

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 29 January 2020 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 9 October 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	Clinical and Care Governance Committee Terms of Reference	Chair	CCGC 1920-50	Draft <u>for comment</u>
6.2	Clinical and Care Governance Risks Controls and Assurance Framework	Chair	CCGC 1920-51	Draft <u>for comment</u>
6.3	Clinical Strategy	Medical Director	CCGC 1920-52	To <u>update</u> on the current position and <u>discuss</u> the consultation process

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7	Safe and Effective Care			
7.1	Quality and Safety Group Chair's report	Chief Quality Officer	<u>CCGC</u> 1920-53	<u>Review</u> report and <u>note</u> assurance on performance
7.2	Significant Adverse Event Update	Chief Quality Officer	CCGC 1920-54	<u>Note</u> report and <u>seek</u> assurance on the implementation of any subsequent learning
7.3	Elective Care Access Update	Chief Quality Officer	CCGC 1920-55	<u>Review</u> report and <u>seek</u> assurance on performance
7.4	Six Monthly Report on Adults with Incapacity	Alzheimer Scotland Clinical Nurse Specialist	CCGC 1920-56	<u>Review</u> , <u>consider</u> and <u>comment</u> on the results of the audit and <u>note</u> improvements and areas for further development
7.5	Healthcare Staffing Programme	Senior Nurse, N&M Workload and Workforce Planning Programme	CCGC 1920-57	<u>Note</u> update report and progress on outputs from workload tools
7.6	Mental Health Update	Chief Officer	CCGC 1920-58	<u>Review</u> update report and <u>seek</u> assurance on recruitment issues and service review
7.7	SAS Issues Update	Medical Director	CCGC 1920-59	For <u>discussion</u> and <u>noting</u>
7.8	Radiation Incidents Update	Medical Director	CCGC 1920-60	For <u>information</u> , to <u>note</u> improved process and <u>take</u> assurance around regulation compliance
7.9	No Policies for Approval			
<u>Comfort Break</u>				
8	Medicines Management			
8.1	No items			
9	Person Centered Care			
9.1	Complaints & Feedback Performance	Chief Quality Officer	CCGC 1920-61	<u>Review</u> and note the update provided

	Topic	Lead Person	Paper Number	Purpose
	Report Quarter 2 – December 2019			
9.2	Scottish Public Services Annual Letter	Chief Quality Officer	CCGC 1920-62	<u>Note</u> the statistics relating to NHS Orkney and <u>compare</u> these against local complaints information
10	Population Health			
10.1	Detect Cancer Early	Director of Public Health	CCGC 1920-63	<u>Note</u> report and <u>seek assurance</u> on performance
11	Social Work and Social Care			
11.1	Chief Social Work Officer's Quarterly Report	Chief Social Work Officer	CCGC 1920-64	<u>Provide commentary</u> from the Chief Social Work Officer
11.2	Minute of Social Work and Social Care Governance Groups			No minutes received
11.3	Children's Services Inspection Report	Chief Officer	CCGC 1920-65	<u>Note</u> current position
12	Chairs reports from Governance Committee	Chair		<u>Note</u> the key messages escalated to the Committee
12.1	Area Clinical Forum			
12.2	Finance and Performance Committee			
13	Risk			
13.1	Risk Register	Chief Quality Officer	Presentation	Note the presentation
13.2	Agree risks to be escalated to Audit Committee	Chair		

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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	*Schedule of Meetings 2020/21	Chair		<u>Note</u> dates of future meetings
17.2	*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 Chair
John Richards Integration Joint Board member
Steve Sankey
Kevin Woodbridge

Deputies:

Stephen Clackson
David Dawson

In Attendance:

Marthinus Roos, Medical Director (Clinical Governance Lead)

Sally Shaw, Chief Officer (Care Lead)

Christina Bichan, Chief Quality Officer

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