

**Argyll and Bute HSCP  
Clinical and Care Governance Committee  
Thursday 26<sup>th</sup> March – 3pm- 4pm – by VC**

	Item	Agreement / action
1.0	<p><b>WELCOME AND APOLOGIES</b> *all participation over VC Sarah Compton-Bishop (Chair) Kieron Green Jean Boardman Joanna MacDonald Rebecca Helliwell Nicola Shinaia Charlotte Craig</p> <p>Apologies from Liz Higgins.</p> <p>No admin support was present for the meeting, minutes prepared by Sarah with support from Jean.</p>	
2.0	<p><b>COVID -19</b> RH and JM outlined the governance structures which have been established to deal with the COVID outbreak as follows:</p> <ul style="list-style-type: none"> <li>○ National guidance is being rolled out and updated as appropriate. It is recognised that staff are working at pace, with critical decisions required at very short notice.</li> <li>○ Gold, Silver and Bronze meetings are taking place daily within NHSH, with Bronze linking to localities.</li> <li>○ Brief minutes are taken which show decisions and accountability and will facilitate learning when it is time to reflect.</li> <li>○ These meetings have good representation across the whole board area and allow for sense checking and ensuring there is equity of access and support across all areas.</li> <li>○ The focus is on delivering the best care possible, despite services being stretched.</li> <li>○ Plans and procedures are being drafted and revised as appropriate. It is recognised that there is and will be significantly more pressure on all systems and staff, with our normal structures being stretched through necessity. With this will come increased risk.</li> <li>○ Attendance at the various meetings will be reviewed to ensure minimal duplication.</li> <li>○ From tomorrow our Bronze meetings will be divided into 2, making them more manageable. These will be headed by Julie Lusk and Caroline Cherry (Head of Service)</li> <li>○ Julie Lusk and Nicola Shinaia are attending the council's equivalent COVID meetings to ensure that information is shared between the two organisations as necessary.</li> </ul>	<p>JM to review attendance at Gold, Silver, Bronze to avoid duplication.</p>

	<ul style="list-style-type: none"> <li>○ The Caring for People group has been established, led by Julie Lusk.</li> <li>○ The on-call rota is being moved to a 48-hour pattern and is currently being pulled together.</li> <li>○ A stand-by rota for Social Work is also being established, led by Alex Taylor.</li> <li>○ From today, daily comms will be issued from the Bronze meetings to ensure that staff and communities are kept up to date. J Dreghorn is leading on this aspect.</li> <li>○ HSCP comms are liaising daily with NHSH comms to ensure up to date and accurate information is distributed.</li> <li>○ RH currently facilitates a weekly debrief with clinicians on a Wednesday to look at learning from the past week and agree priorities for the week ahead. This is something that should be replicated more widely to ensure that learning is disseminated quickly.</li> <li>○ It was felt that there was no need for additional activity for this group at present, and that the structures in place provided the necessary levels of governance and support.</li> </ul> <p><b>The significant pressures the pandemic will have on our systems, staff and services were recognised, and the associated increased risks were highlighted.</b></p> <p><b>JM and RH both commended staff on the excellent and collaborate work taking place within and between teams in all areas.</b></p>	<p>JM to set up weekly debrief / week ahead meetings as appropriate</p>
<p><b>3.0</b></p>	<p><b>COMPLAINTS</b></p> <ul style="list-style-type: none"> <li>○ JM advised that we are expected to continue responding to complaints in line with the guidance during this time.</li> <li>○ This will be a challenge, with staff under extreme pressure, but it was made clear by the CEO that work here must continue.</li> <li>○ It was recognised that pulling staff together for existing fortnightly meetings will be a challenge.</li> <li>○ CC will look at a reporting mechanism that will allow work to continue in this area without the need for physical meetings.</li> </ul>	<p>CC to look at complaint reporting without current meeting structure</p>
<p><b>4.0</b></p>	<p><b>DATE, TIME AND VENUE FOR NEXT MEETINGS</b></p> <p><b>Thursday 21<sup>st</sup> May.</b></p> <ul style="list-style-type: none"> <li>○ It was agreed, given the length of time until the next meeting, that this remain in diaries as planned.</li> <li>○ Nearer the time, the Chair will liaise with Officers to determine what the priorities will be for the group at the next meeting.</li> <li>○ In light of the COVID-19 pandemic, and associated consequences, it was agreed that an extra-ordinary meeting could be called ahead of this date, should it be felt necessary</li> </ul>	<p>Thursday 21<sup>st</sup> May to continue as planned.</p> <p>Additional / earlier meetings to be called if necessary.</p>