

## Patient-led Inspections Project Steering Group

### General

The Project Steering Group advises on the development of the new patient-led inspections (PLI) process, ensuring that the patient, family and carers voice is integral to the project. The Steering Group is a sub group of the National Quality Board (NQB), so as to draw on the strong expertise in system alignment for quality. Where appropriate, the Steering Group will seek advice from the NQB.

The Steering Group is chaired by the Chief Nursing Officer. It represents the interests of principal stakeholders and its membership is drawn from those stakeholders.

### Purpose

- To ensure that the patient, family and carers voice is integral to the new inspection system
- To provide advice on PLI project alignment within the wider system
- To provide advice and guidance to the PLI Delivery Group as required
- To promote and facilitate stakeholder communications, where appropriate
- To advise on the new patient-led inspection system coverage (including start and end points)
- To provide advice and guidance on what success looks like

### Reports to

The Patient-led Inspections Steering Group reports to the NQB, via the Senior Responsible Officer (Chief Nursing Officer), who is accountable for the PLI project, on a quarterly basis.

### Membership

Membership is as follows:

Name	Appointment	Organisation	Comments
Jane Cummings	SRO		Chair
Peter Sellars	Programme Head	DH	Member
Elizabeth Jones	Project Director	DH	Deputy Chair
Sally Brearley	Patient Representative	National Quality Board	Member
Margaret Goose	Patient Representative	National Quality Board	Member
Philip King	Director of Regulatory Development	Care Quality Commission	Member
Amanda Hutchinson	Interim Head, Future of Care Programme	Care Quality Commission	Member
Andrew Larter	Deputy Director for People, Communities and Local Government	HealthWatch England	Member
Katherine Murphy	Chief Executive	Patients Association	Member

Name	Appointment	Organisation	Comments
Ruthe Isden	Policy Manager	Age UK	Member
Rachael Allsop	Executive Director of Workforce	Health and Social Care Information Centre	Member
Mike Farrar	Chief Executive	NHS Confederation	Member
Mike Hewins	President of Cambridgeshire Link	Local HealthWatch/LINKs	Member
Toby Lambert	Policy Director	Monitor	Member
Annette Shannon	Clinical Risk Manager, Ramsay Health Care	Independent Healthcare Advisory Services (IHAS)	Member
Janet Davies	Director of Nursing Services and Delivery	Royal College of Nursing (RCN)	Member
Tim Litherland	National Chairman	Healthcare Estates and Facilities Management Association (HEFMA)	Member
Laura Pelling	Policy Advisor	The Business Services Association	Member
Malcolm Alexander	Chairman	National Association of Links Members	Member
Kevin O'Regan	Hotel Services Director	Sheffield Teaching Hospitals NHS Foundation Trust	Member
Alison Cobb	Chair	Mental Health Alliance	Member
<b><i>In attendance (others including)</i></b>			
Vajid Mahmood	Project Manager	DH	In Attendance
Rachael Whittaker	Secretariat	DH	In Attendance

### Frequency/Location of Meeting

Meetings will be held quarterly in London. The first meeting is on 15 March 2012.

### Meeting Schedule

Mtg No	Meeting Date	Project alignment
1	March 2012	Inaugural meeting to discuss and agree project scope, governance and stakeholders, and to seek guidance on patient engagement in the development phase
2	June 2012	To discuss and agree the outputs from the patient reference event(s), piloting sites and initial system proposals
3	September 2012	The new PLI system demonstration and review, discuss and agree the piloting phase and statistical consultation preparations
4	December	Discuss pilot outcomes, statistical consultation progress,

Mtg No	Meeting Date	Project alignment
	2012	implementation phase plans
5	March 2013	New system sign-off in preparation for 'go-live'

### Agenda

The standard default agenda for Steering Group meetings is as follows:

Item	Topic	Comment
1	Introduction and welcome	Chair
2	Actions and matters arising	Chair: Actions List
3	Status and Progress update	Project Director: Progress Update
4	Topics	Discussions
6	Forward look (12 weeks)	Chair (direction)/Project Director
7	AoB and date of next meeting	Chair

### Group Papers

Minutes and actions from each meeting will be distributed within 7 days after each meeting.

**Approved by:** Dr Elizabeth Jones, Project Director  
**Dated:** June 2012