance – Katie Hunter, Information Governance Manager, Barnsley Hospital FT Katie attended to provide some clarity around IG issues in Clinical Audit that have been raised at previous YEARN meeting. A concern was raised at a previous meeting regarding junior doctors returning to organisations after they have rotated away from the Trust and moved on to a different placement. Katie said that for continuation of training; doctors should be given the opportunity, where possible, to continue with a piece of clinical audit work. If doctors are still within the same Deanery it is simpler. Having an honorary contract in place may help so that it is documented that the doctor has returned to the Trust for audit purposes. The Information Governance (IG) toolkit will soon be published and will provide further clarification but the detail of the toolkit will need to be put into context by each individual Trust.</li> </ul> <p>Rachel Garrison queried about correct and safe methods for sharing information as part of the national confidential enquiries into suicide and homicide. Katie advised that information sent out of an organisation should be encrypted and anonymised and there should be evidence to support why the information is being shared. If it is regarding patient care it is often easier to justify sharing the information but when a patient is deceased the barriers may change so there is a definite need for justifying the reason for sharing.</p> <p>Medical students working in local Trust may not have had IG training therefore it is important to focus on local processes particular to your organisation. The requirement within most organisations is to have IG training that is refreshed annually. If the staff member is not on ESR (or an equivalent Trust Electronic Self Record) they should attend a stand up delivery session. There is a national training tool available for anyone to undertake on-line; Katie will share the hyperlink with the group.</p> <p><b>Action:</b> Katie to send the IG training link to Jan who will share with the group.</p> <p><b>Action:</b> Jan to draft the IG standards to include in audit registration forms and circulate to the group.</p>	<p>Jan Micallef</p> <p>Jan Micallef</p>
<p>31/15</p>	<p><b>Standing item - Feedback from the Events &amp; Education Group:</b></p> <ul style="list-style-type: none"> <li>Feedback on the January Conference, including breakdown of costs (Events &amp; Education Group)</li> </ul>	



	<p>Stuart commented on the attendance at the conference regarding the split between clinical staff and clinical audit staff and the group discussed if there should be two events next year; one which will be steered towards clinical audit professionals and one steered towards clinical members of staff. It was agreed however that it would be difficult to please everyone. Mandy Smith informed the group that there will not be a HQIP conference in 2015/16. It was discussed that two half day sessions may work or possibly replacing the conference with some form of training session for YEARN members. The group agreed that ideally the Events planning group should have representation from all service areas i.e. CCG, Acute, Community and Mental Health. Mandy confirmed that the YEARN group are one of the only networks in the country that use the HQIP funding for a conference.</p> <p>Rebecca Wixey is in discussion with her audit committee in Harrogate regarding holding an event to look at the effectiveness of clinical audit. This will be a regional event in which other Trust can also attend. The aim of the event is to share good practice in clinical audit from across the region. Rebecca is looking for support from YEARN and is hoping from support from one of the deaneries and HQIP. Mandy Smith informed the group that other organisations have run / are running events which are largely Quality Improvement focused but clinical audit has been a fundamental part.</p> <p>The group expressed the need of a breakdown from Stephanie of funding and spends from 2014/15. Jan has requested it from Stephanie but is yet to receive a response therefore she will follow it up. The underspend needs to be moved from Stephanie's to Jan's budget so Jan can control it as the YEARN chair. Mandy confirmed that there are two ways to manage funding from HQIP. Option 1; holding the money in a designated bank account that is ring fenced. If there is a underspend the money can remain in the bank account and be used for the purpose of the network. Option 2; HQIP can hold the money and the network can send an invoice to HQIP when payment is required. Mandy did comment that the latter option may not remain in place as there are discussions in place with NQICAN as they may take over the network funding from HQIP. It needs to be fed back to the group and minuted at the next meeting what money is left over from 2014/15.</p> <ul style="list-style-type: none"><li>• Chair and membership of the group (Jan Micallef / Sue Cross) Sub group discussed Discussed above under 'matters arising'</li></ul>	
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	<ul style="list-style-type: none"> <li>• Deanery Training Requirements (Jan Micallef) Jan now has contacts at the deanery.</li> <li>• HQIP Funding for 2015: conference vs. training for the network. How do other areas use the money? (Jan Micallef / Chas Harrison) Discussed above under 'Feedback from the Events and Education Group. Chas Harrison agreed that he will act as treasurer if no other members of the group are willing to do it.</li> </ul>	
32/15	<p><b>Standing item - Update on Objectives and Forward Plan:</b></p> <ul style="list-style-type: none"> <li>• Setting Objectives and Forward Plan for 2015</li> </ul> <p>Action: Jan will circulate the finalised plan before the end of May</p>	Jan Micallef
33/15	<p><b>Standing item - Update from the National Quality Improvement and Clinical Audit Network (NQICAN):</b></p> <ul style="list-style-type: none"> <li>• Information Governance Statement A brief statement was provided prior to the meeting. Kat Young had been asked to look at the statement and it needed to be changed as NHSE were not happy with it. Mandy confirmed that HQIPs IG guidance is imminent therefore not sure of the relevance of the NQICAN guidance. There has been a delay in the timeliness of minutes from NQICAN. Jan will chase and circulate as soon as they are available.</li> </ul> <p>Action: Jan to circulate NQICAN minutes when they become available.</p>	Jan Micallef
34/15	<p><b>Standing item - Update from the Healthcare Quality Improvement Partnership (HQIP):</b></p> <ul style="list-style-type: none"> <li>• Detailed feedback of the Audit of Audits Mandy informed the group that HQIP have lost some members of their team and unfortunately they won't be replaced. Mandy supports Trust/Networks from the Midlands and the North. Liz Smith covered the South but has retired and will not be replaced. Kate Godfrey is also leaving and will not be replaced. This will therefore put pressure on Mandy's ability to attend all YEARN meetings. The relocation of funding from HQIP to NQICAN will mean less resource implications on the HQIP team. Mandy encouraged everyone to sign up to the HQIP E-</li> </ul>	



bulletin as they may have to be more reliant on this information if Mandy is less available. There will be no HQIP conference this year as it is felt the money can be better spent; there will be an announcement on the HQIP website to confirm this. There are a few other events this year; the NHS Confederation in June and the Patient Safety conference in July which will both hit a wide range of people. The current HQIP contract will only run until March 2016 but it is important to get all guidance documents up to date, which are all on the verge of being produced. The Policy Strategy and Programme Guidance needs to be reviewed and looked at in the context of Clinical Audit, rather than being a stand-alone strategy. A guide for how commissioners should use clinical audit is coming out soon. Keele University are opening applications for the Post Grad in Clinical Audit course. Trusts will have to self-fund if they have staff wanting to do the course as there are no funds available through HQIP.

The group had asked for extra information regarding the Audit of Audits, and the actions which HQIP intended to take having reviewed the findings. Mandy explained that the audit of audits was a self-assessment process regarding governance processes that are in place in national audit providers. The findings were feeding into discussions with NHS England regarding national programmes. The recent HQIP e-bulletin had announced changes in the criteria used to prioritise national clinical audit proposals. There is a need to look at how we finish national audit projects. If the national programme is going to get re-balanced / developed it will need to be improved. An advertisement was made for a clinical fellow; a doctor has taken on the role and he will look at how the CQC use the NCAPOP audits and how national reporting is fed back to CQC. Stuart queried how HQIP oversee the methodologies of the national audits, how each national audit gets onto the programme and how HQIP ensure they are suitable and appropriate. Mandy explained that the methodology is designed and agreed by an audit steering group. HQIP set up the contracts for the national audits, the steering group agree the detail and NHSE decide if the audits go on the programme. If NHSE agree to the audit topic, HQIP then commission it. A member of the group requested that HQIP publish a list of all national audits that were conducted in the previous financial year, as a resource to assist Trusts in producing their annual quality account. The network agreed that it would be useful to ask someone from the National team at HQIP to speak at one of the YEARN meetings as Mandy is not best placed to answer some of the queries which Sandra began to raise regarding the problems that the network repeatedly encounters with national audits. Mandy informed the





	<p>group that the CQC have moved away from essential standards to fundamental standards and they don't address quality in the same way. The CCGs now have the power to penalise Trusts if they don't meet quality requirements. Mandy urged staff to use the National Clinical Audit Feedback (NCAF) mechanism on the HQIP website. The group agreed that there is a definite need to formalise the escalation process so that all Trusts are using the appropriate channels to report information in a professional standardised way.</p> <p>Sandra has pulled together the feedback that she has received from different Trusts regarding the problems that they are each faced with whilst participating in national audits. She will look at any common themes and this information will then be shared with the group before going to the national team. The group should then probably pull together an action plan. Stuart and Sandra will prepare the paper to finalise and circulate. Mandy will consider who best appropriate for us to contact at the national team once she has seen the collated feedback. The group will need to decide and agree on questions before Mandy advises of the most appropriate person to contact.</p> <p>Action: Jan will draft some guidance to clarify the appropriate channels for feeding back information regarding national audits and circulate to the group.</p> <p>Action: Sandra and Stuart to finalise the national audit feedback document and share with Jan so that it can be circulated to the group and shared with Mandy.</p>	<p>Jan Micallef</p> <p>Sandra Halstead &amp; Stuart Nicholson</p>
<p>35/15</p>	<p><b>Open forum (Q&amp;A from YEARN members):</b></p> <ul style="list-style-type: none"> <li>• National Diabetes Audit (Jan Micallef) Jan will defer this item to the next meeting</li> <li>• The Trauma Audit &amp; Research Network (TARN) (Barbara Stearn) – feedback sent out with agenda Attachment sent by Barbara with her request for information. No action for TARN</li> <li>• Risk Management for Trusts (Rebecca Wixey) Rebecca thanked those that have submitted information.</li> <li>• Q-Pulse - monitoring audit activity (Jan Micallef) Jan is planning to meet with Marc Lyons. She has been asked to consider using Q-pulse.</li> </ul>	



<b>36/15</b>	<p><b>Any other business:</b></p> <p>Jan and Rachel raised that it may be a good idea to devise a questionnaire so that members of the group can be given the opportunity to comment regarding how they would like to spend any left over money. Rachel will devise a simple questionnaire using survey monkey and distribute to staff; who can then cascade to staff within their teams.</p> <p><b>Action:</b> Rachel to develop and circulate a questionnaire.</p> <p>Jan thanked Rotherham, Doncaster and Humber Foundation Trust for hosting the meeting.</p>	Rachel Garrison
<b>37/15</b>	<p><b>Date and time of next meeting:</b></p> <p>Monday 6<sup>th</sup> July 10am – 12:30pm, followed by NICE Meeting 1pm – 3pm 722 Prince of Wales Road Sheffield S9 4EU (Bev Ryton)</p>	



**Minutes of the meeting held Monday 6th July 2015, 10am to 12:30pm  
722 Prince of Wales Road, Sheffield S9 4EU**

**Present:**


Vicky Patel, Sheffield Teaching Hospitals  
Rachel Garrison, Rotherham CCG  
Stuart Nicholson, Leeds Teaching Hospitals  
Tracy Latham, Health Education Yorkshire & the Humber  
Sue Cross, Sheffield Children's Hospital  
Bev Ryton, Sheffield CCG  
Lorna Grant, Humber Foundation Trust  
Jane Foster, Humber Foundation Trust  
Helen Oldknow, Rotherham, Doncaster & South Humber Foundation Trust  
Sue Marshall, Airedale Foundation Trust  
Brian Hockley, NHS Blood & Transplant  
Rebecca Wixey, Harrogate Foundation Trust  
Joanna Shinnars, Bradford District Care Foundation Trust  
Agnieszka Rogusz-Hopwood, Bradford District Care Foundation Trust  
Jim Chapman, Sheffield Health & Social Care Trust  
Jim Duffy, Health & Social Care Information Centre  
Adam Mosely, The Retreat  
Elizabeth Day, Leeds & York Foundation Trust  
Alice Riddell, Healthwatch  
Sandra Halstead, Mid Yorkshire Hospitals

**In attendance:**

Nick Miller, Sheffield Teaching Hospitals

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>38/15</b>	<p><b>Apologies:</b></p> <ul style="list-style-type: none"><li>• Mandy Smith, HQIP</li><li>• Sarah Kelly, Rotherham, Doncaster &amp; South Humber FT</li><li>• Gemma Fowler, LOCALA</li><li>• Linda Doidge, Leeds Community Healthcare</li><li>• Suzy Daly, South West Yorkshire Partnerships</li><li>• Marc Lyon, NHS Blood &amp; Transplant</li><li>• Gillian Laurence, NHS England Yorkshire &amp; Humber</li><li>• Tanya Claridge, Bradford Teaching Hospitals</li><li>• Claire Norfolk, Yorkshire &amp; Humber Commissioning Support Unit</li><li>• Chas Harrison, Doncaster &amp; Bassetlaw Hospitals FT</li><li>• Mandy Hurley, Calderdale &amp; Huddersfield FT</li></ul>	



<p>39/15</p>	<p><b>Discussion Topic / Speaker Slot:</b></p> <p>Microsystems Coaching Academy – Nick Miller</p> <p>Nick gave an overview of Microsystems theory and principles; please see embedded slides:</p>  <p>Microsystem Coaching Academy Pr</p>	
<p>40/15</p>	<p><b>Minutes of the last meeting:</b></p> <p>Held Wednesday 11th March 2015 – accepted as a true record, with a couple of amendments; Sandra Halstead to be added to the present list, and Bev Ryton to be removed from the apologies (noted twice).</p>	<p>Rachel Garrison</p>
<p>41/15</p>	<p><b>Matters arising (not elsewhere on the agenda):</b></p> <ul style="list-style-type: none"> <li>• 18/15 Other Network arrangements for banking and accounting – Chas Harrison</li> </ul> <p>Chas contacted the chairs of six regional groups to ask about their arrangements for banking and accounting; four responded, and all left their funds with HQIP and sent invoices etc. to them to pay rather than holding the monies themselves within organisations. He had a lengthy conversation with one who suggested that as the funding arrangements were currently under discussion between HQIP and NQICAN, we should maybe wait for the outcome of this before making a definite decision. It was noted that the network still has £1k outstanding and held at Bradford Foundation Trust and has yet to receive a breakdown of spend on the conference held in January. Rachel agreed to discuss this with Jan as a matter of urgency.</p> <ul style="list-style-type: none"> <li>• 30/15 IG Training Link and Draft IG standards for audit registrations – Jan Micallef</li> </ul> <p>Jan has sent her apologies for today – this wasn't sent out after the May meeting, but Rachel will follow-up with Jan to find out what's happening.</p>	<p>Rachel Garrison</p> <p>Rachel Garrison</p>
<p>42/15</p>	<p><b>Standing item - Feedback from the Events &amp; Education Group:</b></p>	



	<ul style="list-style-type: none"> <li>• Membership  Sue Cross is working with existing members to see if they want to remain in the group, and will take any new members who wish to volunteer - please contact Sue if you wish to join.</li> <li>• Finance update  Discussion centred on the need to establish a system for banking once the HQIP/NQICAN discussion has been resolved, and the need to establish outstanding funds from this year.</li> <li>• Future Events Survey  Rachel fed back that members voted overwhelmingly (nearly 82%) for a series of smaller workshops rather than an annual event. There are a number of themes coming out of the requests for workshops including action planning, so maybe we could look to provide this as our first workshop. Rachel agreed to talk to Jan about pursuing this further. Joanna queried if workshops would be open to teams not just attendees at YEARN, and it was decided that all can attend as long as the venue can accommodate the numbers. It was suggested we should access the remaining funding at Bradford to try and resource it and pay for speakers / trainers to attend. Stuart highlighted the need for the workshops to cover the needs of all members, not just acute Trusts.</li> </ul>	<p>Rachel Garrison</p>
<p>43/15</p>	<p><b>Standing item - Update on Objectives and Forward Plan:</b></p> <p>The Forward Plan has been sent to the network by Jan for discussion.</p> <p>Standardisation of clinical audit education in our region: Jan has a meeting scheduled with the medical school to put education back on the agenda and try to make some progress with this.</p> <p>Guest speakers or workshops: Currently nothing booked for September, could possibly be a follow-on workshop then if we can organise a speaker and room for the afternoon in Bradford. Rachel reported that Jan had suggested we return to doing a round robin of activity in each of the member organisations; if we are moving to follow-on workshops the speaker slot on the agenda could be used for this instead. Rachel will update the agenda template.</p> <p>Rebecca asked that the National Audit Working Group to be added to the forward plan to keep track of progress.</p>	<p>Rachel Garrison</p> <p>Jan</p>



		Micallef
44/15	<p><b>Standing item - Update from the National Quality Improvement and Clinical Audit Network (NQICAN):</b></p> <p>There was no direct update sent by Jan, but members discussed the NQICAN updates that were sent out with the meeting papers.</p> <p>Bev noted that page 2 'Open call for new audits' mentioned subscription increases for national audits. She asked if there was any more clarity on this as Trusts will need to know imminently if this is the case. None was known, so Bev agreed to find out and feedback.</p> <p>Bev also asked if NHS IQ (page 5/6) is ceasing to exist which is concerning. Can our NQICAN reps please chase for further information.</p> <p>Stuart queried date of next NQICAN meeting to ensure the audit of audit work can be fed back. It will be held on the 24<sup>th</sup> September, so the group will try to ensure their work is completed in time to be taken to this meeting.</p> <p>Sue Marshall commented on page 12 'Care Quality Commission Presentation' and the work identifying the key metrics within each national clinical audit that are most effective indicators of good quality care. It will be interesting to see the outcome of this considering the number of indicators collected by national audits. Sandra also commented that she understood there are new indicators for quality, and it may be that quality accounts are replaced with something more measureable. Sandra agreed to circulate the document for information.</p>	<p>Jan Micallef</p> <p>Bev Ryton</p> <p>Jan Micallef</p> <p>National Audit Sub Group</p> <p>Sandra Halstead</p>
45/15	<p><b>Standing item - Update from the Healthcare Quality Improvement Partnership (HQIP):</b></p> <p>Vicky outlined that she understood there was to be no back fill to the two vacant posts at HQIP at the moment.</p> <p>Bev asked how often is Mandy likely to attend in future, and it was reported that it might be less frequently. In light of this, Vicky asked members to actively read updates so we can send collated questions from the network meetings to Mandy in lieu of her attendance to ensure the network continues to remain informed.</p>	All members
46/15	<b>Clinical Audit Survey Results:</b>	



	<p>Sue Cross presented an interim report as so far only 10 people have responded. It is intended to track who does what and why in terms of tracking audits in their organisations to assess regional differences and best practice.</p> <p>Rachel agreed to send the link out again with the minutes of today's meeting to give more members the opportunity to contribute, with a two week deadline. Vicky asked members please contribute so the issue can be discussed in depth at the September meeting.</p>	<p>Rachel Garrison</p> <p>All members</p>
<p>47/15</p>	<p><b>YEARN Terms of Reference:</b></p> <p>The terms of reference are to be reviewed today to allow nominations for Officers to take place in September. The ToR were reviewed one item at a time:</p> <ol style="list-style-type: none"> <li>1. Aims: agreed with no changes.</li> <li>2. Membership of the group: Bev asked if we could change membership to any member of the team rather than just managers and all agreed. Needs to be noted Healthwatch member (Alice) is now attending.</li> <li>3. Group website: Bev noted this is now hosted by NQICAN and not NCAF. It was also questioned if we should be clearer about using the website as a communications forum in the future.</li> <li>4. Function of the group: Stuart commented that as we no longer have a regional conference this bullet should be replaced with 'educational network open to all audit and effectiveness staff'.</li> <li>5. Frequency of meetings: agreed with no changes.</li> <li>6. Administration process: agreed with no changes.</li> <li>7. Officers of the group: 7.1 relates to a regional conference so needs to be updated. Stuart also suggested we remove the charring Task and Finish groups from the Chairs role as we now have some groups e.g. National Audits that Jan doesn't chair. It was agreed that Jan remains responsible for these groups rather than charring them. Stuart requested that the Chair is nominated as responsible for ensuring we have yearly objectives. Sue Cross commented that we need to add a role for Treasurer even if they don't actually hold the</li> </ol>	



	<p>monies. Rachel agreed to look for a Treasurers role summary. Bev asked that the 7.5 reference to website be amended to NQICAN.</p> <p>8. Annual work plan: the work plan needs to be updated with ToR and annual work plan setting, as well as a change to the dates to 2014/16 etc. Conference planning and feedback can also be removed if we are not holding a conference.</p> <p>It was agreed that Rachel would make the changes and recirculate with deadline for comments. At this point the ToR will be deemed to be ratified.</p>	<p>Rachel Garrison</p>
<p>48/15</p>	<p><b>National Audit Feedback</b></p> <p>Sandra gave a quick update on this piece of work. Sandra, Stuart, Vicky are involved in this working group, and now Rebecca has joined. The group is to be called the Working Group for National Audits. The group has so far reviewed the audit of audits, and is waiting for sight of the criteria for national audits as it hasn't yet been released. They also want to look at the methodology for reviewing the national audits before NHS England sign off on them. Sandra wants to create a set of basic standards e.g. audit tools that should be issued with each audit. She commented the group will be happy to share the report in future once it's been further reviewed and refined. To be completed by mid-August and brought to the meeting in September.</p> <p>The draft objectives of the working group are:</p> <ul style="list-style-type: none"> <li>• To gain a clear overview of the processes and methods used at national decision making level in regards to clinical audits and how problems with these audits can be addressed.</li> <li>• To identify key themes in relation to problems with national audits from group feedback and escalate through appropriate channels.</li> <li>• Identify clear escalation processes to be used by YEARN.</li> <li>• Use the National Clinical Audit Feedback, (NCEF) mechanism to identify problems with National audits:  <a href="http://www.hqip.org.uk/national-clinical-audit-feedback-mechanism-3/">http://www.hqip.org.uk/national-clinical-audit-feedback-mechanism-3/</a> </li> </ul>	<p>National Audit Sub Group</p>
<p>49/15</p>	<p><b>Open forum (Q&amp;A from YEARN members):</b></p> <ul style="list-style-type: none"> <li>• NICE Implementation Policy</li> </ul>	





	<p>Vicky received three responses, and will update and share with the group once ready. Policies shared were similar which is reassuring, and will check with regional group this afternoon to ensure its fit for purpose. Likely to be ratified in September.</p> <ul style="list-style-type: none"> <li>• National Diabetes Audit</li> </ul> <p>To be rolled forward as Jan isn't present today.</p>	
<p>50/15</p>	<p><b>Any other business:</b></p> <p>Brian commented that NHS Blood &amp; Transplant have a big programme of national audits and wondered what the feedback had been relating to them. Sandra confirmed no comments in the review related to Blood &amp; Transplant. She reports clinical teams engage well in her trust and the group said that Blood &amp; Transplant audits are realistic and are time limited and well managed.</p> <p>Stuart wanted to note that following the Microsystems talks, members can access improvement academy as part of the Yorkshire Health &amp; Science network. He agreed to send the link to Rachel to go with minutes:</p> <p><a href="http://www.improvement-academy.co.uk/">http://www.improvement-academy.co.uk/</a></p> <p>Tracy asked as a new member of the group, if there was a definitive work plan for each member of the group and key areas we all cover. It was explained that all individuals work very differently and that's not something the group maintains. She also asked what does YEARN feed into regionally and nationally and it was explained that NQICAN is the national body.</p> <p>Sue Marshall wanted to comment on national audits; from her perspective she hates being copied into emails when it's not clear where things have gone previously and asked for clarity on this in future.</p> <p>Rebecca reported that Harrogate have organised an event for the 7<sup>th</sup> October – flyer and booking form to follow. Please book on and attend.</p> <p>Jim from the HSCIC was attending for the first time and manages portfolio of national projects. He's met with Jan and will be doing a presentation at the next meeting.</p>	<p>Stuart Nicholson</p>



	<p>Elizabeth queried Mental Health CQUINS; one of the CQUINS for this year was previously managed by national audit by RCPsych. The indicator says the same is planned for this year and yet there is no information. Joanna confirmed that nothing has yet been released, having liaised with RCPsych, and they are apparently waiting for approval from NHS England. There were concerns about maintaining compliance when the audit hasn't yet been issued.</p>	
<b>51/15</b>	<p><b>Date and time of next meeting:</b></p> <p>Thursday 10<sup>th</sup> September 10am - 12:30pm Room 1.1, Level 1 Douglas Mill Bowling Old Lane Bradford BD5 7JR (Janet Hargreaves, AWC CCG)</p>	



**Minutes of the meeting held Thursday 10th September 2015, 10am to 12:30pm  
Room 1.1, Level 1, Douglas Mill, Bowling Old Lane, Bradford BD5 7JR**

**Present:**

Jan Micallef, Barnsley Hospital NHS Foundation Trust (Chair)  
 Rachel Garrison, Rotherham CCG  
 Marc Lyon, NHS Blood & Transplant  
 Stuart Nicholson, Leeds Teaching Hospitals  
 Julia Lake, Leeds Teaching Hospitals  
 Rebecca Wixey, Harrogate & District NHS Foundation Trust (Minutes)  
 Chas Harrison, Doncaster & Bassetlaw Hospitals FT  
 Sue Marshall, Airedale Foundation Trust  
 Jim Duffy, Health & Social Care Information Centre  
 Adam Mosely, The Retreat  
 Philippa Collins, Rotherham NHS Foundation Trust  
 Linda Chadburn, Bradford Teaching Hospitals  
 Dominic Povey, Health & Social Care Information Centre

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>52/15</b>	<b>Apologies</b>	
	<ul style="list-style-type: none"> <li>• Alice Riddell, Healthwatch</li> <li>• Bev Ryton, Sheffield CCG</li> <li>• Claire Norfolk, Yorkshire &amp; Humber CSU</li> <li>• Elizabeth Day, Leeds &amp; York FT</li> <li>• Gemma Fowler, LOCALA</li> <li>• Gillian Laurence, NHS England Yorkshire &amp; Humber</li> <li>• Helen Blenkinsop, Leeds Community Health</li> <li>• Helen Oldknow, RDASH</li> <li>• Jane Foster, Humber Foundation Trust</li> <li>• Jim Chapman, Sheffield Health &amp; Social Care Trust</li> <li>• Joanna Shinnars, Bradford District Care Foundation Trust</li> <li>• Linda Daniel, NHS England, Yorkshire &amp; Humber</li> <li>• Linda Doidge, Leeds Community Healthcare</li> <li>• Lorna Grant, Humber Foundation Trust</li> <li>• Mandy Hurley, Calderdale &amp; Huddersfield FT</li> <li>• Mandy Smith, HQIP</li> <li>• Nicki Sparling, East Riding of Yorkshire CCG</li> <li>• Sandra Halstead, Mid Yorkshire Hospitals</li> <li>• Sarah Kelly, RDASH</li> <li>• Shirley King, York Teaching FT</li> <li>• Sue Cross, Sheffield Children's Hospital</li> <li>• Suzy Daly, South West Yorkshire Partnerships</li> <li>• Tanya Claridge, Bradford Teaching Hospitals</li> </ul>	



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<ul style="list-style-type: none"><li>• Tracy Latham, Health Education Yorkshire &amp; Humber</li><li>• Vicky Patel, Sheffield Teaching Hospitals</li></ul>	
<b>53/15</b>	<b>Minutes of the last meeting</b>	
	The minutes of the previous meeting held on Monday 6 <sup>th</sup> July were accepted as an accurate record of the proceedings.	
<b>54/15</b>	<b>Matters arising (not elsewhere on the agenda)</b>	
	<ul style="list-style-type: none"><li>• <b>30/15 IG Training Link and Draft IG standards for audit registrations</b></li></ul> <p>In terms of the draft IG standards for inclusion in audit registration forms, this had been chased but there were capacity issues within the IG team so this work had not been progressed. However it was noted that the national IG statement which had prompted this piece of work was now under review and it therefore made sense to put this item on hold until such time as an updated statement was released which trusts could work to.</p> <p>Jan agreed to speak to Katie Hunter about whether she still had capacity to be the IG representative from the regional Goole Group and provide a post-meeting update. Jan noted that the training link should have been distributed by email. It was agreed to re-send this with the minutes.</p> <p>IG Training Tool link: <a href="https://www.igtt.hscic.gov.uk/igte/index.cfm">https://www.igtt.hscic.gov.uk/igte/index.cfm</a></p>	<p>All to note</p> <p>Jan Micallef</p>



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<ul style="list-style-type: none"><li>• <b>42/15 Future workshops</b></li></ul> <p>The Group was informed that smaller workshops (as agreed at the last meeting) had now been booked in for 2016 and the schedule was detailed at the end of the agenda. Topics/speakers had not yet been arranged but these would be organised based on the areas of need identified from the Survey Monkey questionnaire which had been previously sent out to members. Action planning would be one of the first areas to be addressed.</p> <p>It was agreed that the benefit of the smaller workshops throughout the year was that colleagues from audit teams could be invited but it would also be important for those who attended to cascade the learning to their teams. It was likely that places would have to be allocated on a first come first served basis but this would be kept under review.</p>	
	<ul style="list-style-type: none"><li>• <b>44/15 Subscription increases for national audits</b></li></ul> <p>Jan noted that there had been a presentation at a recent NQICAN meeting where it had been mentioned that the subscription for the national clinical audit programme might be increasing, however this had not been confirmed.</p>	
	<ul style="list-style-type: none"><li>• <b>47/15 Terms of Reference</b></li></ul> <p>Amendments had been made to the Terms of Reference as discussed at the last meeting. The Group agreed to ratify the document for 2 years. Rather than making further changes to the TOR it was agreed that updates regarding the financial management of the Group could be drawn up as a separate process which would be overseen by the Treasurer (this role already being adequately covered in the TOR).</p>	
<b>55/15</b>	<b>Standing item – Events &amp; Education Update</b>	



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<p>• <b>Membership</b></p> <p>It was noted that the original remit of the Education sub-group had been to look at standardising clinical audit education across the region, which was still an issue. The remit of the Events group had been to organise the annual conference. However now that YEARN would not be having an annual conference it made sense to combine the groups particularly as the membership had been similar.</p> <p>Sue Cross had agreed to email previous members to see whether they still wanted to be part of the Events &amp; Education sub-group however it was not clear whether this had happened. Jan agreed to liaise with Sue outside the meeting to discuss whether Sue still wanted to Chair the group. If not, Jan would be happy to do this as former Chair of the Education sub-group. It was also agreed that a request should be sent out to all of YEARN to ask who wanted to be involved.</p>	<p>Jan Micallef &amp; Sue Cross</p>
	<p>• <b>Finance / feedback about conference monies</b></p> <p>Jan confirmed that she had a financial statement and agreed to bring this to the next meeting for transparency and assurance. It was also agreed that this should be added as a standing agenda item to future agendas as part of the Network's governance arrangements.</p> <p>The new funding arrangements were discussed and it was noted that YEARN needed to apply to HQIP to request the funding for next year. Jan agreed that she would look into the process and apply for the full amount available. It was noted that YEARN might need to specify what the intended use for the funding was, i.e. provide detail regarding the planned workshops. It was suggested that Mandy Smith may be able to provide more clarity as to how the process would work in practice.</p> <p>It was noted that some networks charged a subscription fee to members which they could use to fund their training and events but YEARN did not. Jan agreed to take this point back to NQICAN re those networks who charge their members being able to apply for this funding.</p>	<p>Jan Micallef</p> <p>Next Agenda</p> <p>Jan Micallef</p> <p>Jan Micallef</p>
	<p>• <b>Funding request for a Clinical Audit Event (Rebecca</b></p>	



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<p><b>Wixey)</b></p> <p>A bid for funding had been circulated to members via email, requesting £750 from the YEARN budget towards the costs of the Clinical Audit Event being organised by HDFT. No objections had been received therefore the funding was agreed to the full amount. Feedback/output from the event would be brought back to YEARN in March 2016.</p> <p>Mark pointed out that this was the first funding request that YEARN had dealt with, and suggested that a robust process should be developed to allow these to be dealt with consistently moving forwards. The difference between 'internal' versus 'external' funding was clarified, and it was agreed that the formal requests would only be required for bids which were external (e.g. from member organisations) as opposed to funding which YEARN would be using itself for the regular workshops.</p> <p>It was agreed that a set of criteria should be identified which funding requests would need to meet in order to be approved by the network. It was noted that this may also need to be taken to NQICAN for approval as they might be considering implementing their own funding request form. Jan, Chas, Mark, Rachel and Rebecca agreed to form a Task &amp; Finish Group to expand on the Treasurer role and develop a process to ensure future funding would be fair and equitable.</p>	<p>Jan, Chas, Mark, Rachel &amp; Rebecca</p>
<b>56/15</b>	<b>Standing item - Objectives and Forward Plan</b>	
	<p>The YEARN work plan 2015 was discussed and comments made in relation to the following objectives.</p> <p><b>Objective 1 – Annual Report</b></p> <p>Rachel Garrison informed the group that she would be stepping down as YEARN secretary. Her last official meeting would be November however she would complete this year's annual report and would support the January 2016 meeting to provide a handover to whoever took over this role.</p>	



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<p><b>Objective 2 – Annual event/training sessions</b> Annual event to be amended to training sessions/workshops. Agreed that the Network would reflect on how the smaller training sessions were working throughout the year and review whether to continue this or move back to an annual event when the work plan was reviewed each year.</p>	
	<p><b>Objective 3 – Clinical Audit Education in region</b> Jan noted that she had recently been awarded a secondment to Sheffield Teaching Hospitals as part time education advisor. As part of her secondment she would be meeting with somebody from the medical school and would continue to progress the issues around clinical audit training.</p>	
	<p><b>Objective 7 – Geography of Network</b> Rachel confirmed that she now had a comprehensive list of all relevant organisations in the region, and even those trusts which did not attend the meetings had a named contact. There was still a challenge in relation to 3<sup>rd</sup> sector organisations. It was agreed that word of mouth would be important to keep this up to date. Jan also commented that the North East still have not got a regional network group. It was agreed that YEARN would be happy for colleagues in the North East to be on our distribution list as it was a shame that they did not have the support of a regional network and it was important to share updates and learning. Jan agreed to follow up regarding contact details after the meeting.</p>	<p>Jan Micallef</p>
	<p><b>Objective 8 – NQICAN updates</b> It was noted that the YEARN meeting dates did not always follow straight after the NQICAN meetings so Jan agreed she would provide any urgent updates via email straight after NQICAN and continue to provide the formal updates to the YEARN meetings.</p>	
	<p><b>Objective 9 – use of social media &amp; other comms</b> Chas noted that the HQIP site had now been closed. There were however some Network documents available on the NQICAN website including the latest annual report.</p>	
	<p>The draft objectives for 2016 would be brought to the next meeting for discussion and agreement.</p>	<p>Next Agenda</p>





<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>57/15</b>	<b>Standing item - Update from the National Quality Improvement and Clinical Audit Network (NQICAN)</b>	
	<ul style="list-style-type: none"> <li>• <b>NHS IQ (44/15)</b> An update had been included in the meeting papers which was an article from the HSJ regarding the closure of NHSIQ this month. No comments or queries were raised.</li>   <li>Jan also reported that the current Chair of NQICAN was stepping down and the new Chair would be Carl Walker.</li> </ul>	
<b>58/15</b>	<b>7-day service – acute hospitals, self-assessment (NHSIQ)</b>	
	<p>The Network was informed that NHSIQ had recently requested acute trusts complete a case note review in relation to 7 day working core standards, specifically relating to consultant review. There had been a number of concerns noted by trusts which had undertaken the review such as the fact that the proforma did not match up with the web-tool and the questions were subjective and ambiguous. Some members in acute trusts were not aware of this piece of work and it was noted that the request did not seem to have been systematically sent to audit teams but had been received by various different departments. Rebecca and Jan agreed to liaise outside the meeting to put together some feedback to send to NHSIQ.</p>	<p>Rebecca Wixey &amp; Jan Micallef</p>
<b>59/15</b>	<b>Standing item - Update from the Healthcare Quality Improvement Partnership (HQIP)</b>	
	<p>An update had been provided from HQIP as an enclosure. Key points were noted and no questions were raised.</p>	
<b>60/15</b>	<b>Clinical Audit Survey Results</b>	
	<p>In the absence of Sue Cross this item was deferred to the next meeting.</p>	<p>Next Agenda</p>
<b>61/15</b>	<b>National Audit Feedback</b>	





<b>No.</b>	<b>Item</b>	<b>Action</b>
	<p>• <b>Review of posts</b>            As noted earlier in the meeting, Rachel Garrison would be stepping down as YEARN Secretary. It was suggested that if nobody wanted to put themselves forward for this role, the Network could consider funding the post from the administration budget.</p> <p>It was discussed that it would be difficult to get someone external to do this role because there would probably not be enough money to fully fund the post, so it was agreed that this should be advertised as a development opportunity for an individual and that a fixed bursary/donation would be provided to their organisation to cover expenses. It was agreed that this role would be good experience as it would provide an audit officer with exposure to a regional Network and good contacts. All members agreed to take this back to their organisations to consider if they had anyone looking for such a development opportunity.</p> <p>Jan agreed to apply for the funding as soon as possible so that the Network could understand what funding was available and the role could be offered as a 12 month fixed commitment with a bursary for 2016/17. There would need to be a commitment from the individual to attend all meetings which were already scheduled for the year.</p> <p>It was also noted that if the Network was successful in finding somebody to undertake this role, this would require a change to the Terms of Reference to reflect that members did not have to take it in turns to take minutes as this would be covered by the Secretary post.</p>	<p>All to note</p> <p>Jan Micallef</p>
	<p>• <b>Nominations</b>            The terms for the Chair, Deputy Chair and Treasurer were also up so nominations were now required and Jan agreed to send out an email to members following the meeting. Jan noted that she was happy to stand as Chair again and a number of people stated that they would support this.</p>	<p>Jan Micallef</p>
	<p>• <b>Voting process</b>            Rachel Garrison agreed that she would set up a Survey Monkey to gather people's votes before the next meeting. Posts would then be confirmed in November in readiness for the new year.</p>	<p>Rachel Garrison</p>



<b>No.</b>	<b>Item</b>	<b>Action</b>
63/15	<b>Standing item - Round Robins from member organisations</b>	
	<p><u>The Retreat</u>            Adam Mosely reported that the Retreat would be having their CQC inspection in the next month with 16 inspectors coming into the organisation over 3 days. A key piece of work was ensuring that everyone was aware of the audit processes for the organisation prior to the inspection. The Risk Manger post had just been filled and there were no further vacancies.</p>	
	<p><u>Leeds Teaching Hospitals</u>            Julia Ligg informed the Network that Leeds Teaching Hospitals had just appointed a new Clinical Information and Outcomes Team to ensure central control and clear oversight of all the national audits and other submissions leaving the trust. The new team had already identified over 300 submissions. Stuart Nicholson was working closely with Julia's new team and work was ongoing to ensure the Trust was ready for when the CQC might return for a further inspection.</p>	
	<p><u>NHS Blood &amp; Transplant</u>            Marc Lyon noted that the piece of work he had been doing around access to medical records was now being piloted in 2 trusts in Newcastle and Birmingham. He had found both extremes of the spectrum in terms of information governance and what processes the trusts had in place. NHSBT currently had one vacancy for a Band 5 facilitator based in Watford or Bristol.</p>	
	<p><u>Bradford</u>            Linda Cladburn reported that she had been at Bradford 5 weeks and would be in a team of 7 once her new members of staff had been appointed and were in post. She already had a number of key objectives identified including training, NCEPOD, the high priority audit programme etc.</p>	



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<p><u>Harrogate &amp; District NHS Foundation Trust</u> Rebecca Wixey noted that the Trust's governance structures had been reviewed and a new structure had recently come into effect, so policies and procedures were being updated to reflect the changes. There were also a number of challenges for the audit team in relation to being based outside the hospital and not having anyone to pull notes which was taking up a significant resource. The Trust was also starting to prepare for the forthcoming CQC inspection.</p>	
	<p><u>Barnsley Hospital NHS Foundation Trust</u> Jan Micallef noted that BHNFT had recently had their CQC inspection and verbal feedback had been positive but the formal report was awaited. As noted earlier in the meeting Jan was also now seconded part time to Sheffield Teaching Hospitals in the audit education role.</p>	
	<p><u>Rotherham CCG</u> Rachel Garrison informed the group that the CCG were currently working on their commissioning intentions for the following year and specifically reviewing enhanced services. The CCG had also been involved in the district wide CQC inspection of safeguarding and looked after children services where children had been tracked across the full pathway of care across organisations in Rotherham. The CCG was also supporting GPs in preparing for their CQC visits. Rachel would be attending the HQIP consultation day on contracts and commissioning in the near future.</p>	
	<p><u>Doncaster &amp; Bassetlaw Hospitals FT</u> Chas Harrison reported that the CQC had inspected Doncaster &amp; Bassetlaw Hospitals 4 months ago and the report had just been received so the trust was working through the findings and recommendations. They were currently looking at combining teams. Their audit department was also located in an outbuilding but they employed a band 2 administrator to pull notes. The Trust was also currently reviewing its governance structures and changes to their electronic systems.</p>	



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<p><u>Airedale Foundation Trust</u> Sue Marshall reported that the trust was currently reviewing its governance structures and making changes at a senior level. They were expecting the CQC in February or March 2016.</p>	
	<p><u>Rotherham NHS Foundation Trust</u> Philippa Collins explained that she had been in post since the end of July in a joint role covering research and clinical effectiveness. The clinical effectiveness processes seemed to be working well but research was her main focus at the moment.</p>	
	<p><u>Health &amp; Social Care Information Centre</u> Jim &amp; Dom explained that the HSCIC was very busy in the run up to Christmas with re-tenders and feeding into the NHS England prioritisation process. They also provided some background as to why a number of national audits had been delayed in publishing due to data sharing issues. This had resulted in a tightening of the processes and data flows. The HSCIC had a band 5 audit co-ordinator post which had just closed and a further new post was currently going through banding.</p>	
	<p>It was also reported that there is currently a vacancy at Leeds Community Trust for a band 5 clinical audit officer. Closing date: 16 September, full details on NHS jobs.</p>	
<b>64/15</b>	<b>Standing item - Open forum (Q&amp;A from YEARN members)</b>	
	<ul style="list-style-type: none"> <li>• National Diabetes Audit</li> <li>• Clinical Audit document templates</li> <li>• Physical Health Examinations</li> </ul> <p>Due to time constraints the updates on these items were not covered and instead post-meeting notes were requested.</p> <p>National Diabetes Audit, Jan Micallef:</p> <p>Clinical Audit Document Templates, Jane Foster: <i>"I got responses from 8 people regarding the clinical audit templates they use. We haven't redesigned all our audit documents in our Trust as yet, we do have a new proposal</i></p>	



<b>No.</b>	<b>Item</b>	<b>Action</b>
	<p><i>form in draft which has been much simplified as we felt our current form isn't very user friendly. We are just in the process of finalising this form. We have been using a separate assessment tool document in our Trust to measure and sign off the content of the proposal forms, but I noticed that none of the people who responded and sent me their templates use such a tool, so this is something our Trust will also review."</i></p> <p>Physical Health Examinations, Hazel Baxter: An update was requested of Hazel on 17.09.15 but hasn't been received.</p>	
<b>65/15</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>• <b>NICE contacts</b> Could members please let Bev Ryton know who the NICE contact is for their organisation if it is not the same person who attends YEARN.</li> </ul>	All
	<ul style="list-style-type: none"> <li>• <b>2016 meetings</b> The list of meeting dates for 2016 was attached to the agenda for information. Venues were still needed and possibly volunteers for a minute-taker (depending on the outcome of the secretary role as discussed earlier in the meeting).</li> </ul>	All to Note
<b>66/15</b>	<p><b>Date and time of next meeting:</b></p> <p>Monday 16<sup>th</sup> November 10am - 12:30pm Board Room, Sub Basement Huddersfield Royal Infirmary Acre Street Lindley Huddersfield HD3 3EA</p>	



**Minutes of the meeting held Monday, 16<sup>th</sup> November 2015, 10am to 12:30pm  
Board Room, Sub Basement, Huddersfield Royal Infirmary, Acre Street,  
Lindley, Huddersfield. HD3 3EA**

**Present:**

Bev Ryton, Sheffield CCG  
Chas Harrison, Doncaster & Bassetlaw Hospitals NHS Foundation Trust  
Gemma Fowler, LOCALA  
Kimberley Greenaway, Health & Social Care Information Centre  
Jim Duffy, Health & Social Care Information Centre  
Mandy Hurley, Calderdale & Huddersfield NHS Foundation Trust  
Jacky Meehan, Calderdale & Huddersfield NHS Foundation Trust  
Joanna Shinnars, Bradford District Care Foundation Trust  
Philippa Collins, Rotherham NHS Foundation Trust  
Julia Lake, Leeds Teaching Hospitals  
Stuart Nicholson, Leeds Teaching Hospitals  
Jan Walker, Barnsley Hospice  
Sandra Halstead, Mid Yorkshire Hospitals

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>67/15</b>	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Sue Marshall, Airedale NHS Foundation Trust</li> <li>• Jan Micallef, Barnsley FT</li> <li>• Rachel Garrison, Rotherham CCG</li> <li>• Sue Cross, Sheffield Children's FT</li> <li>• Tracy Latham, Health Education Yorkshire &amp; Humber</li> <li>• Gillian Laurence, NHS England Yorkshire &amp; Humber</li> <li>• Claire Norfolk, Yorkshire &amp; Humber CSU</li> </ul>	
	<p>In the absence of Chair and Vice Chair, Chas Harrison was nominated to Chair the meeting.</p>	
<b>68/15</b>	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the previous meeting held Thursday, 10<sup>th</sup> September were accepted as an accurate record of the proceedings.</p>	
<b>69/15</b>	<p><b>Matters arising (not elsewhere on the agenda)</b></p> <ul style="list-style-type: none"> <li>• 55/15 Funding and HQIP Applications – Jan Micallef not present. Deferred to next meeting.</li> <li>• 55/15 NQICAN funding to charging networks - Jan Micallef not present. Deferred to next meeting.</li> </ul>	





	<ul style="list-style-type: none"> <li>• 56/15 North East Network - Jan Micallef not present. Deferred to next meeting.</li> <li>• 57/15 NHSIQ will be moving to NHSE as part of the Transformation and Corporate Operations Directorate</li> <li>• 58/15 NHSIQ Case note Review - Jan Micallef not present. Deferred to next meeting. Post meeting note: Response sent from Barnsley &amp; Harrogate.</li> <li>• 62/15 Nomination for officer roles. Jan or Mark to report back but neither present. Deferred to next meeting</li> </ul>	
<b>70/15</b>	<p><b>Standing item – Financial Update</b></p> <p>Financial statement as per money banked at Barnsley Hospital circulated by Jan. Unaware how much spent at conference as yet. Deferred to next meeting</p>	
<b>71/15</b>	<p><b>Standing item – Events &amp; Education Update</b></p> <p>Events &amp; Education Group – Sue Cross chairing but off sick. Revisiting membership. To agenda at January meeting.</p>	
<b>72/15</b>	<p><b>Standing item - Objectives and Forward Plan</b></p> <p>Forward Plan gone through. NQICAN site is where info for YEARN can be found. Members to have a look at the site.</p>	
<b>73/15</b>	<p><b>Standing item - Update from the National Quality Improvement and Clinical Audit Network (NQICAN)</b></p> <p>Jan Micallef not present – deferred to next meeting</p>	
<b>74/15</b>	<p><b>Standing item - Update from the Healthcare Quality Improvement Partnership (HQIP)</b></p> <p>Mandy Smith not present.</p>	
<b>75/15</b>	<p><b>Standing item - Update from Health &amp; Social care Information Centre.</b></p> <p>Jim Duffy introduced Kimberley who has been managing national bowel and oesophago/gastric audits for the last 10 years. Discussion around systems and data sets. Issue- Some not happy with the new data collection tool. KG</p>	



<p>explained that a new Clinical Audit platform was developed so Bowel Cancer audit moved onto that platform. Having two platforms running simultaneously would not have worked. KG felt that the message had been communicated so if the right people aren't getting the message, please let KG know, likewise if organisations are having problems. There were a number of external issues that meant changes had to occur to the data set. Some felt this happened part way through the year but KG says they didn't, they occurred at the beginning of the year and she needs to understand what caused the problem. KG reiterated that there are different data managements systems (Somerset was discussed – used in 70% of organisations.) and that one method cannot suit everyone.</p> <p>Discussion – not a communication issue but a resource issue. Systems and incompatibility of those systems was the big issue.</p> <p>Consistency not possible due to how audits are commissioned.</p> <p>SN asked KG about HQIP and how audits are approved and their involvement throughout the progress of the audits. National audits go through a tender process, every quarter there is a meeting looking at progress against the deliverables. There are also project board meetings. If an audit is not meeting the deliverables then that may be challenged by HQIP.</p> <p>It's not a requirement to notify HQIP that changes to data sets are being made however it's best practice.</p> <ul style="list-style-type: none"><li>• Ultimately the questions are for HQIP and relate to approval and management of the national audits This discussion provided the basis for that.</li></ul> <p>Outliers from the Bowel audit were discussed. Being an outlier not always a bad thing. SN asked whether those with stoma where it is NOT expected that it will be reversed in the 18 months could be collected in the data rather than consistently showing a trust as an outlier.</p> <p>KG suggested that the new members of HSCIC shadow some of those working in clinical audit in trusts to understand what the "frontline" issues are that are being faced. JD explained that this has already been done recently at 3 local hospitals, York, Bradford and Leeds.</p>	
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	<p>Other national audits update:</p> <ul style="list-style-type: none"> <li>• Diabetes audit Primary Care – opt in at practice level.</li> <li>• Head and neck cancer 10<sup>th</sup> annual report was published in Sept 2015 – now taken over by a company called Changing Faces.</li> <li>• Cardiac Rehab will be reporting at CCG level.</li> <li>• Pregnancy and diabetes due to be published this month</li> </ul>	
<b>76/15</b>	<p><b>Clinical Audit Survey Results</b></p> <p>Sue Cross off sick – deferred to next meeting</p>	
<b>77/15</b>	<p><b>National Audit Feedback</b></p> <p>MS has fed back that for problems with National Audits NCPOP – contact project manager at HQIP (list available on website). Feedback form no longer on the site. MS discuss at National meeting.</p> <p>YEARN members asked to agree;</p> <ul style="list-style-type: none"> <li>• Jan to feedback to Mandy Smith to ask who in HQIP the YEARN reps need to speak to.</li> <li>• Jan to take to section 2 of the paper to NQICAN</li> <li>• Section 3 is how YEARN can escalate issues with national audit and the timeframes</li> </ul> <p>All agreed and group will take back to Jan. Task and Finish group thanked for this piece of work.</p>	
<b>78/15</b>	<p><b>Standing item - Round Robins from member organisations</b></p> <p>None circulated</p>	



<b>79/15</b>	<b>Standing item - Open forum (Q&amp;A from YEARN members)</b>  National Cardiac arrest audit. JM having problems getting data back from clinicians. JL will check and send some information to JM. JM to send an email to CH asking him to forward to the rest of the members for their “tips” on getting the information required. BR suggested ultimately having it electronically.	
<b>80/15</b>	<b>Any other business</b>  Call for venues for future meetings. GF name wrong on the document as a contact for the May 2016 meeting. It's Gemma Fowler, not Gemma Taylor. Calderdale & Huddersfield FT can host November 2016 meeting (Mandy Hurley)	
<b>81/15</b>	<b>Date and time of next meeting:</b>  Monday 18 <sup>th</sup> January 2016 10am – 12.30pm Conference Room A&B Humber NHS Foundation Trust Headquarters Willerby Hill Beverley Road Willerby Hull. HU10 6ED	



## YEARN: Yorkshire & Humber Effectiveness and Audit Regional Network

### Network Meeting Attendance

Membership Information	Meeting Dates					
	20th January	11th March	14th May	6th July	10th September	16th November
Airedale NHS Foundation Trust	Apologies	Attended	Apologies	Attended	Attended	Apologies
Barnsley Hospice	No active member	No active member	No active member	No active member	No active member	Attended
Barnsley Hospital NHS Foundation Trust	Attended	Apologies	Attended	Apologies	Attended	Apologies
Bradford District Care Trust	Attended	Attended	Attended	Attended	Apologies	Attended
Bradford Teaching Hospitals NHS Foundation Trust	Apologies	Attended	Absent	Apologies	Attended	No active member
Calderdale & Huddersfield NHS Foundation Trust	Attended	Attended	Apologies	Apologies	Absent	Attended
Doncaster & Bassetlaw Hospitals NHS Foundation Trust	Attended	Attended	Attended	Apologies	Attended	Attended
Harrogate & District NHS Foundation Trust	Apologies	Attended	Attended	Attended	Attended	Absent
Health Education Yorkshire & the Humber	No active member	No active member	No active member	Attended	Apologies	Apologies
Healthwatch	Not a member	Not a member	Apologies	Attended	Absent	Absent
Healthcare Quality Improvement Partnership	Apologies	Apologies	Attended	Apologies	Apologies	Absent
Hull & East Yorkshire Hospitals NHS Trust	Absent	Absent	Absent	Absent	Absent	Absent
Humber NHS Foundation Trust	Absent	Absent	Absent	Attended	Absent	Absent
The Health and Social Care Information Centre (HSCIC)	Not a member	Not a member	Not a member	Attended	Attended	Attended
Leeds and York Partnership NHS Foundation Trust	Attended	Apologies	Apologies	Attended	Apologies	Absent
Leeds Community Health Care NHS Trust	Apologies	Apologies	Apologies	Apologies	Apologies	Absent
Leeds Teaching Hospital NHS Trust	Attended	Attended	Attended	Attended	Attended	Attended
Locala Community Partnerships	Apologies	Apologies	Apologies	Apologies	Apologies	Attended
Mid Yorkshire Hospitals NHS Trust	Attended	Apologies	Attended	Attended	Apologies	Attended
NAVIGO Health & Social Care CIC	Absent	Absent	Absent	Absent	Absent	Absent
NHS Airedale, Wharfedale & Craven CCG	Apologies	Apologies	Absent	Absent	Absent	Absent
NHS Blood & Transplant	Attended	Attended	Apologies	Attended	Attended	Absent
NHS Bradford City CCG	Apologies	Absent	Absent	Absent	Absent	Absent
NHS East Riding of Yorkshire CCG	Apologies	Apologies	Apologies	Absent	Apologies	Absent



## YEARN: Yorkshire & Humber Effectiveness and Audit Regional Network

NHS Hull CCG	Absent	Absent	Absent	Absent	Absent	Absent
NHS Rotherham CCG	Attended	Attended	Attended	Attended	Attended	Apologies
NHS Sheffield CCG	Apologies	Apologies	Apologies	Attended	Apologies	Attended
NHS Wakefield CCG	Absent	Absent	Absent	Absent	Absent	Absent
Northern Lincolnshire and Goole Hospitals NHS Foundation Trust	Absent	Absent	Absent	Absent	Absent	Absent
Rotherham, Doncaster & South Humber NHS Foundation Trust	Attended	Apologies	Attended	Attended	Absent	Absent
Sheffield Children's NHS Foundation Trust	Attended	Attended	Attended	Attended	Apologies	Apologies
Sheffield Health & Social Care NHS Foundation Trust	Apologies	Attended	Apologies	Attended	Absent	Absent
Sheffield Teaching Hospitals NHS Foundation Trust	Apologies	Attended	Attended	Attended	Apologies	Absent
South West Yorkshire Partnership NHS Foundation Trust	Attended	Apologies	Apologies	Apologies	Absent	Absent
St Gemma's Hospice	No active member	No active member	No active member	No active member	No active member	No active member
The Retreat	Attended	Absent	Attended	Attended	Attended	Absent
The Rotherham NHS Foundation Trust	No active member	No active member	No active member	No active member	Attended	Attended
Yorkshire & Humber Area Team for NHS England	Apologies	Apologies	Apologies	Apologies	Apologies	Apologies
Yorkshire & Humber Commissioning Support Unit	Apologies	Apologies	Apologies	Apologies	Apologies	Apologies
York Teaching Hospital NHS Foundation Trust	Attended	Apologies	Attended	Apologies	Apologies	Absent
Yorkshire Ambulance Service NHS Trust	Absent	Absent	Absent	Absent	Absent	Absent



**Meeting dates for 2016**

<b>Month</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
January	Monday 18 <sup>th</sup>	10am - 12:30pm NICE Meeting to follow 1pm - 3pm	Humber Foundation Trust (Jane Foster)
March	Tuesday 15 <sup>th</sup>	10am - 12:30pm Workshop to follow 1pm - 3pm	TBC - Rotherham Foundation Trust (Philippa Collins)
May	Wednesday 11 <sup>th</sup>	10am - 12:30pm Workshop to follow 1pm - 3pm	LOCALA (Gemma Fowler)
July	Thursday 14 <sup>th</sup>	10am - 12:30pm NICE Meeting to follow 1pm - 3pm	Sheffield CCG (Bev Ryton)
September	Monday 12 <sup>th</sup>	10am - 12:30pm Workshop to follow 1pm - 3pm	TBC - Rotherham Foundation Trust (Philippa Collins)
November	Tuesday 15 <sup>th</sup>	10am - 12:30pm Workshop to follow 1pm - 3pm	