

Actions Arising from National Quality Improvement (incl. Clinical Audit) Network (N-QI-CAN) meeting held on 2nd December 2020 via MS Teams



Present:

Carl Walker (N-QI-CAN Chair)
 Sarah Byrne (M-QI-CAN)
 Jordan Thompson (NECAN)
 Laila Gregory (LQICAN)
 Emma Lofthouse (SCCAN)
 Victoria Patel (YEARN)
 Janette Mills (Acting CaLCan Chair)

Sarah Chessell (General Secretary)
 Sue Venables (SECEN)
 Alka Anoop (EoECAN)
 Janette Hunt (GMCAN)
 Diane Lynch (MEAN)
 Catherine Dunn (CaLCan)

Rebecca Shephard (N-QI-CAN Comms Lead)
 Leslie Lawson-Kinross (SWANs)
 Lisa Crowie (NHS England)
 Caroline Rodgers (HQIP)
 Kim Rezel (HQIP)
 Louise Waller (EMCAIN)

Co-opted members

Linda Chadburn (Pennine Care/RcPsych Rep)

Apologies

Tracy Millar (MEAN)

Supporting papers & presentations for the meeting are available to view on the N-QI-CAN Networking & Sharing Forum (NNSF) - [link](#)

N-QI-CAN Action Notes – 2nd December 2020 meeting (Actions RAG updated as at 25/2/21)

Action Ref	ITEM / ACTION	BY WHOM	BY WHEN	RAG
1	Chair's Welcome		Revised date	
	<p>Networking – discussion prior to meeting start regarding membership</p> <p>Carl Walker welcomed everyone to the meeting and extended welcome to RS as new Comms Lead, Leslie Lawson-Kinross as new chair for SWANs, and Jordan Thompson now official Chair for NECAN.</p> <p>CW presented on Paper A and members provided updates on the actions as detailed below.</p>			

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	Matters of accuracy - Victoria Patel was present at previous meeting, otherwise minutes were agreed as accurate			
	12/20 ACTION: N-QI-CAN Membership Continue with forward plan to scope for more diverse membership for N-QI-CAN and regional networks	CW / All	Mar-21	3
2	Matters arising – Update on ongoing actions carried over from previous meetings unless superseded.			
2.1	09/19 ACTION: Communication with Trusts. It was felt that communication with trusts is variable, with letters regarding national clinical audit not being sent to clinical audit departments and appropriate leads in Trusts. Following discussion, agreed that N-QI-CAN would set up a list of all trusts and contact details to improve this situation and share the list on the N-QI-CAN website / Forum. 07/20 Update: List of organisations produced – need to agree process to populate contact details and updating document going forward. 09/20 Update: delayed awaiting appointment of communication lead. 12/20 Update All regional chairs to review list on forward plan and update with contacts for each of the networks. RS to support where required.	All/RS	Mar-21	3
2.2	09/19 ACTION: Communication post. CW advised the group this post needs to be in place asap with protected time to deliver the roles detailed in paper F. Copy of advert to be placed on forum. Update: Post has been advertised – interviews 24/6. Update: Re-advertised due to not appointing after the first round – closing date 18/9 09/20 update: SC confirmed limited interest from further round of advertising. One applicant, declared conflict of interest as this applicant is from SC’s team at Poole. Discussion around whether this needs to be advertised more widely, and whether this is possible. Needs to come under existing contract. Actually more of an administrative role. Group agreed that the interview for the applicant should go forward, and as SC will not be on interview panel this is not a conflict of interest. CW offered for any interested parties to interview candidate with him. Janette Mills and Louise Waller offered to interview. CW to arrange interviews for Comms lead post 12/20 Update: RS now in post	CW / SC	Dec-20	5
2.3	12/19 ACTION: NICOR programme. Any feedback from users (hospitals, commissioners etc.) about what data outputs are useful and how data should be presented would be welcomed. CW to pick up outside the meeting with Kelly O’Brien NICOR programme lead to look at how N-QI-CAN can support development of the NICOR programme. 09/20 Update: Louise let CW know there is a member of East Midlands that was interested in being an N-QI-CAN representative on National Clinical Audit boards. Catherine suggested that there should be a named individual for N-QI-CAN for all of the national audits as an ‘expert’ 12/20 Update: A member from East Midlands expressed interest in being clinical audit representative on NICOR. CW to follow-up with Kelly and Tasha – may need more than one link to cover all NICOR projects.	CW	Mar-21	2

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2.5	<p>12/19 ACTION: Costings of NCAs. YEARN are taking forward the work around costing NCA.- initial work started at Nov meeting. VP to draft a plan and start piloting costing model.</p> <p>07/20 Update: Delayed due to COVID – plan discussed at YEARN on 15/6.</p> <p>09/20 Update: VP to discuss findings of costing NCAs with CW/SC and other members if they want to get involved with this piece of work.</p> <p>12/20 Update: Sheffield are pulling together the pilot of the cost model on of acute NCAs. VP has asked for a MH and Community rep of YEARN to pilot the model. N-QI-CAN support will be sought if no volunteers forthcoming.</p>	VP	Mar-21	2
2.7	<p>12/19 ACTION: N-QI-CAN website point contact sponsors. N-QI-CAN need to have a contact point on our website for businesses that would like to sponsor any meetings. CW to make sure email contact details are available along with guidance on sponsorship of meetings.</p> <p>07/20 Update – Added to wider governance review</p> <p>09/20 Update: CW and webmaster to continue to develop new website – plan to launch during CAAW20.</p> <p>12/20 Update: Merge of blog and website underway – hope to complete by end of Dec-20.</p>	CW / Webmaster	Mar-21	4
2.8	<p>12/19 ACTION: N-QI-CAN Expenses Modelling. SC to work on an expenses protocol for N-QI-CAN members</p> <p>Update: Added to wider governance review</p> <p>09/20 Update: Delayed awaiting clarification of governance arrangements. SC to cost out and develop a model for regional chairs having protected time / host trusts being remunerated for time. All to feedback thoughts / relevant information to SC asap.</p> <p>12/20 Update: In progress, one member has shared details of salary banding, SC going forward with band 8a midpoint as average</p>	SC	Mar-21	4
2.9	<p>12/19 ACTION: N-QI-CAN members profile photos. Members to send CW a profile picture for use in website, annual report and social media</p> <p>09/20 Update: Chairs to send CW your profile pictures for inclusion in N-QI-CAN annual report / website by Wed (9/10)</p> <p>12/20 Update: CW has added profile pictures to website for those that have sent, asking for any further to be sent, RS to follow up</p>	ALL /RS	Jan-21	3
2.11	<p>3/20 Action: Regional networks core standard best practice. Agreed going forward that N-QI-CAN will have some core standards of best practice for networks to consider and report on.</p> <p>07/20 Update – Added to wider governance review</p> <p>09/20 Update: Delayed, awaiting clarification of governance arrangements.</p>	CW/SC	Mar-21	4

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2.12	<p>3/20 Action: N-QI-CAN officers to formalise work with NHSEI – more service level agreement. Also scope out what's involved with us becoming a registered charity and managing our own accounts and feedback at future meeting.</p> <p>07/20 Update: Delayed to COVID19</p> <p>09/20 Update: Delayed, awaiting clarification of governance arrangements.</p> <p>12/20 Complete</p>	CW/SC / RA	Nov-20	5
2.14	<p>3/20 Action: Support from Officer's Trust. SC to think about how support from officer's trusts is added into governance arrangements to help highlight the importance of the regional chair role.</p> <p>Update – Added to wider governance review</p> <p>09/20 Update: Included in governance document which is awaiting approval with NHSE and HQIP</p> <p>12/20 No Update Complete</p>	SC	Sep-20	5
2.15	<p>3/20 Action: RCP FFAP board. CW to stand down as member of RCP FFFAP board due to potential conflict of interest. CW to get in contact with LF about advertising for another clinical audit professional to sit on the board. 09/20 Update: CW has stood down from this group.</p> <p>12/20 Update: There is now a vacancy for a clinical audit professional to sit on the FFFAP board, CW will bring this back once there is clarification on what this role will be. ACTION CLOSED, NEW ACTION 2.47</p>	CW / LF	Dec-20	5
2.16	<p>3/20 Action: Infographic software use. CW to look into governance around our network of infographic users so don't use for sensitive data until confirmed.</p> <p>Update: On hold until Governance review undertaken. Renewed licenses where expired.</p>	CW	Mar-21	3
2.17	<p>3/20 Action: N-QI-CAN Training event SC/LG to continue on with plans.</p> <p>07/20 Update: Delayed due to HQIP withdrawing support and COVID-19. 09/20 Update: Delayed due to SC working on governance arrangements.</p> <p>12/20 Update: Delayed but possibly plans to run training in Nov 2021 (?)</p>	SC / LG	Mar-21	3
2.18	<p>3/20 Action: N-QI-CAN training directory. TM to review the training directory as the 6 monthly update so we can publish on our website.</p> <p>Update: On hold until Governance review undertaken.</p> <p>09/20 – No progress due to redeployment</p> <p>12/20 CW to discuss with TM and arrange review and publish on our website</p>	TM	Mar-21	1
2.19	<p>3/20 Action: N-QI-CAN blog piece. East of England Network volunteered to write a blog.</p> <p>09/20 – no update.</p> <p>12/20 Update Close action but AA will do one at a future date</p>	AA	Dec-20	5

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2.20	<p>3/20 Action: N-QI-CAN blog piece. SC also agreed to write a blog as new General Secretary.</p> <p>09/20 Update: delayed due to sorting governance arrangements.</p> <p>12/20 Update SC still intends to do this, likely to be done after Christmas</p>	SC	Dec-20	4
2.21	<p>07/20 Action: Governance arrangements SC and CW to complete Governance review and share ahead of next meeting</p> <p>09/20 Update – CW and SC met with NHSEI and HQIP to discuss governance options / our contract of work once NHSI legal team have feedback on our draft plans. SC to arrange separate meeting with all network chairs to discuss and agree governance ahead of our next quarterly meeting on 2nd December.</p> <p>12/20 Complete</p>	SC/CW	Sep-20	5
2.22	<p>03/20 Action: NCAB reports timetable.CR to confirm NCAB reports rollout timetable for remaining NCAPOP projects.</p> <p>09/20 Update: Currently still in progress, waiting for CQC</p> <p>12/20 Update: KR – HQIP intends to add all NCAPOP projects onto the platform but takes time. The CQC dashboard does look different to HQIP platform, but everything that is on there is up to date. This is a joint project with CQC and the uploading and maintenance of the platform is self funded - not controlled directly by HQIP commissioning process. Group expressed interest in report and benchmarking being released at same time. CW with support of HQIP to take this to the national quality board. CR to provide update at next meeting with remaining roll-out plan.</p>	CR / CW	Mar-21	3
2.23	<p>03/20 Action: Encouragement for NCA providers to use the UPCARE tool</p> <p>CW to write to NCA providers (non NCAPOP) to encourage them to use UPcare tool on their websites.</p> <p>06/20 Update: CW awaiting summary of Marina Otley and Roger Simpsons work.</p> <p>09/20 – No update.</p> <p>12/20 Update UPCARE version 2 not yet been developed. Blank version to be added to HQIP, Caroline to take this as an action. Being used by audit providers, CW thanked Marina and Roger for their work on this.</p>	CW	Nov-20	5
2.24	<p>03/20 Action: Configuration of London trusts due to COVID. LG and LP to discuss outside the meeting re-organisation in London area in terms of COVID-19</p> <p>09/20 No update.</p> <p>12/20 Update Services are being reconfigured due to changes in pandemic and so national data submission has been very difficult as the services have been moved so often. National audit results for this year are likely to look poor.</p> <p>CLOSE AND NEW ACTION 2.48</p>	LG / LP	Dec-20	5

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2.26	N-QI-CAN Funding. HQIP are still managing our funding at the moment on behalf of NHSEI. CW raised concerns that we are currently not mentioned in the HQIP annual report and asked for this to be recognised in 19/20 annual report. 06/20 Action: KR to take back to HQIP. 09/20 update – awaiting confirmation of governance arrangements. 12/20 Update CW thanked HQIP team for mentioning N-QI-CAN in annual report	KR	Nov-20	5
2.27	06/20 Action N-QI-CAN treasurer role: CW&SC to look at a formal vote to have a Treasurer in the governance arrangement review. 09/20 update – awaiting confirmation of governance arrangements. 12/20 SC to continue to act as treasurer until new governance / process agreed	CW&SC	Mar-21	3
2.28	06/20 Action: Regional network funding. CW / SC to confirm 20/21 network budgets and rethink how finance is spent to prevent under spend. 09/20 update – awaiting confirmation of finance modeling 12/20 Update Finance modeling still in progress – all network funding applications received for 20/21 to be supported. Regional chairs to start developing plans for 21/22 now.	All	Mar-21	3
2.29	06/20 Action: N-QI-CAN Webpage AA and JT volunteered to help update our web page and consider changing providers. 12/20 Update N-QI-CAN Blog to be merged with website before Christmas. Changes can be made via Tim Lessells or via RS as first contact.	CW/Web master/ AA&JT	Jan-21	3
2.30	N-QI-CAN funding – reporting additional income. 06/20 Post meeting action: Agreed that we will state that we have received no additional income in our accounts for transparency purposes. 09/20 update – will be added to the finance report. 12/20 Update Delay on publishing annual report due to COVID and governance review.	CW	Jan-21	4
2.31	09/20 ACTION: Declaration of Interest Form for 2019/20-2020/21 Q1&2 SC to send Declaration of Interest Form to all members, to fill in for financial year 2019/20 and Q1 and Q2 2020/21. 12/20 Update Completed for all but 3 members, SC asked for outstanding forms to be sent through	SC	Dec-20	4
2.32	09/20 ACTION: Categories for Declaration of Interest Policy SC to review categories for Declaration of interest policy 12/20 Update SC will work on streamlining DOI process in the future	SC	Dec-20	4
2.35	09/20 ACTION: HQIP Contract Extension – CW has asked for feedback on the HQIP contract extension 12/20 Update CW sent members feedback on HQIP to NHSEI.	CW/RA	Dec-20	5

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2.36	09/20 ACTION: HQIP Contract Awareness – RA to raise awareness of the contract and key measures of success as agenda item at future N-QI-CAN meeting. 12/20 No Update	RA	Mar-21	1
2.37	09/20 Action: N-QI-CAN Operational Plan CW/ SC to formulate plan into operational plan and put call out for regional network to lead on each of the interventions with protected monies available. 09/20 – All members to look at new operational plan and volunteer to take on any open tasks so that CW can look and prioritise outside meeting 12/20 Update CW showed draft for forward plan, which will be added to Teams to be updated by Regional Chairs as well as N-QI-CAN Officers	CW/SC	Mar-21	4
2.38	09/20 ACTION: EMCAIN Finance Update – SC requested that LW email regarding monies that will be needed in this financial year / next financial year. 12/20 Update Completed	LW	Dec-20	5
2.39	09/20 ACTION: National Data Opt Out – HQIP Directory – Laila to liaise with HQIP to put into contact with member of team to discuss adding data opt out info to Directory. 12/20 Update Opt out information to be added as this would only have to be done once, CW to provide information to Lorna to clarify what this should include – ‘what is required by trusts in terms of NDOO?’	CW	Mar-21	3
2.40	09/20 ACTION: CQC Insight Report Link to HQIP and National Audit Results – Janette Mills queried how HQIP link with CQC Insight report as last report did not include most recent audit results, Kim Rezel to take back query. 12/20 Update KR discussed, the information on NCAB is up to date, also fed back to CQC	KR	Dec-20	5
2.41	09/20 ACTION: Liverpool Merger HQIP Finance Query – Liverpool University Hospitals NHS Foundation Trust – merged but both sites were charged, Kim to look into this with Lorna at HQIP 12/20 Update SB fed back that this is COMPLETED	KR	Dec-20	5
2.42	09/20 ACTION: Query on Carried Over Monies on Finance Report – Check on monies carried over from 2018/19 and that this is on Finance report 12/20 Update Confirmed monies carried forward, action completed.	SC/CW	Dec-20	5
2.43	09/20 ACTION: Review of Regional Annual Reports and N-QI-CAN Accounts All networks to review annual reports submitted to ensure they cover all income and expenditure / cross reference this with N-QI-CAN accounts (Paper G) and confirm to myself by Wednesday (9/10). Please let us have your network finance requests for 20/21 if you have already done so (link to form) before end of Oct. 12/20 Update Complete	All	Oct-20	5

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2.44	<p>09/20 ACTION: Results of NNSF T&FG Full results of T&FG NNSF survey in Paper J. CW to review NNSF and de-sensitise feedback and share with T&F group to review feedback and improvement plan. Open webinar on NNSF to be arranged for CAAW.</p> <p>12/20 Update Successful webinar took place during CAAW and improvement plan developed</p>	CW	Dec-20	5
2.45	<p>09/20 ACTION: Involvement of Regional Chairs on NNSF – Comms officer scoping exercise of involvement of regional chairs on NNSF.</p> <p>12/20 Update RS to take this forward now in post. LW suggested sending out the list of users for each of the network</p>	RS	Mar-21	3
2.47	<p>12/20 ACTION: Clinical Audit Representatives for National Clinical Audit Board – There is now a vacancy for a clinical audit professional to sit on the FFFAP board, CW will bring this back once there is clarification on what this role will be. SC queried how many of the NCAs have vacancies on their boards, and how this should be distributed amongst members. Task Finish Group to map this. To be there as a local audit rep rather than as N-QI-CAN rep so that confidential info doesn't need to be shared. SC to discuss with Kim and Caroline at monthly meeting.</p>	CW / SC	Dec-20	3
2.48	<p>12/20 ACTION: Exception report of NCAs during COVID - All Members to ensure that their executives and CQC are aware of the fact that they have not submitted data and the reasons for this as there are likely to be questions and explanations required in the future. Exception report on participation and also a statement in quality reports for next year.</p> <p>CW To follow up on links CQC and clarify who would be the best person to invite to come to speak at March meeting to be shared with networks. SC offered Matt Reynolds who recently presented at SWANs</p>	CW	Mar-21	1
3	Officers Update (Paper B):			

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3.1	<p>General Secretary Update</p> <ul style="list-style-type: none"> • Governance arrangements (TOR): <ul style="list-style-type: none"> – Agreed in principle 19th November (document now being followed); – Circulation to your networks with Carl’s covering email (copy to SC); – Extension deadline for final feedback to 5pm 31st Dec – Flexible approach to updates moving forward (raise with SC) – Declaration of Interests 2019/20: Thank you – 16 core members (13/16 – 81%): <ul style="list-style-type: none"> • <i>East of England Clinical Audit and NICE Network (EECANN) Alka.</i> • <i>Lancashire & Cumbria Clinical Audit Network (LCCAN) Unable to get DOI. Agree to close?</i> • <i>Yorkshire Effectiveness, Audit & Research Network (YEARN). Vicky, currently seconded clinical</i> – 2 co-opted (100%) – Declaration of Interests Q1 and Q2 2020/21: – 16 core members (13/16 – 81%): <ul style="list-style-type: none"> • <i>East of England Clinical Audit and NICE Network (EECANN) Alka.</i> • <i>Mersey Clinical Audit Network (MCAN) Sarah B.</i> • <i>Yorkshire Effectiveness, Audit & Research Network (YEARN). Vicky, currently seconded clinical</i> – 2 co-opted (100%) • Matters arising outside core meeting: <ul style="list-style-type: none"> – Clarification requested regarding CW attendance conference (2018) <p>Key actions moving forward:</p> <ul style="list-style-type: none"> • Q3 DOIs due • Streamline DOI process • T&FG conference and or training event • Finances underspend please get your plans in for 2020/21 ASAP • Modelling for costs to enable appropriate support to NQICAN members and regional chairs hourly rates ASAP • March workshop facilitated by SC and CW to explore - how we can ensure we are taking forward an effective workplan that supports all of your individual and network needs <p>SC – Updated on Governance Arrangements, asked for all chairs to circulate email from CW including covering email, extended deadline to 31/12. Still being refined.</p>
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	<p>Declarations of Interest. Asked for last few to be sent through (Action 2.31). Group agreed that LCCAN for 2019/20 can be closed. Any governance queries raised to SC outside of meeting. Clarification had been requested for CW attending conferences (2018 Saudi and Ireland), and CW has discussed the detail with SC and has completed a DOI form. SC satisfied that there is no need for concern and no conflicts. Had been discussed at a previous meeting but not minuted. Group agreed that this should be closed.</p> <p>Streamline process of DOI – asking for Q3+4 by first week of April. Group agreed this deadline.</p> <p>Finance – current underspend due to not meeting in London. Modeling on 8a midband. Asked for members to send financial plans to SC as soon as possible, and to let SC know if they have done a T&FG. (Action 2.43) Looking at expenses, not budget. Need to be cautious when looking at costs of training from commercial companies. Just because the training is now being done virtually doesn't mean it should necessarily be at a reduced cost because of the investment in time etc. We do need to ensure we are paying the appropriate amount and network discounts can be sought going forward. New Governance has framework on how group will interact with commercial companies going forward.</p>			
	12/20 ACTION: All regional chairs to circulate email from CW to network members in regards to new governance noting extended deadline (31/12) for comments.	All	Jan-21	3
	12/20 ACTION: SC/CW to review feedback and amend governance accordingly. All key changes will be flagged and shared with members.	SC/CW	Feb-21	5
	12/20 ACTION: Declarations of interest Q3&4 – All members to send to SC by first week of April 2021	All	Dec-20	5
3.2	<p>Chair Update CW Re-iterated purpose of group (Paper B)</p>			
	<p>Forward plan CW presented draft for forward plan, which will be added to Teams to be updated by Regional Chairs as well as N-QI-CAN Officers to keep everything including interventions taken and relevant key performance indicators in one place. Approach supported. 12/20 ACTION: CW to upload operational plan file onto MS Teams and share link with all.</p>	CW	Dec-20	5
	12/20 ACTION: Networks to review agreed interventions in the forward plan and see what members want to get involved with / lead on. Review at March meeting.	All	Mar-21	3

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	Paper C&D – Webinars on ‘Clinical Audit Integration with QI’, and ‘NNSF Member’s Survey Results’ during CAAW were well attended by around 160 colleagues across the 2 events. Outputs to be feed into forward plan. 12/20 ACTION: CW to write letter of thanks to those colleagues who presented and shared in the QI session.	CW/RS	Dec-20	1
	12/20 ACTION: Future webinars to be hosted on NQICAN teams space and invites sent via email instead of e-invites	CW/RS	Ongoing	5
	Paper E – New Orthopaedic QI Network sent proposal to link to N-QI-CAN, mix of clinical audit professionals and clinicians. Keen to work together and collaborate where possible. 12/20 ACTION Agreed to support in principle. CW is due to have a meeting with O-QI-CAN next week to discuss how this could work. CW to attend and feedback accordingly.	CW	Dec-20	4
	Proposal received from Healthcare Events for NQICAN to chair and support their Clinical Audit for Improvement event in March 2021, Agreed by group. LW offered contacts on previous presentations on learning from projects if required. N-QI-CAN event is still planned (Action 2.17) 12/20 ACTION CW to discuss with HCUK to see if we can recommend speakers and meeting content.	CW	Dec-20	5
4	Lunch break			
5	Updates from National Bodies			
5.1	<p>NHSE/I Verbal update Lisa Cowie</p> <ul style="list-style-type: none"> - Level 4 response to Covid – majority of resources participating in incident control centers, may be delay to responses to queries due to this - Exiting EU – also consuming a lot of staff resources. - NQB partners group (NCA) Meeting next week focused on health equalities and inequalities. Following up on recommendations from national clinical audits and how these are being implemented. Should be able to feed back to N-QI-CAN at next meeting. CW to attend on behalf of networks. - Model hospital is public LC recommends looking at the website for indicators and hospital data. https://model.nhs.uk/ <p>CW thanked Richard from NHSE/I & colleagues for time spent assisting with work up of N-QI-CAN governance documents. Discussions currently going on around the focus of the NCA programme and the fact that this is normally focused on acute trusts, and in future to include full pathway instead. Noted that this is not for public announcement at present, other than to say that there is a plan to look at the clinical audit portfolio with more use of existing data to reduce burden, More news to follow.</p>			

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	HQIP & CAAW update from Kim Rezel on Paper F. <ul style="list-style-type: none"> - Additional paper following CAAW was sent out with statistics on engagement via social media, some decrease likely due to Covid. NQICAN social media data were up on last year – CW spent a lot of time reading tweets and responding. HQIP comms on Heros was much improved – looking forward to seeing further details on winners. Noted for Audit Heroes that there were higher levels of low quality entries that didn't make shortlisting. Also some comments on twitter in regards to lack of engagement or finalists from some areas. - Richard Driscoll Memorial Award has recently been published. PPI resources, KR asking for local examples of PPI resources. - Certificates are not being provided for Audit Heroes nominees this year. Take forward with the working group. - HQIP Annual report has now been published – available to view on website. (link) 			
	12/20 ACTION Query around NCA of Psychosis - Caroline to look into programs v projects to be reported in Quality accounts and bring back to meeting. CW to consider setting up spreadsheet to help measure this consistently again.	CR	Dec-20	3
	12/20 ACTION Audit heroes debrief meeting to be help to scope engagement across the country and by provider type.	KR / CW / SC	Jan-21	5
6	Updates from the Regional Networks			
6.1	<p>A slide and update was provided by JM as acting CaLCAN chair and LLK for SWANs on their activities. Slides to be circulated with papers after the meeting.</p> <p>Verbal updates were provided by other members in attendance, and it was agreed that for future meetings, all Regional Chairs to send a slide the week before, and RS to prompt/collate so that they can be shared with meeting papers.</p> <p>CW extended thanks to SC/RS for previous work on SWANs and asked for Leslie to deputise Bob or Luke if not able to attend N-QI-CAN. Merchandising may be a good idea to as use current underspend due to no meetings in person.</p> <p>CW thanked regional chairs for their updates and positive reports from networks on recent meetings and forward plans. Great to hear how our networks continue to thrive in a virtual format.</p>			
	12/20 Action: New chair inductions for LLK and JT	SC/CW	Jan-21	3
	12/20 Action: CW to update Forum and website around new Cumbria and Lancastershire Clinical Audit Network and discuss with CD and LC re new arrangements (JM stepped down as acting chair post meeting)	CW /CD/LC	Jan-21	5
	12/20 ACTION: Regional Update – All Regional Chairs to send update slides prior to the meeting, to be collated by RS	All/RS	Mar-21	5

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	12/20 ACTION: Regional chairs to use forum to support sharing meeting papers (reducing email traffic) and keep network web pages up to date.	All	On-going	
7	AOB / Close			
	CW thanked everyone for their hard work during 2020 and wished everyone a happy Christmas and healthy new year.			
8	Date and Time of next meeting – 4th March 2021 10am – 1pm (via Microsoft Teams) Future meetings: 15th June 2021.			