

Agenda Item 12

**Annual Assurance
Statement 2021 – 2022 &
CCGC Business**



Falkirk IJB Clinical and Care Governance Committee

20 May 2022

Annual Assurance Statement 2021 – 2022 & CCGC Business

For Decision

1. Executive Summary

- 1.1 The report presents the draft Clinical and Care Governance Annual Assurance Statement to the Committee for approval.
- 1.2 Subject to the Committee's approval, this will then be presented to the IJB in September for consideration as a suite of Annual Assurance Statements.
- 1.3 The report also notes the CCGC membership and terms of reference require to be reviewed.

2. Recommendations

The Clinical and Care Governance Committee is asked to:

- 2.1 approve the Clinical and Care Governance Committee Annual Assurance Statement.
- 2.2 agree that this is presented to the September IJB meeting for consideration.
- 2.3 note that the Chairpersonship and membership of the Clinical and Care Governance Committee require to be reviewed and approved by the Integration Joint Board.
- 2.4 note that the terms of reference and Clinical Care Governance Framework require to be reviewed and a report will be presented to Committee in August.

3. Background

- 3.1 Over 2019-20, Internal Audit completed a Governance Mapping exercise to assess the extent to which the IJB's committee structure supports the delivery of strategic objectives.
- 3.2 The Internal Audit report made four recommendations, one of which was that Annual Assurance Statements are provided by the IJB Committees, effective from June 2020.
- 3.3 This is the third Annual Assurance Statement provided by the Clinical and Care Governance Committee.

- 3.4 The terms of reference for the Clinical and Care Governance Committee note that the Chairpersonship of the Committee will be reviewed annually. This was last done in March 2021.

4. CCGC Annual Assurance Statement

- 4.1 A draft Annual Assurance Statement has been prepared and is attached for consideration at Appendix 1.
- 4.2 This sets out the attendance, meeting dates and business of the CCGC over the reporting year April 2021 to March 2022.
- 4.3 Assurance and governance are provided to a large extent by having oversight and adequate reporting mechanisms from the various NHS committees, Public Protection Groups and Health and Social Care groups within the IJB governance infrastructure.
- 4.4 These groups can demonstrate in-depth consideration of a broad range of agendas relevant to their specialities. While much of the CCGC business is a maintenance agenda, there is also scrutiny of proposed changes to systems and processes that deliver improvement to the quality of care delivered by the Health and Social Care Partnership.
- 4.5 The CCGC is asked to approve the draft Annual Assurance Statement for presentation to the IJB meeting in September 2022.

5. Membership

- 5.1 By virtue of the Local Government elections, a new voting representative from Falkirk Council will be required to be appointed to the CCGC.
- 5.2 The Chair and Vice-Chair arrangements will also need to be approved by the Board.
- 5.3 As per the terms of reference, the Chairpersonship and membership of the Committee require to be reviewed annually and approved by the Board.
- 5.4 A report will be presented to the Board at its June meeting asking the Board to appoint a representative from Falkirk Council and agree the arrangements for the Chair and Vice-Chair of the Committee.

6. Terms of Reference

- 6.1 The Terms of Reference of the Committee, including membership, and the Clinical and Care Governance Framework require to be reviewed. Work will

be undertaken by Officers and a report detailing the review and any revisions will be presented to the Committee at its meeting in August 2022.

7. Conclusions

- 7.1 Through the CCGC meetings and reports presented, assurance is provided from respective partners on how services have ensured the safe, efficient delivery of health and care services throughout the year, and how services have been delivered in line with the strategic objectives of the IJB.

Resource Implications

There are no resource implications arising from this report.

Impact on IJB Outcomes and Priorities

Ensuring sound clinical and care clinical and care governance arrangements are in place for all services is in line with the Strategic Plan.

Directions

A new Direction or amendment to an existing Direction is not required as a result of the recommendations of this report.

Legal & Risk Implications

The preparation of the Annual Assurance Statement will meet the requirements of the Strategic Risk Register and the Internal Audit report and ensure the IJB meets its statutory responsibilities.

Consultation

No consultation has been undertaken for this report.

Equalities Assessment

This is not required for the report.

8. Report Author

- 8.1 Suzanne Thomson, Senior Service Manager

9. List of Background Papers

- 9.1 Not applicable

10. Appendices

Appendix 1: Falkirk IJB CCGC Annual Assurance Statement 2021 - 2022



Annual Report of Falkirk Integration Joint Board Clinical & Care Governance Committee 2021-2022

1. PURPOSE

- 1.1 The report sets out an annual overview of the work of the Falkirk Integration Joint Board (IJB) Clinical and Care Governance Committee (CCGC). This is in addition to the IJB receiving minutes of the meeting and ensures effective scrutiny of the Committee.

2. BACKGROUND

- 2.1 The Clinical and Care Governance Committee 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 social care services.
- 2.2 An important element of clinical and care governance is to ensure there is a robust system for assuring the quality and safety of health and social care delivered and for the Committee to drive a culture of continuous improvement. This includes having systems in place to identify and respond when standards are not being met and issues of poor performance are identified and addressed.
- 2.3 The Committee has responsibility to oversee the processes within the Health and Social Care Partnership to ensure appropriate action is taken in response to adverse events, safety action notes, scrutiny body reports and complaints. Importantly, it ensures that examples of good practice and lessons learned are disseminated within the Partnership and beyond if appropriate.
- 2.4 The Committee formally provides a copy of its minutes to the IJB a part of its assurance processes.

3. IJB CLINICAL AND CARE GOVERNANCE COMMITTEE

3.1 Composition

During the financial year ending 31 March 2022, membership of the CCGC comprised:

Voting Members: Cllr Fiona Collie (Chair)
Stephen McAllister (Vice-Chair)

IJB Representatives: Margo Biggs, Service User Representative
Victoria McRae, Third Sector Representative
Roger Ridley, Falkirk Council Staff Representative

Professional Advisors: Patricia Cassidy, Chief Officer
Sara Lacey, Chief Social Work Officer
Dr Andrew Murray, Medical Director
Ellen Hudson, Deputy Nurse Director
Dr David Herron, Professional Lead – GP
Elaine Kettings, Head of Person Centred Care
Gail Woodcock, Head of Integration
Martin Thom, Head of Integration
Lynda Bennie, NHS Head of Clinical Governance

3.2 The attendance record for the Clinical and Care Governance Committee is attached at Appendix 1.

3.3 **Meetings**

The Committee met virtually on four occasions during the period from 1 April 2021 to 31 March 2022:

- 21 May 2021
- 27 August 2021
- 26 November 2021
- 25 February 2022.

3.4 **Business**

The Schedule of Business is set out in Appendix 2.

4. **CONCLUSION**

4.1 Assurance and governance are provided to a large extent by having oversight and adequate reporting mechanisms from the various NHS committees, Public Protection Groups and Health and Social Care groups within the governance infrastructure. These groups demonstrate in-depth consideration of broad agendas. While much of this is a maintenance agenda, there is also scrutiny of proposed changes to systems and processes that deliver improvement to the quality of care delivered by the Health and Social Care Partnership.

IJB CLINICAL AND CARE GOVERNANCE COMMITTEE ATTENDANCE RECORD

APPENDIX 1

Voting Members		21-May-21	27-Aug-21	26-Nov-21	25-Feb-22
Cllr Fiona Collie	Chair	P	P	P	P
Stephen McAllister	Vice-Chair	P	P	P	P
Non- Voting Members					
Margo Biggs	Service User Representative	P	P	P	P
Victoria McRae	3 rd Sector Representative	A	A	A	A
Roger Ridley	Falkirk Council Staff Representative	A	P	A	P
Professional Advisors					
Lynda Bennie	Head of Clinical Governance, NHS FV		P	P	
Patricia Cassidy	Chief Officer	P	P	P	P
Ellen Hudson	Deputy Nurse Director	P	P		
Elaine Kettings	Head of Person Centre Care	P	P		
Sara Lacey	Chief Social Work Officer	P	P	P	P
Andrew Murray	Medical Director		P		P
Lorraine Paterson	Head of Integration (left from July 2021)	P	x	x	x
Martin Thom	Head of Integration	P	P	P	P
Angela Wallace	Nursing Director		P	P	
Gail Woodcock	Head of Integration (from July 2021)		P	P	P

In attendance for agenda reports		21-May-21	27-Aug-21	26-Nov-21	25-Feb-22
Claire Chapman	Locality Manager, Social Work	P	P	P	P
Ross Cheape	Service Development Manager	x	P	x	x
Amanda Crawford	Patient Relations Lead	x	P	x	P
Jonathan Horwood	Area Infection Control Manager	P	P	P	P
Elaine Lawlor	FV ADP Co-ordinator	x	P	P	x
Gordon MacKenzie	Localist Manager, East	P	P	P	P
Tricia Miller	Lead Nurse Infection Control	x	P	x	x
Gemma Ritchie	Adult Support and Pro Lead Officer/Co-ordinator	x	P	x	x
Support Officers to Committee					
Michelle Campbell	Personal Assistant, Social Work	x	x	P	x
David Keenan	HSCP Governance Support Officer (from February 2022)				P
Brian Pirie	Democratic Services Manager	P	P	x	P
Lorraine Scott	HSCP Support Officer	P	P	P	P
Antonia Sobieraj	Committee Services Officer	P	P	P	x
Suzanne Thomson	Senior Service Manager	P	A	P	P

Key: P – Present; A – Apologies; x- Does not need to attend

Schedule of Business Considered April 2021 – March 2022

Appendix 2

Date	Title of Business Discussed	Noting / Decision
21 May 2021	Minute of CCGC meeting 26 February 2021	Decision
	Action log	Noting
	IJB Strategic Risk Register and Clinical and Care Governance Committee	Noting
	Annual Assurance Statement 2020 - 2021	Decision
	HSCP Complaints and Feedback Performance Report: Quarter 4, 2020-21	Noting
	Overview: Local Oversight Arrangements	Noting
	Overview: Inspection Reports and National Publications	Noting
	Hospital Acquired Infection Performance Report - April 2020 to March 2021	Decision
	Exclusion of Public	Decision
	Housing with Care Covid 19 Debrief Report	Noting
	HSCP Covid-19 Debrief Report – Action Plan Update	Noting
27 August 2021	Minute of CCGC meeting 21 May 2021	Decision
	Action Log	Noting
	Presentation: Medicated Assisted Treatment Standards	Decision
	Whistleblowing Standards and Activity Report	Noting
	Hospital Acquired Infection Performance Report	Noting
	HSCP Complaints and Feedback Performance Report: Quarter 1, 2021-22	Decision
	Overview Inspection Report and National Publication	Noting
	Overview: Local Oversight Arrangements	Noting
	Falkirk Adult Protection Committee Large Scale Investigation	Decision
26 November 2021	Minute of CCGC meeting 27 August 2021	Decision
	Action Log	Noting
	Falkirk Alcohol and Drugs Partnership Annual Report	Noting
	Herbert Protocol and Implementation in Falkirk HSCP	Noting
	Hospital Acquired Infection Performance Report	Noting
	HSCP Complaints and Feedback Performance Report	Noting
	Overview: Local Oversight Arrangements	Noting
	Overview: Inspection Reports and National Publications	Noting
	Duty of Candour Annual Report 2020-2021	Noting

	IJB Risk Management Arrangements and Clinical and Care Governance Committee	Noting
	Programme of Meetings 2022	Decision
25 February 2022	Minute of CCGC meeting 26 November 2021	Decision
	Action Log	Noting
	Adult Support and Protection Joint Inspection Report	Noting
	Falkirk Duty of Candour Annual Report 2020 – 2021	Noting
	Prescribing Proportionate Care Project	Decision
	Overview: Local Oversight Arrangements	Noting
	HSCP Complaints and Feedback Performance Reports	Noting
	Hospital Acquired Infection Performance Report	Noting
	Overview: Inspection Reports and National Publications	Noting