

Clinical and Care Governance Committee

There will be a meeting of the **Clinical and Care Governance Committee** of **Orkney NHS Board** in the **Brodgar A Room, Balfour Hospital, Kirkwall** on **Wednesday 9 October 2019 at 14.00**

Issy Grieve
Chair

BUSINESS

	Topic	Lead Person	Paper Number	Purpose
1	Apologies	Chair		<u>Note</u> apologies
2	Declarations of Interests – agenda items	Chair		<u>Consider</u> any declarations of interest with regard to agenda items
3	Minute of meeting held 10 July 2019	Chair		Check for accuracy, <u>approval</u> and <u>signature</u> by chair
4	Matters Arising	Chair		<u>Seek assurance</u> that actions from previous meeting have been implemented in the agreed manner
5	Action Log	Chair		<u>Monitor</u> progress against actions due before next meeting and to <u>agree</u> any corrective action required
6	Governance			
6.1	Major Incident/ Major Emergency Plan The Balfour	Resilience Officer	CCGC 1920-35	<u>Approval</u>
7	Safe and Effective Care			
7.1	Quality and Safety Group Chair's report	Medical Director	<u>CCGC</u> 1920-36	<u>Review report and note assurance on performance</u>
7.1.1	Minute of Quality and Safety Group meeting held 9 May			<u>Information</u> and <u>noting</u> only
7.2	Significant Adverse Event Update	Medical Director	CCGC 1920-37	<u>Note</u> report and <u>seek assurance</u> on the implementation of any

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				subsequent learning
7.3	Elective Care Access Update	Acting Head of Clinical Governance & Quality Improvement	CCGC 1920-38	<u>Review</u> report and <u>seek assurance</u> on performance
7.4	Infection Control Annual Report	Medical Director	CCGC 1920-39	<u>Note</u> report
7.5	Equality and Diversity Annual Report	Equality & Diversity Manager	CCGC 1920-40	<u>Note</u> report
7.6	HSMR Update	Medical Director	CCGC 1920-41	<u>Note</u> report
7.7	ISD Publication of National Audit Report Scottish Stroke Improvement Programme	Medical Director	CCGC 1920-42	<u>Note</u> report
7.8	Sharing Intelligence for Health and Care Groups Annual Report 2018-19	Chief Officer	CCGC 1920-43	<u>Note</u> report
7.9	Policies for Approval			
7.9.1	Person Centred Visiting Policy	Interim Clinical Nurse Manager	CCGC 1920-44	<u>Approval</u>
<u>Comfort Break</u>				
8	Medicines Management			
8.1	Pharmacy Annual Report	Director of Pharmacy	CCGC 1920-45	<u>Review</u> report and <u>seek assurance</u> on medicine governance
9	Person Centred Care			
9.1	Complaints Performance	Patient Experience Officer	CCGC 1920-46	<u>Note</u> report and <u>seek assurance</u> on performance

	Topic	Lead Person	Paper Number	Purpose
	Report June 19			
10	Population Health			
10.1	Winter Plan	Chief Officer	CCGC 1920-47	<u>Recommend for board approval</u>
11	Social Work and Social Care			
11.1	Chief Social Work Officer's Annual Report	Chief Social Work Officer	CCGC 1920-48	<u>Note</u> report and <u>seek assurance</u> on performance
11.2	Orkney Community Justice Partnership Annual Report	Chief Social Work Officer	CCGC 1920-49	<u>Note</u> report and <u>seek assurance</u> on performance
12	Chairs reports from Governance Committee	Chair		<u>Note</u> the key messages escalated to the Committee
12.1	Area Clinical Forum			
13	Risk			
13.1	Agree risks to be escalated to Audit Committee	Chair		
14	Emerging Issues	Executive Directors / Chief Social Work Officer		Opportunity to raise Committee members' awareness of issues
15	Any other competent business	Chair		
16	Agree items to be brought to Board or Governance Committees attention	Chair		<u>Agree</u> key messages to escalate to Board or other Governance Committees
17	<u>Items for Information and Noting only</u>			
17.1	Letter to Chief Executives – Hospital			<u>For noting</u>

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	Inspections Development			
17.2	*Schedule of Meetings 2019/20	Chair		<u>Note</u> dates of future meetings
17.3	*Record of Attendance	Chair		<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

Four elected Orkney Islands Council members

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

Deputies:

Stephen Clackson
David Dawson
Kevin Woodbridge

In Attendance:

Marthinus Roos, Medical Director (Clinical Governance Lead)
Sally Shaw, Chief Officer (Care Lead)
Christina Bichan, Head of Transformational Change and Improvement
Malcolm Colquhoun, Head of Hospital and Support Services
Scott Hunter, Head of Children and Families, Criminal Justice and Chief Social Work Officer
David McArthur, Director of Nursing, Midwifery and AHP
Chris Nicolson, Director of Pharmacy
Heather Tait, Public representative
Louise Wilson, Director of Public Health