







**Notes of SECEN Meeting**  
**Thursday 16<sup>th</sup> July 2015**  
**10:30am – 3:30pm**  
**Aylesford Priory, Maidstone, ME20 7BX**

<b>10:30 – 10:45</b>		<b>Tea, coffee, Welcome</b>	 SECEN Meeting 160715_updated.pdf
10:45 – 11:15	<b>Update from NQICAN / HQIP</b> <i>Sue Venables, Secretary to NQICAN</i>	Presentation	 NQICAN update Jun 2015.pdf
11:15 – 12:00	<b>Constitution of SECEN for review</b> <i>Carol Evans &amp; Emma Marcroft, Co-chairs of SECEN</i>	Member discussion	 Final SECEN Constitution_July 201
12:00 – 12:30	<b>Round table discussion</b> – begin with introductions <ul style="list-style-type: none"> <li>• SECEN contribution to Clinical Audit &amp; Research Conference on 24th September in Ashford, Kent – decision to make a poster for use at such events, Sue Venables and Lou Bean to lead and use SECEN funds</li> <li>• How do we (organisations) review and report on the outcomes for NICE quality standards?</li> <li>• Training on Quality Improvement – <a href="http://www.nhs.uk/qualityimprovement">www.nhs.uk/qualityimprovement</a></li> </ul>	Member discussion	
<b>12:30 – 13:00</b> <b>Lunch – provided</b>			
13:00 – 14:00	<b>CQC Inspection using the new Key Lines of Enquiry (KLoE)</b> <i>Rachael Kramer, Assurance Facilitator, Sussex Community NHS Trust</i>	Presentation & discussion	 SECEN SCT CQC Presentation 201507:

14:00 – 15:00	<b>Good Governance Guides</b> <i>Carol Evans &amp; Emma Marcroft, Co-chairs of SECEN to facilitate</i>	Member discussion  FINAL-CA-matrix.pdf  SECEN_CA matrix activity_160815.pdf
15:00 -15:30	<b>Topics / speakers for future meetings (see below)</b> <b>AOB</b>	All

### Future meeting dates:

**27<sup>th</sup> November 2015** at Darent Valley Hospital, Darent Wood Road, Dartford, Kent, DA2 8DA.  
(Meeting will be held in the Board Room – Level 4)

### Possible future topics:

- Risk assessing clinical audit results – Anne Jones
- NCPOD – Confidential Enquiries – Sue Venables
- National audit talk – challenges, issues and successes
- ~~Academic Science Health Network~~
- ~~NICE – Auditing Quality Standards, Tools, guidance – Steve Sparks. Booked for November 2014~~
- Taking action to improve quality – Nancy Dixon (HQQ). To be confirmed for November 2015
- Patient and Public Involvement in clinical audit – Kim Rezel (HQIP). To be confirmed for November 2015
- ~~CQC inspection – March 2015 meeting~~
- NICE conference feedback (members)
- ~~Clinical audit – what works, reporting up, structure, approval process, links with research and development~~
- Good Governance Guides (members) - ? reschedule Dr John Bullivant (Good Governance Institute)
- NHS Benchmarking Network
- Notes Pull audit (Medway Community Healthcare)
- GAINing Insights programme (Medway Community Healthcare’s internal mock CQC inspection programme)
- Good practice events
- SMART action planning