

Clinical and Care Governance Committee

There will be a meeting of the **Clinical and Care Governance Committee** of **Orkney NHS Board** in the **Saltire Room, Balfour Hospital, Kirkwall** on **Wednesday 16 January 2019 at 14.00**

Issy Grieve
Chair

BUSINESS

	Topic	Lead Person	Paper Number	Purpose
1	Apologies	Chair		To <u>note</u> apologies
2	Declarations of Interests – agenda items	Chair		To <u>consider</u> any declarations of interest with regard to agenda items
3	Minute of meeting held on 10 October 2018	Chair		To check for accuracy, <u>approval</u> and <u>signature</u> by chair
4	Matters Arising	Chair		To <u>seek assurance</u> that actions from previous meeting have been implemented in the agreed manner
5	Action Log	Chair		To <u>monitor</u> progress against actions due before next meeting and to <u>agree</u> any corrective action required
6	Safe and Effective Care			
6.1	Quality and Safety Group Chair's Report	Head of Transformational Change and Improvement	CCGC 1819-40	To <u>review</u> report and <u>seek assurance</u> on performance
6.1.1	*Minute of Quality and Safety Group meeting held on 10 September 2018			For <u>information</u> and <u>noting</u> only

	Topic	Lead Person	Paper Number	Purpose
6.2	Adults with Incapacity – Quarterly Audit Report	Director of Nursing, Midwifery and Allied Health Professions	CCGC 1819-41	To <u>review</u> the audit and <u>seek assurance</u> on performance
6.3	15 Steps Report	Head of Transformational Change and Improvement	Verbal update	To <u>review</u> report and <u>seek assurance</u> on performance
6.4	Significant Adverse Event Report	Head of Transformational Change and Improvement	CCGC 1819-42	To <u>note</u> report and <u>seek assurance</u> on performance
6.5	Elective Care Access Improvement Plan 2018/19 Update	Head of Transformational Change and Improvement	CCGC 1819-43	To <u>review</u> report and <u>seek assurance</u> on performance
6.6	Safe Staffing Bill Report	Director of Nursing, Midwifery and Allied Health Professions	CCGC 1819-44	To <u>note</u> report and <u>seek assurance</u> on performance
6.7	Policies for Approval			To <u>endorse</u> policies that have been through due process
6.7.1	Learning from Clinical Incidents Policy	Head of Transformational Change and Improvement	CCGC 1819-45	To <u>approve</u> the policy
6.7.2	NHS Orkney Complaints Handling Policy and Procedure	Head of Transformational Change and Improvement	CCGC 1819-46	To <u>approve</u> the policy

Comfort Break

7 Medicines Management

No items this month

	Topic	Lead Person	Paper Number	Purpose
8	Person Centred Care			
8.1	Patient Experience Quarterly Report for period ended September 2018	Head of Transformational Change and Improvement	CCGC 1819-47	To <u>review</u> report and <u>seek assurance</u> on performance
9	Population Health			
9.1	Dementia Diagnosis Rates	Chief Officer	CCGC 1819-48	To <u>review</u> report and <u>seek assurance</u> on performance
10	Social Work and Social Care			
10.1	Chief Social Work Officer's Quarterly Report	Chief Social Work Officer	CCGC 1819-49	To <u>note</u> report and <u>seek assurance</u> on performance
10.1.1	Minute of Social Work and Social Care Governance Groups held on 9 October and 13 December 2018			For <u>information</u> and <u>noting</u> only
11	Chairs Reports from Governance Committees			To <u>note</u> the key messages escalated to the Committee
	<ul style="list-style-type: none"> • Finance and Performance Committee • Area Clinical Forum 			
12	Risk			
12.1	Agree risks to be escalated to Audit Committee	Chair		
13	Emerging Issues	Executive Directors / Chief Social Work Officer		Opportunity to raise Committee members' awareness of issues

	Topic	Lead Person	Paper Number	Purpose
14	Any other competent business	Chair		
15	Agree items to be brought to Board or Governance Committees attention	Chair		To <u>agree</u> key messages to escalate to Board or other Governance Committees
16	<u>Items for Information and Noting only</u>			
16.1	*Extraordinary Care Packages Report	Chair		For <u>information</u> and <u>noting</u> only
16.2	*Schedule of Meetings 2019/20	Chair		To <u>note</u> dates of future meetings
16.3	*Record of Attendance	Chair		To <u>note</u> attendance
17	Committee Evaluation			
	Reflection on meeting – led by Chair			

*items marked with an asterisk are for noting only and any queries should be raised out with the meeting with the relevant Lead Director or relevant Group / Committee Chair to seek further assurance on performance

Distribution:

Committee Members:

Issy Grieve, Chair
Steven Johnston, Vice-Chair
David Drever, Non Executive Director
Meghan McEwen, Non Executive Director
Gerry O'Brien, Interim Chief Executive
Marthinus Roos, Medical Director
David McArthur, Director of Nursing, Midwifery and Allied Health Professions
Sally Shaw, Chief Officer

In Attendance:

Christina Bichan, Head of Transformational Change and Improvement

Louise Wilson, Director of Public Health
Chris Nicolson, Director of Pharmacy
Heather Tait, Public Representative
Scott Hunter, Head of Children and Families,
Criminal Justice and Chief Social Work Officer

**Four elected Orkney Islands Council
members**

Rachael King, Integration Joint Board vice chair
Steve Sankey
John Richards

Deputies:

Stephen Clackson
David Dawson
Kevin Woodbridge