

AGENDA ITEM

14

**FALKIRK INTEGRATION JOINT BOARD
Clinical and Care Governance Committee**

Minute of the Clinical and Care Governance Committee meeting held on Tuesday 2 October 2018 at 9.30am in the Boardroom, Denny Town House.

Voting Members: Mrs Julia Swan (Chair)
Cllr Fiona Collie

Non-voting Members: Ms Sara Lacey, Chief Social Work Officer
Ms Patricia Cassidy, Chief Officer
Mr Andrew Murray, Medical Director
Professor Angela Wallace, Nurse Director

In Attendance: Mrs Margo Biggs, Lay Member
Mrs Rita Ciccu-Moore, Interim Associate Nurse Director
Ms Ellen Hudson, Deputy Nurse Director
Mrs Monica Inglis, Head of Clinical Governance
Mrs Bette Locke, Assoc. Director of Allied Health Professions
Mr Joe McElholm, Head of Social Work Adult Services
Mrs Irene Graham (Notetaker)

CCG01. APOLOGIES

Apologies were noted on behalf of David Herron and Matt McGregor.

It was noted that the membership and shape of the Committee may change over time and that the IJB had agreed that the Clinical & Care Governance Group would be replaced by the Clinical & Care Governance Committee.

CCG02. DECLARATIONS OF INTEREST

There were no declarations of interest.

CCG03. MINUTE OF THE CLINICAL & CARE GOVERNANCE GROUP MEETING HELD ON 20 MARCH 2018

The Committee agreed one minor amendment and the minute was approved.

Decision:

The Clinical & Care Governance Committee:

- 1. Approved the minute of the Clinical & Care Governance Group meeting held on 20 March 2018 with the inclusion of the above amendment.**

CCG04. ACTION LOG

This will be developed over time as agenda items are considered and finalised.

CCG05. TERMS OF REFERENCE

The Clinical & Care Governance Committee considered the terms of reference and it was agreed that Mr Murray, Professor Wallace, Mrs Cassidy and Ms Lacey would amend the wording.

Decision:

The Clinical & Care Governance Committee:

- 1. Agreed that the amended terms of reference would come back to the next meeting for ratification.**

CCG06. WORKPLAN REVIEW (CAR PARK) & “DEEP DIVE”

There was discussion on topics to be presented at future meetings.

It was agreed to invite Dr Claire McIntosh, Dr Jim Crabb, and Ms Elaine Lawlor to a future meeting to provide a presentation on Drug Related Deaths.

Decision:

The Clinical & Care Governance Committee:

- 1. Agreed to add a Drug Related Deaths presentation to the forward planner.**

CCG07. LOCALITY REPORTS - TEMPLATE TO BE DEVELOPED

Ms Cassidy advised that once the leadership for the localities was in place, a template would be developed to provide the assurance required.

Decision:

The Clinical & Care Governance Committee:

- 1. Noted that a developed template would come back to a future meeting.**

OUTCOMES (EFFECTIVE) - ARE PEOPLE GETTING THE OUTCOMES WE EXPECT?

CCG08. Review of strategic outcomes from Health & Social Care Partnership

Ms Cassidy reported that work continued on a new Strategic Plan for the next 3 years. The Committee agreed that to avoid duplication there was a need to identify the outcomes relevant to this Committee

Decision:

The Clinical & Care Governance Committee:

- 1. Agreed to identify relevant outcomes at the next meeting.**

CCG09. Other outcomes - Health & Social Care Standards

Mr Murray stated that the Health & Social Care Standards produced by the Scottish Government focused on five principles and the Care Inspectorate reflected these in their new inspection framework:

- Dignity and respect
- Compassion
- Be included
- Responsive care and support
- Wellbeing

Ms Cassidy reported that the Home Care Service was one of the first to be inspected and it was a very different inspection from previous ones.

Decision:

The Clinical & Care Governance Committee:

1. **Agreed to monitor the Home Care action plan on an ongoing basis.**

CCG10. Population Health

Mr Murray had no information to report on this topic but suggested this could be the first Deep Dive presentation that the Committee received.

Decision:

The Clinical & Care Governance Committee:

1. **Agreed to a Population Health presentation at the next meeting.**
2. **Agreed that Drug Related Deaths would be presented at the following meeting.**

SAFE - ARE OUR SERVICES SAFE?

Internal

CCG11. Adult Support & Protection/Vulnerable

Mr McElholm provided an overview of the ASP Committee and reported that training courses are provided to all levels of staff across partner organisations to ensure there is awareness of procedures and how to recognise and report concerns.

It was agreed any duplication of reports to other Committees should be avoided and that only a short paper explaining the landscape and processes this Committee would need for assurance should be added to the agenda.

Decision:

The Clinical & Care Governance Committee:

1. **Agreed a paper describing the processes and procedures to come to a future meeting**
2. **Agreed a presentation on Adult Support & Protection would be provided at a future meeting.**

CCG12. Care standards in community hospital/care homes/nursing homes

Mrs Ciccu-Moore gave a presentation on how to assure better care in Forth Valley by:

- Understanding the quality of fundamental nursing care

- Supporting our Senior Charge Nurses/Team Leads to deliver high quality care
- Demonstrating person centredness
- Driving continuous improvement in the quality of care
- Meeting standards

Clinical Indicators had been developed to gather data at ward level and Senior Nurse walkrounds took place to ensure that care was person centred and an early warning system identified areas that needed support. A Nursing Dashboard Data source had also been developed which provided a wealth of information and data. Forth Valley's work had been recognised and was being implemented nationally as part of the 'Excellence in Care'.

The Committee discussed what was required to provide assurance and it was agreed that a report on Falkirk Community Hospital and the wider hospitals, including Bo'ness, should come to the next meeting as a first iteration.

Decision:

The Clinical & Care Governance Committee:

1. **Agreed that a report on Falkirk Community Hospital and the wider hospitals would come to the next meeting.**

CCG13. Scottish Patient Safety Programme

Mrs Inglis reported that this programme and been running for over 10 years and was embedded in the quality strategy and balanced scorecard for the overall Forth Valley area. Unfortunately it would be very difficult to disaggregate for the Falkirk area alone.

Mrs Swan suggested that it would be helpful for the Committee to see the Healthcare Associated Infection paper which reported to the NHS Forth Valley Clinical Governance Committee.

Decision:

The Clinical & Care Governance Committee:

1. **Agreed that Forth Valley Clinical Governance Committee Healthcare Associated Infection report to be brought to next meeting for information.**

CCG14. Mental Health

The Committee discussed this item and the assurance required regarding mental health including prison mental health. This would be discussed further at the next meeting.

Decision:

The Clinical & Care Governance Committee:

1. **Agreed to carry forward to next meeting**

CCG15. Learning Disability

Reports from Learning Disability would be decided at a future meeting

Decision:

The Clinical & Care Governance Committee:
1. Agreed to carry forward to future meeting.

External

CCG16. External reviews

The Committee agreed that further discussion was required to formulate what reviews would come to this Committee.

Decision:

The Clinical & Care Governance Committee:
1. Agreed to carry forward to next meeting

CCG17. External standards

It was agreed a similar approach as above would be agreed for external standards.

Decision:

The Clinical & Care Governance Committee:
1. Agreed to carry forward to next meeting

PERSON CENTRED

CGC18. Evidence from services/localities

It was agreed that it was too early to make a decision regarding this.

Decision:

The Clinical & Care Governance Committee:
1. Agreed that a decision would be taken at a future meeting

CCG19. Complaints report from Health & Social Care

Ms Lacey outlined the system in place in Social Work and explained that as there was no dedicated team to manage complaints, the timescale for resolving complaints was challenging.

Mrs Inglis outlined the NHS system and how action plans taken forward by the directorates.

Following discussion it was agreed that the Committee would focus on effective processes which would provide assurance.

Decision:

The Clinical & Care Governance Committee:

1. Agreed that a summary complaints report would be carried forward to the next meeting.

RISK

CCG20. Transformation: Service transforming - risks identified and mitigated?

The Committee discussed how risk was identified using risk assessments and mitigation of risk was tracked on the risk register which was overseen by the IJB and NHS Forth Valley.

Decision:

The Clinical & Care Governance Committee:

1. Noted that the social work risk register was still under discussion.

CCG21. Risk register review

Mr Murray reported that Mrs Cathie Cowan, NHS Forth Valley Chief Executive was currently reviewing the health risk register.

Decision:

The Clinical & Care Governance Committee:

1. Agreed that the risk register would be carried forward to the next meeting

CCG22. Serious incidents

The Committee discussed significant adverse events and agreed that we would include this as a standing item.

Decision:

The Clinical & Care Governance Committee:

1. Agreed that significant adverse event reports both for health and social work would become a standing item on future agendas

CCG23. REVIEW OF MEETING STRUCTURE AND AGENDA

Mrs Swan expressed her thanks to members for their positive and helpful contribution to structuring future agendas.

Decision:

The Clinical & Care Governance Committee:

1. Agreed to adopt a "Deep Dive" approach for future presentations/topics.

CCG24. DATE OF NEXT MEETING

6 December 2018 in Room 1, Learning Centre, Forth Valley Royal Hospital

Proposed dates for 2019 would be discussed and finalised at the next meeting.

