

Minutes of a Meeting of the Quality and Standards (Q&S) Committee

Held on 19 July 2017 at 1pm, Callington Road, Bristol

These Minutes are presented for **Approval**

Members Present

Ruth Brunt (RB) Non-Executive Director and Chair of Committee

Sarah Elliott (SE) Non-Executive Director and Vice Chair of Committee

Neil Auty (NA) Associate Non-Executive Director

Sue McKenna (SMc) Director of Operations

Matthew Page (MP) Deputy Director of Operations

Pete Wood (PW) Deputy Medical Director

In Attendance

Phil Cooper (PC) Associate Director, Governance, Improvement and Quality

Hannah Bailey (HB) Head of Quality & Improvement

Erika Tandy (ET) Corporate Governance Coordinator

James Eldred (JE) Clinical Director Bristol

Sarah Branton (SB) Medical Director Bristol

Mark Bunker (MB) Quality Director Bristol

Sarah Knight (SK) Interim company Secretary

Mayur Bhatt (MB) Equality and Diversity Advisor

Katherine Dawson (KD) Organisational Development Manager

Lisa Marrett (LM) Interim Quality Director for CAMHS

Jo Collins (JC) Patient Safety Team Manager

PART ONE

QS/17/55 Presentation from Bristol Locality

1. The Committee welcomed James Eldred (JE), Sarah Branton (SB) and Mark Bunker (MB) from the Bristol Locality, It was agreed by all that the Bristol team would highlight key issues from their presentation to allow time for questions.
2. Laurel Ward cared for older adults with dementia who had complex presentations. This was a very challenging environment, patients display aggressive behaviour and staff could be physically assaulted. Staff needed to be resilient and it had been a challenge to keep them working happily as a team.
3. Over the past few months there had been 3 incidents. The first was when doors were locked, preventing outside access and a patient's room was found to be locked, and no one knew why. The third incident came to light during a routine management meeting, when a member of staff mentioned patients being locked in their rooms. This led to an Executive decision to shut the ward.
4. Competency assessments had been carried out together with staff training; an RCA was in the process of being signed off when the third incident happened. Under a temporary process all ward staff had been re-deployed to other wards, some still in Callington Road and others elsewhere.
5. Sue McKenna (SMc) commented that a number of historical issues and complaints contributed to the decision to temporarily close the ward which was made in conjunction with the LDU. SMc clarified that ward staff had been given management guidance but had not

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been adhering to this.

6. Ruth Brunt (RB), Chair of the Committee asked JE for the local management perspective and whether there were any learning points from the experience SB stated that over the past 9 months there had been a high number of Delayed Transfers of Care (DTOCs) in the ward, these were patients with a high level of aggression who had been hard to place. This in turn had led to staff sickness. There had been some improvement but in December, the first incident occurred. This was a hard narrative to deal with and to convey to the Clinical Commissioning Group (CCG). In May of this year DTOCs began to get better.

7. RB stated she had gained the impression from the discussion that the LDU were not entirely happy with the decision to close the ward. JE said that he didn't want to label the difficulties as 'cultural issues'– staff had to work in a highly pressurised environment; sometimes it took three members of staff to assist a disturbed patient.

8. JE went on to say that any concerns about how staff had been carrying out their jobs had been trumped by the door locking issue. SMC commented that from an operations point of view, the locking of doors was unacceptable.

9. SB had questioned whether there were other ways in which this could have been managed, and had been worried that something fundamental had been missed. JE felt that, from a staff point of view, this would take a long time to settle down.

10. The LDU felt that there had been a lack of a robust external communications approach; the Trust had underestimated how staff were feeling, and they had been worried about how the public perceived them.

11. SE queried how this could be turned into a learning opportunity and what the markers would be for staff, she suggested extra staff reflection sessions could be a useful trigger for promoting learning. JE agreed but felt that people still needed the full story, as the ET decision had added a layer of suspicion. Neil Auty (NA) queried if JE supported the decision that was taken by ET. JE stated that he did but that he would have welcomed a conversation beforehand.

12. Aspen Ward had been experiencing similar issues to that of the Laurel Ward, so staff competency may be looked at by members of the Nursing and Quality Team. The protocol for door locking would be looked at, and it is felt that the appointment of a new matron would bring a fresh perspective.

13. The Crisis Line, which had been set up as part of the re-tendering of the Bristol Community Services in 2014, had been problematic, as it had not been sufficiently focused and activity was unmanageable. This service was unfunded which was not helpful. JE felt that if the LDU were in that situation again, they would have been more forceful in not accepting the service and the associated problems. There had been many conversations with the CCG about the difficulties.

14. The need for the service had been assessed and issues identified were a significant number of callers needing redirection to other services and very frequent callers which significantly increased the volume of calls. The care plans of the top 20 users were looked at, and a protocol was developed to enable staff to appropriately limit these contacts. SB had also looked at a call handling system to enable effective redirection where necessary.

15. SE queried if NHS 111 had had any involvement. SB felt that the people who had been calling the Crisis Line were probably also calling NHS111 and various other helplines (e.g. the police, the Samaritans, 999). JE indicated that three people had been found to be using public services inappropriately to the extent that the police had been taking action.

16. SE asked which staff had been answering the calls and it was stated that these was largely un-registered, who were supported by qualified staff. An audit of call content, outcome and the purpose for people ringing had been completed. The Crisis Line had been

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more than just a telephone facility; it ensured that people had choices available to them when they were in crisis.

17. In relation to referrals and medical staffing, approximately 18 months ago there had been concerns in recovery services regarding access times. As a consequence a dashboard had been developed which allowed waiting times for routine and urgent pathways to be monitored every day. The trend showed an ongoing increase in referrals. This could be linked to issues within primary care, such as a high number of GP locums being used, and practices shutting down. SMC stated that the issues identified would be factored in with the transformation work. Cost would need to be looked at, with regard to CCG funding the additional activity

18. SE raised the issue of troubled people in the Dorset area, such as those that have been identified by the police. The police would be having a summit which could produce some interesting and different approaches. JE felt that the mayor of Bristol would be receptive to initiatives such as these. He also highlighted the golden key initiative in Bristol, which has been funded by the Big Lottery fund, and was multi-agency with Second Step as one of the partners.

19. The LDU raised their difficulties with medical staffing which represented a significant cost for the locality. Consultants were leading pathway work; who were very dedicated so it is hard not to use them. JE felt that a conversation with the Human Resources department would need to take place but this would probably wait until the new clinical strategy had been produced.

20. RB stated that the Board recognised the hard work and dedication of the management team in driving forward improvements. She asked the LDU team members what they were most proud of. They identified the development of the new dashboard, improvements in quality, and being aware that they need to put in mitigating actions where necessary. The forthcoming challenge would be reducing DTOCs.

21. SMC apologised if the LDU felt that the decision made by Executives in relation to Laurel Ward was wrong and she would take learning from this. She also felt that because there were so many things happening within the Trust, this had created a communications vacuum. She acknowledged that this was no excuse, and RB echoed this, stating that the communication issue was one of the key learning points

PART TWO

QS/17/56 Apologies

Apologies were received from Andrew Dean, Rachel Clark and Rebecca Eastley. The Chair welcomed Lisa Marrett (LM), Interim Quality Director for CAMHS to the meeting. The Committee agreed that CAMHS should be factored into the work plan for one of the monthly meetings. **ACTION: ET**

QS/17/57 Declaration of Members' Interests

No declarations were received.

QS/17/58 Minutes of the Previous Meeting (20 June 2017)

The Committee agreed the minutes as being an accurate record.

QS/17/59 Matters Arising from the Previous Meeting

1. QS/16/122; Suicide Prevention Strategy Work-plan. This was discussed under agenda item QS/17/69.
2. QS/17/013; Annual Objectives; Hannah Bailey (HB) and Phil Cooper (PC) had been liaising with Becky Charlton, Head of Patient Experience, and felt that as the strategy for Service User involvement was being implemented it would be practical that the first

year's objectives would include involvement of service users. It was agreed that the implementation plan should be referenced in the Annual Objectives. Annual Objectives were also discussed under agenda item QS/17/68. **ACTION: RC/PC/BC**

3. QS/17/023; Analysis of Community Deaths; this would come back to the Committee in September when the framework was due to be implemented.
4. Information on 72 hour compliance; the Committee was informed that this had now been included.
5. QS/17/024; Workforce report; see agenda item QS/17/64. RB would be meeting with Julian Feasby and Andrew Dean with regard to the Strategic Workforce report so it was agreed this action would be kept open.
6. Bank and Agency report; this was discussed under agenda item QS/17/63.
7. QS/17/029; Update on Policies; this was discussed under agenda item QS/17/75.
8. QS/17/034; Staff Survey Action Plan; this was discussed under agenda item QS/17/73.
9. QS/17/041; Safeguarding training; the Committee was informed that Mark Dean (MD) was producing an action plan and this would be presented as an appendix in the September Clinical Executive Report. **ACTION: AD**
10. QS/16/042; Service Users and Carers Strategy: implementation plan. This was discussed under agenda item QS/17/70.
11. QS/17/054; Revisions to the Q&S work-plan; HB stated that she would bring back the revised and/or amalgamated version to the September meeting. **ACTION: HB**
12. Horizontal Reporting (AR/17/015); Clinical Coding; SMC had spoken to Toby Rickard who had stated that the code does not necessarily reflect the care people are receiving, so it was not a significant clinical risk but could be improved. The Committee agreed that this action should be closed.

QS/17/60 Clinical Executive Report

Pete Wood (PW), Deputy Medical Director, presented the report to the Committee for discussion.

1) Patient Safety:

Serious Untoward Incidents had increased in June to fourteen incidents on the Strategic Executive Information System (STEIS), which was an increase on eleven which had been reported in May 2017. The Trust had recently implemented an agreed process to identify serious incidents and this was reflected in an increase in the number of incidents reported on STEIS since January 2017.

There had been an increase in incidents reported from Bristol and a decrease from Wiltshire this month, and the most commonly reported category of serious incidents was suspected community suicide.

2) Clinical Effectiveness:

RB expressed concern at the ongoing level of missed doses. The numbers were broken down into localities and Bristol had the highest number, and in particular later life and PICU wards. The potential reason for missed doses for later life could be due to the range of medications and range of challenging behaviours.

HB informed the Committee that a small working group had been set up to look at this. RB welcomed this and indicated that the Committee would need further assurance that the issues with missed doses were being addressed effectively. **ACTION: HB**

3) Service User and Carer experience -

The 2016 community survey had identified four keys areas of improvement for the Trust.

- Annual reviews – Ensure that annual reviews are consistently undertaken
- Crisis care - Continue working to ensure that all service users are given crisis contact

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details and clarity about what to expect from crisis teams in all localities.

- Other areas of life – Build on improvements for offering help and advice to people for peer support and community engagement. Continue to focus on offering help and support for people getting support for finances, benefits and finding work.
- Carers – Consistently provide appropriate support and information for carers.

An action plan to address the issues had been developed and implementation would be monitored via the QIP and progress reported within the Clinical Executive Report.

The co-produced service user strategy and action plan has been previously ratified. The action plan had been reviewed in order to risk assess and prioritise each action; prioritisation would be undertaken in conjunction with service users. Monitoring of the action plan would be by a joint service user and Trust group and reported within this report.

4) Quality Improvement Plan (QIP)

The Committee noted the new items that had been added to the Trust QIP in June, together with the actions reported as 'off track' this month.

There had been further work to amalgamate actions from all recent reports into one overarching action plan.

The Committee agreed that the next Clinical Executive Report should include trajectories for improvement. **ACTION:PC/HB**

QS/17/61 Integrated Performance Report

1. Mathew Page (MP), Deputy Director of Operations, presented the report. DTOC remained as the only non-compliant indicator on the NHSI Dashboard, and two indicators (Data Quality: outcomes and IAPT RTT) had shown deterioration over the last 3 months.
2. The current figure for DTOC was 13.9% against a target of 7.5% and DTOC levels remained high in Bristol, at 18.6%, in comparison with the Trust wide position. The Chief Operating Officer had written to all Local Authorities and CCGs in each DTOC case where a service user had been delayed for over 4 weeks. RSM Risk Assurance Services had just completed an Audit on the DTOC processes and would be reporting to the Audit and Risk Committee in August.
3. MP stated that there would be a spike in figures for DTOCs due to the closure of Laurel Ward.
4. The number of Out of Trust placements throughout month 3 fluctuated between 15 and 20. Temporary bed closures, levels of acuity and DTOC continued to have an effect. The implementation of an Operational Hub, as part of the Trust-wide transformation programme, was being designed and scheduled to be piloted in July with the objective of enabling improved inpatient flow.
5. After levelling in month 2 statutory and mandatory training levels had improved, moving from red to amber (85.6%). Sickness levels had increased this month (to 4.2%) but remained green against target.
6. The percentage of establishment filled or covered with bank and agency had decreased by 0.6% during the month and this remained down on Month 11 and 12 of last year.. The full effect of the reviewed authorisation process for agency was yet to be realised but a 'lean' process review commenced on the 12 July 17 with a view to further improving rostering and temporary staff booking.
7. LDU indicators showed performance issues which ranged from Bristol with five areas of non-compliance to South Gloucestershire, Secure, Specialised and CAMHS with one. The Committee noted that LDU specific actions had been included in the appendices.

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8. RB queried whether there should be stretch targets for the records management audit as it appeared that most elements had been consistently achieved for some time. Other members agreed with this, and noted that HB, PC and Mark Francis (MF) had been looking at this.
9. RB asked for a distinction to be made between trend and trajectory in the report. NA asked what information had been shared regarding plans for Laurel Ward, and MP confirmed that a paper had been to ET on 18 July which would then go to Board.

The Committee noted the report.

QS/17/62 Annual Complaints Report

1. Jo Collins (JC), Patient Safety Team Manager, presented the report. She apologised as there had been some revisions, so would ensure that the correct report was submitted to Board.
2. There had been a 6% increase in complaints. RB asked for the data to be matched against activity, to enable more accurate interpretation. JC stated that it had been difficult to produce this as activity was measured differently in inpatient and community settings. It was agreed that JC would contact Toby Rickard to look at indicators that could be compared year on year. **ACTION: JC/TR**
3. JC stated that hot spots were looked at regularly and not just yearly. She clarified that teams were encouraged to resolve concerns locally so complaints do not have to be sent straight to Patient and Liaison Service (PALS).
4. RB commented that she was surprised by the high level of 'not upheld' complaints. JC suggested asking the service user group to review this, to see if similar themes cropped up.
5. In the complaints annual survey there was a 49% return rate which was noted by all to be positive. 79% of users would advise other people to use AWP services. JC stated that she was satisfied with the results but there was still work to do.
6. MP expressed concern in relation to the 'not upheld' complaints and what the consequences might be for service users, as it was also about what had happened clinically prior to this. JC said this was a fair challenge, and that complaints were not put on people's healthcare records. PALS always tried to resolve issues by speaking to ward managers, and she had met with nearly all the affected patients.. The Committee requested that JC submit the amended report with a new front cover ready for Trust Board. **ACTION: JC**

The Committee noted the report.

QS/17/63 Bank and Agency Checklist

The Committee agreed that the checklist could be taken to Board, but considered if the wording under point number 4 '*we are not engaging in any workarounds to the agency rules*', was appropriate. The Committee requested that the Company Secretary (Sarah Knight) review this prior to submission for Board. **ACTION: SK**

QS/17/64 Workforce Report

The Committee **noted** the report as read and did not raise any matters for discussion.

QS/17/65 Analysis of the Quality Impact of the Financial Improvement Plan (FIP) – verbal update

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1. Pete Wood (PW) attended a workshop on 17 July during which SSG gave pointers relating to the processes of the FIP. SSG suggested that risks should be categorised into low, medium and high. PW stated that a medium risk would be a desk top exercise until it went live, and clinical discussions would be involved. If there were high risks then there would be clinical challenge through a 'star chamber' approach.

2. RB reiterated that the Committee need to be assured that this process was effective. PC stated that the first six (with low impact) had been completed. He had felt broadly assured by the work that SSG had been leading on. The Committee requested that a paper should be produced showing what had been agreed and future plans, and the implications of these. The paper, which would come to the September meeting, would be a description of process and progress so far. **ACTION: PC**

QS/17/66 Audit Reports

1. QS/17/66 a) Antipsychotic and Antidepressant Prescribing for Patients with a Known Learning Disability: the Committee was informed that this followed on from an initial audit which had taken place in 2015. The aim was to reduce the use of these medicines for patients with learning disabilities. PW highlighted that there had been a reduction which was positive.

2. The author of the report would use the tool to look at the issue Trust wide, and this would be done quantitatively, and within the next three to four weeks. It was noted that some actions arising from the report had already taken place.

3. QS/17/66 b) Unexpected Deaths (final version); SE informed the Committee that this would tie in with the work that Becky Charlton had been doing on the mortality framework which was scheduled to come back to the Committee in September. The Committee requested that Rebecca Eastley (RE) combined her report with this. **ACTION: RE**

QS/17/67 Safewards

The Committee noted that information on Safewards had been incorporated into the Clinical Executive Report which was discussed under agenda item QS/17/60.

QS/17/68 Quarter 1 Annual Objectives Report

1. The Committee agreed that this document provided a snapshot on progress against the annual objectives, and that these linked into the Quarter 1 Annual Quality Accounts. PC and HB had been scoping physical health in relation to work on suicide, in order to firm up targets and milestones. **ACTION: HB/PC**

2. Members of the Committee also considered if in future a 'deep dive' could be carried out on some of the objectives. PC suggested that the QIP should reveal what these priorities should be.

The Committee noted the Quarter 1 report on Annual Objectives.

QS/17/69 Suicide Prevention Strategy

1. Anthony Harrison (AH), Consultant Nurse (Suicide Prevention), presented the draft strategy for approval by the Committee.

2. The Committee agreed that the national approach for the reduction of suicides by at least 10% was problematic as this could not be translated into actual figures. It was agreed that evidence based interventions could be mapped, so whilst this was not ideal it was an acceptable measure of progress.

3. The Committee asked whether AWP's suicide rate was higher than other Trusts. AH stated that data had not been shared so this could not be determined. Trusts were

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guarded about sharing information.

4. PC felt that there had been a move from being process driven to learning driven, so the key issues from the report now linked into objectives and the annual quality account. AH had honed down the indicators to include detailed descriptions which had been a sizeable piece of work, but should lead to better quality data.
5. SE queried how serious the Trust was about the wider prevention issues. AH stated that the Trust was committed to broader community interaction and had a good relationship with community partners. SE queried whether the childhood perspective had been considered as this did not appear in the report. AH stated that childhood groups had been scrutinised, and learning was shared with local authorities. SMC felt that clarification was needed based on commissioner requirements; as we were not responsible for delivering the whole strategy.
6. Some members of the Committee didn't fully support the strategy as there was insufficient emphasis on learning. After some discussion the Committee requested that AH liaise with PC and MP with regard to the wording, and NA stated that he was also happy to be involved in this. Subject to operational amendments the strategy was approved.. The associated action plan would be added into the Q&S work plan.
ACTION: PC/AH/NA/ET

QS/17/70 Service User and Engagement Strategy: implementation plan

1. The Committee was informed that the implementation plan needed final Executive sign-off before coming to this committee. Both the strategy and plan would then need to go to Board. The Company Secretary agreed to add this to the Board agenda. **ACTION: SK**

QS/17/71 Workforce Race Equality Standard (WRES) 2017

1. Mayur Bhatt (MB), Equality and Diversity Advisor presented the report. The 2016/17 data showed improvements in relation to four out of the nine indicators, which the committee agreed was encouraging.. In addition, there had been more BME respondents in the Staff Survey.
2. There had been some evidence of cultural change, but there were still areas that needed improvement. MB felt that it would be better to have a report every six months as opposed to yearly, which was supported by the Committee. MB had received some negative feedback from certain areas, so work would be carried out to support delivery units. This was supported by SMC.
3. Some members of the Committee wondered why the Trust had not displayed a 'zero tolerance' statement regarding abuse to staff, including racial abuse. MP felt that it was more important to consider how people interacted with each other. PW, who had previously worked in the secure area, felt that when abuse of staff had happened, the police response had been disappointing with regards to the potential impact on staff. MB stated that work was being undertaken in relation to secure services. The key issue was recognition and communication about what dignified behaviour looked like.
4. MB stated that learning from the results would be put into a SMART action plan and he would identify a timescale for this. LM stated that there hadn't been any dedicated diversity training days in the Trust for a year, due to a lack of funding. MB stated that a high percentage of people did complete the on-line training module. There had also been the aim to integrate diversity themes into other training sessions. LM felt that this was not realistic and that the on-line training module was insufficient MB agreed to liaise with Wendy Kelvin about this, and then update this Committee. **ACTION:MB**

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5. MB requested that the Committee support the report and the recommendations prior to the NHS deadline. The recommendations were:
- Increasing the regularity of monitoring and reporting to Strategic Workforce Group and Q&S Committee so that we can demonstrate progress, reflect on what is working and recommend further actions for delivering improvements.
 - Supporting the LDUs to engage with service users so that we can reduce prevalence of harassment / bullying and abuse towards staff, in line with our staff Wellbeing agenda.
 - Assessing for any existing / potential bias in clinical and non-clinical career development pathways,
 - Promoting expected standards of behaviour underpinned by our Bullying, Harassment and Dignity at Work Policy

6. The Committee approved the recommendations.

QS/17/72 Themes from 15 Step Walkabouts

1. The Committee noted that following the reinvigoration of the NED's 15 steps walkabout, it had been agreed that a bi-monthly report containing details of visits would be presented to the Quality and Standards Committee. The short report provided a summary of the walkabout visits from April-June 2017, and the exercise itself had been positively evaluated by both the Non-Executive team and the clinical staff in the wards/teams. There had been no substantial issues to report and mostly the feedback from the Non-Executive team had been positive.
2. The Committee did note that some of the walkabout dates had not been included, and HB stated that she would liaise with NA with regard to this, and any other minor amendments that needed to be made to the report. RB requested that the process for the preparation for the walkabouts (e.g. prior communication, paperwork) was more efficient, as sometimes Non-Executive Directors had been left wondering if walkabouts were happening or not.
3. The Committee agreed that the 15 Steps report was useful, so should come to Q&S on a quarterly rather than bi-monthly basis, to enable themes to be identified. **ACTION: HB/NA**

QS/17/73 Staff Survey Action Plan

1. Katherine Dawson (KD), Organisational Development Manager presented the revised action plan arising from the Staff Survey. This paper was a response to previous actions requested by the Committee with regard to the six key areas.
2. RB thanked KD for the report and asked if the Committee could now get a sense of timescales for completing the actions SE noted that the next staff survey would soon come around. KD accepted this and was aware that specific issues were being responded to, so horizontal actions were taking place.
3. KD suggested that the focus of the staff survey actions could be 'you said we did' information being shared, possibly in the form of posters, and the majority of the Committee felt that this was a good idea. SMC thought that this could be done as part of a wider project, integrating with the initiatives relating to strategy and Listening into Action (LiA).
4. The Committee did consider whether having different groups was counter-productive but agreed that it would be a shame to lose their inputs to date. RB felt that the Committee

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needed to highlight to the Board that results would probably worsen in the next survey, due to the proposed transformational changes. This was supported by the Committee.

5. In terms of communicating achievements, KD gave the example of a leaflet produced by Leeds Community Healthcare Trust, and PC supported this approach as it would also align with the Care Quality Commission (CQC) feedback.
6. The Committee requested that KD looked at integration opportunities with LiA, and KD reported that she was due to meet with Rachael Redman who was the lead for this. KD also now meets with Communications regarding the strategy. The Committee requested that KD send an update under matters arising in time for the September Q&S meeting.
ACTION: KD
7. **The Committee noted the report.**

QS/17/74 Learning from Experience Assurance Report (Draft – Quarter 1)

The Committee was informed that this paper had been postponed. RB expressed concern at the delay.

QS/17/75 Update on Policies

The Committee noted that there was no update that needed to be discussed with regard to policies.

QS/17/76 Any Other Business

1. Horizontal Reporting:

Commercial Update: The Committee noted the paper that had been prepared by Jane Rowland for the Finance and Planning (F&P) Committee meeting of 21 July. The Committee agreed that a separate paper regarding the transfer of staff working at Belbrook Lodge to AWP under the CAMHS contract should come to the next meeting. **ACTION: JR**

2. Committee Evaluation:

The meeting was scored as an average of 3.6 and comments on the meeting included the following:

Excellent Chairing especially given the volume and detail of papers on the agenda

There is the need to tighten up the ET approval process (e.g. if and when something should come to Q&S)

Some papers were more effective than others

Members were troubled by the issues raised by the Bristol locality

The amount of papers that arrived as supplements was not acceptable and confusing

The next meeting of the Quality and Standards Committee would be on 19 September from 1pm, at The Coast Centre, Weston Super Mare