



**Minutes**  
**Wednesday 18 September 2019**  
**09:30 – 11.15**  
**NHS Sheffield CCG**

**Followed by the**  
**NICE Forum attending the NICE Board Meeting**  
**12.30pm**  
**Sheffield Town Hall**  
**Pinstone Street**  
**Sheffield**  
**S1 2HH**

No.	Item	ACTION
22/19	<b>Welcome and Apologies:</b> <b>Apologies:</b> Laura Schuller, Terry Matthews, Hayli Garod, Jason Baker, Rebecca Mags, Maxine Haliwell, Gillian Lawrence, Sue Marshall, Jan Micallef, Suzy Daly, <b>In Attendance:</b> Philippa Collins, Julie Michalowski, Natalie Dean, Vicky Patel, Bev Ryton, Sarah Kaur, Lisa Pennington, Lucie Shaw, Cath McMMain and Lauren Melling.	
23/19	<b>Minutes of previous meetings:</b> Previous minutes accepted, circulated and uploaded to N-QI-CAN.	



24/19	<p><b>Matter Arising:</b></p> <ul style="list-style-type: none"><li>• TOR – these have been ratified</li><li>• YEARN name – it was agreed to keep the same name and acronym</li><li>• Annual Report 18-19 – approved and uploaded to NQICAN</li><li>• Data Burden PMN:</li></ul> <p>Two colleagues from NHS Digital’s Challenging Burden Service were identified to work with the information team at LTHT on this project. Both, unfortunately, have had prolonged sickness leave so LTHT are not as advanced with the various reviews as originally hoped. Nevertheless there has been some progress:</p> <ul style="list-style-type: none"><li>• CQUIN - Improving services for people with mental health needs who present to A&amp;E. Mary had a half day session with NHS Digital on 7th August and sent further information that they required. It was agreed that we would draw a line under this topic as there was enough detail to complete the costings. Mary expects the final report to be ready by the end of September.</li><li>• Sentinel Stroke National Audit Programme (SSNAP). This has turned out to be a difficult area and in hindsight Mary believes a simpler project should have been initiated first. Much of the work has been done by NHSD but it needs pulling together. Once the CQUIN work is complete, NHS Digital will focus on sweeping up the outstanding areas. The final report is expected in autumn.</li></ul> <p>The information team will present their findings back to the relevant LTHT forums and NHS Digital’s Data Co-ordination Board, and also pick up another workstream to review.</p>	
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25/19	<p><b>Update from the National Quality Improvement and Clinical Audit Network (N-QI-CAN) - to include NHSE &amp; HQIP updates:</b></p> <p><b>N-QI-CAN:</b></p> <ul style="list-style-type: none"><li>• N-QI-CAN Annual report – this will be completed and will include details from each of the networks annual reports in order to share and highlight best practice</li><li>• Infographics licence now held by N-QI-CAN for use by the wider network. Instructions/guidance are on N-QI-CAN Forum and login and passwords will be circulated shortly</li><li>• Network – all encouraged to register and use to share best practice and learn from colleagues. YEARN remain static at 69 members</li><li>• Just celebrated 2<sup>nd</sup> birthday of the network and sharing forum</li><li>• New audit competition with a prize for those who thank others for posting / sharing</li><li>• ‘Making data count – 2’ – this is the updated version and it is hoped that someone from NHSI will be able to attend our annual workshop to present. This will be confirmed</li><li>• Barriers to local clinical audit – it will be good practice to share experiences with colleagues on the N-QI-CAN forum</li><li>• Job vacancy – Communications Officer – N-QI-CAN – will go out for advert</li><li>• Governance arrangements are now in place for commercial organisations attending national / regional meetings to present. This makes it clear what the expectations are of both parties eg commercial gain</li><li>• Clinical Audit Heroes for CAAW. Competition / nominations will shortly be open</li><li>• Sharing success – this is encouraged but a word of caution in that organisations may want to check with their internal comms departments regarding corporate image etc before circulating nationally</li><li>• N-QI-CAN 2019-20 objectives discussed and now available on the website &amp; forum</li></ul>	<p><b>VP</b> to share login and passwords once available</p> <p><b>All</b> to encourage colleagues to register and post questions / respond</p> <p><b>All</b> – think about issues associated with local clinical audit</p>
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	<p><b>NCAPOP:</b></p> <ul style="list-style-type: none"> <li>• National audit providers are still not responding to queries raised via individual organisations, despite this being a contractual requirement to feedback to queries within a specified time frame. Particular issues with RCEM</li> <li>• Quality Accounts and NCAPOP lists for 2020-21 will be available in January 2020</li> <li>• NCAPOP reports will continue to be available 3 months from the date the draft reports are submitted to NHSE as it is impossible to publish them before then. Organisations are encouraged to continue to be proactive in compiling and retaining their local data and results, and developing their own action plans to ensure a timely response to the audits. More information is available on the HQIP Directory</li> <li>• National Clinical Audit Benchmarking (NCAB) will have 5 new topics added. Local clinical audit departments need to be aware of the data to aid discussions within their own organisations and to ensure clinicians are aware</li> </ul>	<p><b>All</b> – keep a log of issues raised and details of query so we can raise with HQIP  <b>VP</b> – to contact RCEM with existing queries to see if they respond</p>
	<p><b>National Quality Board Sub Group</b> – will be looking at the NHS Long Term Plan and NCAPOP and ensuring all audits are aligned to the programme. Ideally this will entail maximising the use of routine data in NCAPOP and streamlining planning to ensure trusts are not asked to collect data over and above that which is routinely collected / reported</p> <p><b>Additional subscription costs</b> - As some of the national audits are coming off the NCAPOP programme organisations are being asked to carry on participating but are also asked to pay an additional subscription eg National Ophthalmology audit (see also 08/19). Organisations should be mindful of the additional value this gives to the Trust and engage the Board to agree if local audit will yield the same information for less cost. Clinicians, however, still want to participate and publish so decisions will be down to individual organisations to agree</p>	
<p>26/19</p>	<p><b>NHS Digital Update:</b>          NADIA commences w/c 23.9.19 and packs have gone out to organisations. The latest patient report has been published which includes May data          Diabetic Footcare – there will not be a national report published in 2020. The 2018-19 data was published in August.          On 8.10.19 there will be a file upload webinar to talk organisations through the process of uploading the ulcer denominator data so organisations can participate in the data collection          Diabetes – this project is just going into year 3 and planning for year 4 &amp; 5 is underway          NPID report due October 2019</p>	



27/19	<p><b>Election of Roles:</b> BR confirmed that several votes had been cast and our existing chair, Vicky Patel, has been voted back in for another two years. VP was congratulated on the outcome and accepted the position for a further two year period</p>	
28/19	<p><b>CAAW – Conference:</b> To coincide with CAAW, the local event will be held on Monday 25<sup>th</sup> November at Sheffield Health and Social Care Trust – further details will follow but it is hoped that NHSI will be able to deliver the session on ‘Making the data count 2’. Additional training will also be provided once agreed</p> <p>Nationally, resources are being developed for organisations to use It was suggested that maybe we could develop a local infograph using the new N-QI-CAN software for us all to use to publicise the CAAW in our own organisations during that week.</p>	<p><b>All</b> – send ideas / suggestions for additional training at the local event on 25.11.19 to VP</p> <p><b>All</b> – consider developing a local infograph for all organisations to use during CAAW</p>
29/19	<p><b>Local round up:</b> The group agreed in June that this would be trialled and if successful it would become a standing agenda item Several colleagues had submitted one slide containing details of successes, challenges or actions taken. Each organisation presented their slide and a group discussion ensued Everyone found this really interesting and informative and agreed that this should therefore be continued Topics included Quality Improvement and improvement training, CQUIN, NICE processes and Primary care Locally Commissioned Service audits</p>	
30/19	<p><b>Escalation To N-QI-CAN:</b> If anyone has anything to raise with N-QI-CAN they can send items to VP by the end of November for escalation</p>	<p><b>All</b> – send any issues to VP by end of Nov</p>
31/19	<p><b>Letter to NHSE/I re: CQUINS:</b> Several organisations have been struggling with the volume of work created by the CQUIN scheme for 2019-20 and for some it is the first time they have been directly involved Following a discussion it was agreed that our concerns would be compiled and sent to NHSE on behalf of the network It should be timely as NHSE are currently compiling feedback from organisations on the existing scheme so we may be able to influence future development and available tools / resources</p>	<p><b>All</b> – send any comments / issues etc to BR to compile the initial letter</p>
32/19	<p><b>Record Keeping Audits</b> – a revised approach - Helen Blenkinsop HB could not attend the meeting – to defer to December</p>	
33/19	<p><b>Project Registration</b> – sharing templates &amp; discussion - Sue Cross SC could not attend the meeting – to defer to December</p>	
34/19	<p><b>Any other business:</b> None raised</p>	
35/19	<p><b>NICE Regional Q&amp;A and Board Meeting:</b> Several members went on to Sheffield Town Hall for the NICE Q&amp;A and Board meeting</p>	
<p><b>Date and time of next meeting: 9<sup>th</sup> December 2019 – Calderdale &amp; Huddersfield 10:00 – 12:30pm</b></p>		



## Future Meetings 2019

<i>Month</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Minute Taker</i>
March	25/03/2019	09:30 – 13:30	Sheffield CCG	Bev Ryton
June	18/06/2019	10:00 – 14:00	Rotherham NHSFT	Philippa Collins
September	18/09/2019	09:30 – 15:00	Sheffield CCG	Bev Ryton
December	09/10/2019	10:00 – 12:30	Calderdale & Huddersfield	Mandy Hurley

## Agenda items/topics/training/speakers

<i>Month</i>	<i>2019</i>
March	NHSI Behavioural Change
June	Unlocking the Potential – involving Junior Doctors in National Audits - examples
September	NICE Board Meeting
November	CAAW – Regional Training Event
December	Consolidation of key points, resources and lessons learnt from training through 2019