

**Minute of meeting of the Integration Joint Board Clinical and Care Governance Committee held within the Boardroom, Denny Town House on Thursday 20 June 2019 at 9.30 a.m.**

**Voting Members:** Fiona Collie (Vice-Chair)  
Julia Swan (Chair)

**Non –voting Members:** Margo Biggs, Service User Representative

**Also Attending:** Laura Byrne, Associate Director of Pharmacy, NHS Forth Valley  
Jack Frawley, Committee Services Officer, Falkirk Council  
Sara Lacey, Chief Social Work Officer  
Joe McElholm, Head of Social Work Adult Services, Falkirk Council  
Colin Moodie, Chief Governance Officer, Falkirk Council  
Andrew Murray, NHS Medical Director (Medical Representative)  
Suzanne Thomson, Senior Service Manager (Planning & Performance)

**CCG1. Apologies**

There were no apologies.

**CCG2. Declarations of Interest**

There were no declarations of interest.

**CCG3. Minute**

The Chief Social Work Officer raised, with reference to CCG52 – Adult Support & Protection Investigation Report – Falkirk Community Hospital, that there had been a report from an additional independent review commissioned by the Chief Executive of NHS Forth Valley. It was proposed that for the next meeting there be a report providing a summary of the implications. In addition the report should also outline the management and governance arrangements for the community hospital. The Medical Director advised that there was an inspection of the hospital by Health Improvement Scotland taking place. If there was further information available from the inspection this could be included in the report. The committee requested a report to the next meeting.

**Decision**

**Minute of Meeting of the Integration Joint Board Clinical and Care Governance Committee held on 7 February 2019 was approved.**

#### **CCG4. Action Log**

An action log detailing ongoing and closed actions following the previous meeting on 7 February 2019 was provided.

##### **Decision**

**The IJB Clinical and Care Governance Committee noted the action log.**

#### **CCG5. Terms of Reference**

The committee considered a report by the Chief Governance Officer, providing as an appendix, revised Terms of Reference (ToR). At its meeting of 6 April 2018 the Integration Joint Board (IJB) established the Clinical and Care Governance Committee. The IJB also agreed the ToR for the committee which were set by it as the establishing body.

The Medical Director made reference to a paper taken to the NHS Forth Valley Clinical Governance Committee on the relationship between the committees of the partner bodies. The committee proposed that the ToR and relationship document were subsumed into one and that a revised ToR was submitted to the next meeting taking cognisance of information considered by the NHS Forth Valley Clinical Governance Committee.

##### **Decision**

**The Clinical and Care Governance Committee:-**

- (1) noted the revised Terms of Reference, and**
- (2) agreed that the Terms of Reference, further revised to include information submitted to the NHS Forth Valley Clinical Governance Committee, be submitted to the next meeting for consideration.**

#### **CCG6. Workplan**

The committee considered a draft workplan for 2019 which set out the schedule of reporting to the committee on major topics. The committee stated that it would be helpful to have early sight of a workplan for 2020 but noted that some of the topics on the current workplan would carry over.

Following discussion the committee requested that the following points be included in the workplan:-

- Assurance on Professional Standards
- National Care Standards Update
- Presentation on Public Health of the Falkirk area.

### **Decision**

**The Clinical and Care Governance Committee noted the workplan.**

## **CCG7. Strategic Plan 2019 – 2022**

The committee considered a report by the Programme Manager presenting the Strategic Plan 2019 – 2022 and inviting consideration of how the outcomes and priorities related to the remit of the committee.

In regard to complaints the committee highlighted that an integrated approach was required and that there would be benefit to the committee through consideration of Ombudsman reports. Further discussion on the role of the committee highlighted that the Terms of Reference were set by the Integration Joint Board and that it could also refer matters to the committee for consideration.

The committee expressed that it did not wish to duplicate any work carried out by health or social care and asked if there would be new Scottish Government guidance. The Chief Social Work Officer advised that there was a clear commitment from the Ministerial Group to refresh the guidance.

With reference to the table at paragraph 5.7 of the report on example key workplan areas the committee noted that it described well the areas of interest and potential work of the committee.

Following further discussion on compliments and complaints the committee requested an update to a future meeting on positive and negative service user experiences along with an explanation of the systems used in health and social care.

### **Decision**

**The Clinical and Care Governance Committee:-**

- (1) noted the Strategic Plan 2019 – 2022 and how it related to the remit of the Committee;**
- (2) considered the role of the Committee regarding the delivery of the outcomes and the importance of collective focus to drive improvement, seek assurance and focus resource, and**

- (3) noted that the CCG workplan would contribute to the success of the plan.

#### **CCG8. Summerford Care Inspection Update**

The committee considered a report by the Head of Social Work Adult Services providing an update on the Care Inspectorate's follow up report on Summerford House. The follow up action plan implemented by senior management and staff of Summerford with support from their Health colleagues had enabled significantly increased assurance, such that the service had unusually been re-graded up by two as opposed to one point on the Inspectorate's grading system. Whilst this progress was positive and evidenced much work and commitment by all staff concerned to deliver a speedy turn around over a 13 week period, it remained that work was in progress, with a continued need for commitment and momentum.

#### **Decision**

**The Clinical and Care Governance Committee noted that the Care Inspectorate's follow up inspection of Summerford House found significant improvement in the quality of care provision.**

#### **CCG9. Home Care Inspection Update**

The committee considered a report by the Head of Social Work Adult Services providing an update on the work undertaken by the Home Care Service in response to the publication of the Care Inspection report in May 2018. The service was subsequently re-inspected with a report published in March 2019.

Overall, strong progress had been made on the roll out of the new shift pattern model as well as the auditing systems and processes, which would continue to be developed and enhanced to ensure the changes were sustainable. Over the next 12 months the service would seek to substantially increase the number of reablement carers. This would hopefully ensure all service users received positive enabling support from the outset which would maximise their independence and reduce reliance on longer term services where these supports were not required. This would allow the in-house service to focus on supporting those service users with more complex care needs and hopefully reduce the number of delays from both the acute and community setting.

As the new Integrated Locality Teams were established, each locality would have its own registered Home Care service, with Home Care Team Managers being responsible for the registration of Home Care within specific localities. Team Managers would continue to work in collaboration to ensure recent improvements were sustained longer term across the service.

## **Decision**

**The Clinical and Care Governance Committee noted:-**

- (1) the improvements implemented by the service, and**
- (2) the positive Care Inspection Report dated 20 March 2019 (appendix 1).**

### **CCG10. Gabapentinoid Prescribing with NHS Forth Valley 2019-2019**

The committee considered a report by the Medical Director presenting information on Gabapentinoid Prescribing within NHS Forth Valley. At its meeting of 12 April 2019 NHS Forth Valley Clinical Governance Committee considered a report on Gabapentinoid Prescribing within NHS Forth Valley for 2017 – 2019. The Committee requested that the paper was shared with Clinical Care Governance Groups including this committee. The paper was provided as an appendix to this report.

The committee discussed the list size per day, overprescribing nationally, review of data by Cluster Quality GP leads, the situation in local prisons and the role of the Community Planning Partnership.

## **Decision**

**The Clinical and Care Governance Committee noted the report.**

### **CCG11. Risk Register – Verbal Update**

The committee discussed that it needed to consider and agree where it saw the biggest risks as sitting. A risk register required to be pulled together at a high level to feed into the Integration Joint Board. Then risks could be scored as to what levels were acceptable and how to best de-escalate and mitigate.

## **Decision**

**The Clinical and Care Governance Committee noted the update.**