

## **Agenda Item 12**

### **Programme of Meetings 2021 and Membership**



## Falkirk IJB Clinical and Care Governance Committee

27 November 2020

Programme of Meetings 2021 and Membership

For Decision

### 1. Executive Summary

- 1.1 The purpose of this report is to propose a programme of meetings for the Committee and an indicative forward planner for 2021.
- 1.2 The report also highlights to Committee the Third Sector representative vacancy.

### 2. Recommendations

The Clinical and Care Governance Committee is asked to:

- 2.1 agree the programme of meetings for 2021
- 2.2 consider the draft forward planner for 2021
- 2.3 note the Third Sector representative vacancy on the Committee.

### 3. Background

- 3.1 The CCGC provides assurance to the IJB on the systems for delivery of safe, effective, person-centred care in line with the IJB's statutory duty for the quality of health and care services.
- 3.2 The CCGC's remit is to:
  - provide assurance to the IJB that clinical and care governance is being discharged within the Partnership in relation to the statutory duty for quality of care and that this is being led professionally and clinically with the oversight of the IJB
  - provide the strategic direction for development of clinical and care governance within the Partnership and to ensure its implementation.

### 4. Programme of Meetings and Forward Planner

- 4.1 The proposed programme of meetings provides a schedule of quarterly meetings for 2021. Meetings would be held on a Friday at 9.30am. In line

with existing covid-19 and social distancing restrictions, meetings will continue to be held remotely. This will be reviewed pending any changes to national guidance. The proposed dates are:

- 26 February
- 21 May
- 27 August
- 26 November.

- 4.2 The CCGC has previously agreed a forward planner, based on the schedule of its meetings in June 2020. This aims to ensure that the Committee is compliant with the Falkirk Clinical and Care Governance Framework and Terms of Reference. A draft forward planner for 2021 is proposed for consideration at Appendix 1.
- 4.3 The work of the Committee may be subject to changes and fluctuations dependent on pressures and priorities emerging. Where possible, any changes to the forward planner will be raised in advance at the Committee meetings.

## 5. Membership

- 5.1 With the resignation of Jen Kerr as the Third sector representative, this leaves a vacancy on the Clinical and Care Governance Committee. The terms of reference for membership of the CCGC note there should be a Third Sector representative and that members of the Committee will be appointed by the IJB.
- 5.2 Due to the timing of the recruitment to the TSI Chief Executive Officer post, a report will be presented to the next IJB to address the vacancy.

## 6. Conclusions

- 6.1 The Clinical and Care Governance Committee is asked to agree the programme of meetings and consider the draft forward planner for 2021. It is recognised that this may be subject to fluctuation. Any proposed changes will be discussed in advance with the Committee wherever possible.

### Resource Implications

There are no implications arising from this report.

### Impact on IJB Outcomes and Priorities

There are no implications arising from this report.

### Directions

A new Direction or amendment to an existing Direction is not required.

#### Legal & Risk Implications

There are no legal and risk implications arising from this report.

#### Consultation

Consultation is not required.

#### Equalities Assessment

An equalities assessment is not required.

## 7. Report Author

Suzanne Thomson, Senior Service Manager

## 8. List of Background Papers

n/a

## 9. Appendices

**Appendix 1:** Draft Clinical and Care Governance Forward Planner 2020-2021

## Falkirk IJB Clinical and Care Governance Forward Planner 2021

|  | 26 February  | 21 May | 27 August | 26 November |
|--|--|--------|-----------|-------------|
| <b>Standing Agenda Items</b>   |  |        |           |             |
| Minute of Previous Meeting   | ✓  | ✓      | ✓         | ✓           |
| Action Log   | ✓  | ✓      | ✓         | ✓           |
| CCGC Forward Planner   |  |        |           | ✓           |
| <b>Assurance and Improvement</b>   |  |        |           |             |
| Annual Report: Duty of Candour   | ✓  |        |           |             |
| CCGC Annual Assurance Report to the IJB  |  | ✓      |           |             |
| Review of existing partner CCGC reporting arrangements and alignment to IJB  | ✓ *<br>dependent on<br>publication of<br>national guidance |        |           |             |
| IJB Risk Register: monitor from a CCG perspective  |  | ✓      |           |             |
| <b>Person Centred Health and Care</b>  |  |        |           |             |
| Complaints and Feedback report   | ✓  | ✓      | ✓         | ✓           |
| National Health and Social Care Standards  |  |        |           | ✓           |
| Update reports on related plans <ul style="list-style-type: none"> <li>Strategic Plan</li> <li>NHS FV Person Centred Health &amp; Care Strategy 2018 – 2020</li> <li>Equality Outcomes and Mainstreaming Report</li> </ul> |  |        | ✓         |             |
| <b>Safe Care: people, carers, communities, employees</b>   |  |        |           |             |
| Overview of Oversight Arrangements   | ✓  | ✓      | ✓         | ✓           |
| Overview Report: local inspection reports, national reports and publications   | ✓  | ✓      | ✓         | ✓           |
| Hospital Acquired Infection Report   | ✓  | ✓      | ✓         | ✓           |
| Duty of Candour Report   |  |        |           | ✓           |
| <b>Effective Care</b>  |  |        |           |             |
| HSCP Remobilisation Plan   | ✓  | ✓      | ✓         | ✓           |
| Locality Report  |  | ✓      |           | ✓           |