

CHI/01/166



COMMISSION FOR HEALTH IMPROVEMENT

INVESTIGATIONS AND FAST TRACK CLINICAL GOVERNANCE REVIEWS PROGRAMME BOARD

Minutes of a meeting of the Investigations and Fast Track Clinical Governance Reviews Programme Board held on Thursday 18 October 2001 at 12.30pm in room 15b, Finsbury Tower, Bunhill Row, London EC1Y 8TG

Present:	Professor Ian Cameron	-	Commissioner (In the chair via tele-conferencing)
	Ms Janet Beyleveld	-	Commissioner (Vice-Chairman) (via tele-conferencing)
	Mrs Elizabeth Fradd	-	Director of Nursing
	Dr Linda Patterson	-	Medical Director
	Mr Matt Tee	-	Director of Communications
Also present:	Mr Harry Hayer	-	Director of Human Resources
	Ms Julie Miller	-	Investigations Manager (to minute - 83/01)
	Ms Chris Ranger	-	Investigations Manager
	Ms Margaret Tozer	-	Investigations Manager (from minute - 88/01/2)
Apologies	Dr Jocelyn Cornwell	-	Director of Policy and Development
	Mr Steve Graham	-	Director of Operations
	Dame Deirdre Hine	-	Chairman
	Mr Peter Homa	-	Chief Executive
Secretariat:	Code A	-	Deputy Commissioner Secretary
		-	Commission Secretariat Assistant (minutes)

80/01 APOLOGIES

Apologies for absence were received from Jocelyn Cornwell, Steve Graham, Dame Deirdre Hine and Peter Homa.

81/01 MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2001

Resolved that: the public and private minutes of the meeting of the Investigations and Fast Track Clinical Governance Reviews Programme Board held on 18 September 2001 (I&FTPB/01/55a and 55b) be agreed as a correct record and signed by the Chairman.

82/01 MATTERS ARISING

82/01/ Gosport War Memorial Hospital Investigation Terms of Reference
1 (minute reference 65/01 and 65/01(P))

The Director of Nursing presented a paper to the Board to consider the draft Terms of Reference for this investigation.

Resolved that: terms of reference for the Gosport War Memorial Hospital investigation be agreed subject to the following amendments:-

- i. paragraph 2 - As a result, in September 2001 CHI decided to undertake an investigation into the management, provision and quality of healthcare for which Portsmouth Healthcare NHS Trust is responsible at the Gosport War Memorial Hospital. IM's
- ii. paragraph 3 – the investigation will focus on the following elements within services for older people (in patient, continuing and rehabilitative care) at Gosport War Memorial Hospital. IM's
- iii. paragraph 3 (iv) - Communication and collaboration between the trust and patients, their relatives and carers and with partner organisations.
- iv. paragraph 3 (v) - Arrangements to support patients and their relatives and carers towards the end of the patients life.
- v. paragraph 5 – the investigation will also look at the adequacy of the trust's clinical governance arrangements to support services for older people (in patient, continuing and rehabilitative care).

83/01

REQUEST FOR A REVIEW INTO A TRUST (I&FTPB/01/56)

The Medical Director presented a report which asked the Board to consider whether matters arising at a trust would be appropriate for CHI to undertake an Investigation or Fast Track Clinical Governance Review (I&FTPB/01/56). The Board discussed the paper in detail.

The Board discussed the wider issues of institutional racism and how CHI could develop its own methodologies. It was agreed that there was a need to review issues of institutional racism and consider how CHI should respond, particularly in investigation/fast track work, but also in the future (using the methodology already tried out in Manchester) in reviews. The advice and expertise of the Research and Development Programme Board should be sought in developing this report.

Resolved that:

- (a) the request for an investigation / fast track clinical governance review as set out in paper (I&FTPB/01/56) be declined in line with CHI's policy on assessing requests for Investigations and Fast Track Clinical Governance Reviews; MD
- (b) the Trust should be contacted to raise the concerns highlighted in the report;
- (c) a copy of the report of the Employment Tribunal should be provided to CHI when it was available; MD
- (d) the Trust should be asked to provide information on the action

they had taken following their independent, external report on their strategy, policies, practices and processes on racial equality; and

- (e) a report should be made to the Commission on the wider issues of institutional racism and how CHI should respond, particularly in Investigation/fast track work, and in future reviews (using the methodology tried out in Manchester).

MD

Note: a more detailed account of this discussion is recorded in the confidential minutes of the meeting under category eight (information given in confidence).

84/01

REQUEST FOR AN INVESTIGATION INTO A DISPENSING PHARMACY (I&FTPB/01/57)

The Medical Director presented a paper to the Board, to consider whether matters arising at a pharmacy would be appropriate for CHI to undertake an investigation.

Resolved that:

- (a) the request for an investigation as set out in paper (I&FTPB/01/57) be declined in line with CHI's policy on assessing requests for Investigations and Fast Track Clinical Governance Reviews; and
- (b) the case should be anonymised and the file used to inform the development of CGR's in PCTs and community pharmacy.

Note: a more detailed account of this discussion is recorded in the confidential minutes of the meeting under category eight (information given in confidence).

85/01

REQUEST FOR A FAST TRACK CLINICAL GOVERNANCE REVIEW INTO A TRUST (I&FTPB/01/58)

The Medical Director presented a paper to the Board to consider if matters arising at a trust would be appropriate for CHI to undertake a fast track clinical governance review.

A request for an investigation / fast track clinical governance review into the trust had previously been presented to the September programme board meeting but declined in line with CHI's policy on assessing requests for investigations and fast track clinical governance reviews. Subsequently, CHI had received further information from the Chief Executive of the Trust highlighting increased concerns.

Resolved that: CHI undertake a fast track clinical governance review into matters arising at the Trust as set out in paper (I&FTPB/01/58), in accordance with its policy on assessing requests for investigations and fast track clinical governance reviews for the following reasons:

- (a) it is known that there has been a poor outcome but it is not clear why;
- (b) there has been an incident of great severity;
- (c) there is evidence of high risk activity;
- (d) the situation is an indication of general problems; and
- (e) there is evidence of management or organisation failure beyond a single area or team.

86/01 Note: a more detailed account of this discussion is recorded in the confidential minutes of the meeting under category eight (information given in confidence).

REQUEST FOR A FAST TRACK CLINICAL GOVERNANCE REVIEW INTO A TRUST (I&FTPB/01/59)

The Director of Nursing presented a paper to the Board which highlighted concerns raised at a Trust. A virtual programme board meeting had taken place on 2 October 2001 where a decision was made to proceed with a fast track clinical governance review. The Board were requested to endorse the proposals as set out in the paper.

Resolved that: CHI undertake a fast track clinical governance review into matters arising at the Trust as set out in paper (I&FTPB/01/59), in accordance with its policy on assessing requests for investigations and fast track clinical governance reviews under the following criteria:

- (a) a CHI investigation has been requested, but does not meet the guiding principals for an investigation, but CHI has sufficient concerns to identify a number of actions which are required; and
- (b) Accident and Emergency would be included as one of the selected clinical teams for review.

DN

87/01 Note: a more detailed account of this discussion is recorded in the confidential minutes of the meeting under category eight (information given in confidence).

FUTURE ROLE OF THE PROGRAMME BOARD (I&FTPB/01/60)

The Medical Director presented a paper to the Board on its future role. Following a discussion at the Commissioners Awayday on 20 July 2001, the programme boards were requested to review their own work, looking at the following issues:-

- identifying likely workload over the next two years;
- making an assessment of the additional expertise which might be required by the Board from time to time to assist it with this work;
- identifying the number of Commissioners which would best enable the Board to discharge its duties over the next two years;
- considering the way in which the Board's work will interface with that of other Programme Boards; and
- considering its Terms of Reference in the light of these discussions.

Resolved that:

- 88/01 (a) a Commissioner be appointed to the Board to replace the Vice-Chair, Janet Beyleveld, who is leaving CHI at the end of October; CS
- (b) an additional Commissioner be appointed to the Board alongside the Chair and Vice-Chair; CS
- (c) the Investigations Programme Board to have a joint meeting with the Research and Development (R&D) and Clinical Governance Reviews (CGR) Programme Boards and the Patients and Public (P&P) Project Board; and CS
- 88/01/1 (d) the Commission Secretariat to review and report back on the Board's Terms of Reference. CS

ANY OTHER BUSINESS

St Helens and Knowsley Hospitals NHS Trust

Resolved that:

- CHI undertake a fast track clinical governance review into matters arising at the St Helens and Knowsley Hospitals NHS Trust in accordance with its policy on assessing requests for investigations and fast track clinical governance reviews for the following reasons:
 - (a) it is known that there has been a poor outcome but it is not clear why;
 - (b) it is an incident of great severity;
 - (c) in view of the extrinsic features of the case; and
 - (d) CHI action is likely to result in lessons for the whole of the NHS.
- the team conducting the review should include a service user, a social worker and a psychologist and/or psychiatrist; and
- one of the clinical teams selected should be a mental health clinical team.

88/01/2 Note: a more detailed account of this discussion is recorded in the confidential minutes of the meeting under category eight (information given in confidence).

Progress report: Carmarthenshire NHS Trust

Ms Margaret Tozer, Investigations Manager presented a paper to the Board on the slow progress of the development of the action planning at Carmarthenshire NHS Trust, following the publication of the review report in November 2000.

It was noted that a meeting was scheduled for 29 November 2001 between representatives of CHI (the Chief Executive, the Medical Director and the Investigation Manager concerned), the Chief Executive of the National Assembly for Wales and members of the Trust Board, to discuss the action planning.

It was reported that work was currently being undertaken to tighten up the process on action planning following a review or an investigation.

Resolved that: the report be noted.

All

The meeting ended at 2:15pm

Code A

Commission Secretariat Assistant

October 2001