

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 10 April 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 16 January 2019 | 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 1920-01 | To <u>review</u> report and <u>seek assurance</u> on performance |
| 6.1.1 | No approved minutes of Quality and Safety Group meetings 2019 | | | For information and noting only |

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|-----|---|--|---------------------|--|
| 6.2 | 15 Steps Report – Update Report | Head of Transformational Change and Improvement | CCGC 1920-02 | To <u>note</u> report and <u>seek assurance</u> on performance |
| 6.3 | Significant Adverse Event report | Head of Transformational Change and Improvement | CCGC 1920-03 | To <u>note</u> report and seek assurance on performance |
| 6.4 | Elective Care Access Improvement Plan 2018/19 Update | Head of Transformational Change and Improvement | CCGC 1920-04 | To <u>review</u> report and <u>seek assurance</u> on performance |
| 6.5 | Safe Staffing Bill Update Report | Director of Nursing, Midwifery and Allied Health Professions | CCGC 1920-05 | To <u>note</u> report and <u>seek assurance</u> on performance |
| 6.6 | Equality and Diversity Annual Report | Head of Learning and Organisational Development | CCGC 1920-06 | To <u>note</u> report and <u>seek assurance</u> on performance |
| 6.7 | Regional Clinical Services Update Report | Director of Nursing, Midwifery and Allied Health Professions | CCGC 1920-07 | To <u>review</u> report and <u>comment</u> |
| 6.8 | QEUH HIS Report Update | Head of Transformational Change and Improvement | CCGC 1920-08 | To <u>note</u> report and seek assurance on performance |
| 6.9 | Migration and Transition to New Hospital and Healthcare Facility Report | Project Team | Verbal | To <u>note</u> report and seek assurance on performance |

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| 6.10 | Policies for Approval | | | To <u>endorse</u> policies that have been through due process |
| 6.10.1 | NHS Grampian, Orkney and Shetland policy for requesting non formulary licenced medicines, for licenced indications | Director of Pharmacy | CCGC 1920-09 | To <u>approve</u> the policy |
| | <u>Comfort Break</u> | | | |
| 7 | Medicines Management | | | |
| 7.1 | No items this month | | | |
| 8 | Person Centred Care | | | |
| 8.1 | Patient Experience Quarterly Report for period ended | Head of Transformational Change and Improvement | CCGC 1920-10 | To <u>review</u> report and <u>seek assurance</u> on performance |
| 9 | Population Health | | | |
| 9.1 | No items this month | | | |
| 10 | Social Work and Social Care | | | |
| 10.1 | Chief Social Work Officer's Quarterly Report | Chief Social Work Officer | CCGC 1920-11 | To <u>note</u> report and seek assurance on performance |
| 10.1.1 | No approved minutes of Social Work and Social Care Governance | | | |

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| 11 | Chairs reports from Governance Committees | | | To <u>note</u> the key messages escalated to the Committee |
| 11.1 | No items this month | | | |
| 12 | Risk | | | |
| 12.1 | No items this month | | | |
| 12.2 | 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 |
| 14 | Committee Annual Review | Chair | CCGC 1920-12 | |
| 14.1.1 | Committee Self Evaluation Questionnaire | | | To <u>review</u> outcomes |
| 14.1.2 | Terms of Reference | | | To <u>review</u> changes and <u>approve</u> |
| 14.1.3 | Draft Business Cycle 2019-20 | | | To <u>review</u> changes and <u>approve</u> |
| 14.2 | Draft Clinical and Care Governance Committee Annual Report | Chair | CCGC 1920-13 | To <u>review</u> and <u>approve</u> |
| 15 | Any other competent business | Chair | | |

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| 16 | 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 |
| 17 | <u>Items for Information and Noting only</u> | | | |
| 17.1 | *Person Centred Care Newsletter Issue 11 | | | To <u>note</u> |
| 17.2 | *Schedule of Meetings 2019/20 | Chair | | To <u>note</u> dates of future meetings |
| 17.3 | *Record of Attendance | Chair | | To <u>note</u> attendance |

*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 Board Member
Meghan McEwen, Non Executive Board Member
Gerry O'Brien, Chief Executive
Marthinus Roos, Medical Director (Clinical Lead)
David McArthur, Director of Nursing, Midwifery and AHP
Sally Shaw, Chief Officer (Care Lead)
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

In Attendance:

Christina Bichan, Head of Transformational Change and Improvement